

# CAMPUS COMMUNITY SCHOOL



## ***PARENT STUDENT HANDBOOK 2017-2018***

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## **Introduction**

Delaware charter schools are tuition free public schools that are allowed the freedom to be more innovative, while being held accountable for improved academic results and sound fiscal and organizational management. The Campus Community School (CCS) is a charter school serving students in grades kindergarten through grade 8. CCS provides an academically challenging program supporting success for all students within a safe, caring, respectful, and nurturing school community.

A volunteer board of directors made up of parents, teachers and community members govern and make decisions for the school. School policies and procedures comply with all federal, state, and local laws and mandates.

Families choose to send their children to CCS because they believe that this charter school will provide their children with the very best educational opportunities. With this choice, families commit to a partnership with the school community to support the charter mission and agree to assume a greater role and responsibility for their child's education.

The CCS Parent/Student Handbook contains important information about the school's regulations policies and procedures. It also describes the Code of Conduct and responsibilities expected of all students K-8. Questions about any topic covered in this handbook should be directed to Mr. Travers, Head of School.

## **Philosophy and Mission**

"We believe that all children can learn, but all learners have different needs, experiences and ways of learning. We believe that children will rise to expectations if effectively engaged in learning tasks that are meaningful to them. We believe excellent teaching is reflected in high levels of student achievement and positive attitudes." ...Charter

CCS is accountable for student achievement based upon state and national curricula standards. CCS strives to improve student learning, to encourage the use of effective teaching models, and to provide parents and students with improved measures of school performance.

The mission of Campus Community School is to provide a world class K-8 education that develops the whole child by creating an academically rigorous safe and caring environment that allows all students to maximize their potential.

## **Responsive Classroom**

Campus Community School follows the Responsive Classroom approach to teaching and learning. Six principals guide this approach:

- Teaching social and emotional skills is as important as teaching academic content.
- How we teach is as important as what we teach.
- Great cognitive growth occurs through social interaction.
- What we know and believe about our students—individually, culturally, developmentally— informs our expectations, reactions, and attitudes about those students.
- How we work together as adults to create a safe, joyful, and inclusive school environment is as important as our individual contribution or competence.
- Partnering with families—knowing them and valuing their contributions—is as important as knowing the children we teach.

## Equal Opportunity

Each student is encouraged to develop individual educational goals. Campus Community School will provide every student with equal educational opportunities. Campus Community School does not discriminate on the basis of race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age, economic status, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquires regarding the non-discrimination policies, our Head of School, Leroy Travers.

At CCS homeless children and youth have equal access to and fully participate in all educational programs and activities in accordance with federal law (McKinney-Vento Homeless Assistance Act). Parents or guardians experiencing homelessness, please contact our school nurse, Mr. Howard Kimmel.

Child Find is a federally defined special education service also provided by Campus Community School. The purpose of Child Find is to identify children who are suspected of having an educational disability that is interfering with the child's learning and who may be eligible for special education and related services. If parents believe that their child may be eligible for special education services, please contact our Head of School, Mr. Leroy Travers.

CCS is identified as a Title I school. The purpose of Title I is to ensure that all children have fair, equal, and significant opportunity to obtain a high quality education and can reach, at a minimum, proficiency on challenging state standards and assessments. If you, as a parent, are interested in serving on our Title I advisory committee, please contact our Head of School, Leroy Travers.

## CCS Staff 2017-2018

**Staff members can be emailed using the address: [firstname.lastname@ccs.k12.de.us](mailto:firstname.lastname@ccs.k12.de.us)**

**Staff members are also accessible through our website [www.campuscommunityschool.com](http://www.campuscommunityschool.com)**

### Administrative

Leroy Travers	Head of School
Heidi Greene	Director of Curriculum and Instruction
Carolin Lyon	Business Manager

### Office Staff

Amy Burhop	Front Office Secretary/Enrollment/Attendance
Tracey Chapman	Administrative Secretary/Transportation
Vicki Martin	Child Nutrition/Secretary
Shelly Baker-Redden	Financial/HR Secretary

### Faculty

Jaclyn Collins	Kindergarten Teacher
Linda Wooleyhand	Kindergarten Teacher
Kathy Long	1 <sup>st</sup> Grade Teacher
Patti Sandy	1 <sup>st</sup> Grade Teacher
Chelsea Hauler	2 <sup>nd</sup> Grade Teacher
Denielle Maguire	2 <sup>nd</sup> Grade Teacher
Debbie Ruff	3 <sup>rd</sup> Grade Teacher
Khristina Thompson	3 <sup>rd</sup> Grade Teacher
Gretchen DiVietro	4 <sup>th</sup> Grade Teacher
Natalie Hartman	4 <sup>th</sup> Grade Teacher
Ashley Matthews	5 <sup>th</sup> Grade Teacher
Megan Schafferman	5 <sup>th</sup> Grade Teacher
Lynn Edler	6/7 English/Language Arts
Hillary Stafford	7/8 English/Language Arts
Mark Hill	7/8 Math
Robin Smith	6/7 Math
Amanda Cinque	6/7/8 Social Studies
Eric Morgan	6/7/8 Science
Anna Baker	Physical Education/Health Education
Jennifer Boland	Art
Mildred Cisneros	Spanish
David Czepukaitis	Music
Jennifer Howard	Instructional Technology/ Multimedia Specialist
Kathy Joseph	Library
Keslie Ward	Special Services Coordinator
Janel Flynn	Special Services
Shaune Gorman	Special Services
Gamalier Colon	Student Support Coordinator
Howard Kimmel	Nurse
Jeremy Messenger	Technology Support
Whitney Townes (Communities in Schools)	21 <sup>st</sup> Century Summer and After School Program Director

## School Governance

CCS is governed by an independent Board of Directors. Members are elected and serve specific terms.

### **CAMPUS COMMUNITY SCHOOL BOARD OF DIRECTORS**

Name	Email	Affiliation	Officers	Term Ends
Harry Papaleo	<a href="mailto:hpapaleo@prccpa.com">hpapaleo@prccpa.com</a>	Community Member	President	Dec. 2017
Patti Sandy	<a href="mailto:patti.sandy@ccs.k12.de.us">patti.sandy@ccs.k12.de.us</a>	Teacher		Oct. 2019
Annie Norman	<a href="mailto:annie.norman@state.de.us">annie.norman@state.de.us</a>	Community member		Feb. 2018
Lisa Weis	<a href="mailto:lweis@dtcc.edu">lweis@dtcc.edu</a>	Parent		Feb. 2018
Linsey Fitzgerald	<a href="mailto:lindsey.fitzgerald@del-one.org">lindsey.fitzgerald@del-one.org</a>	Community Member		July 2021

**Phone messages can be left for Board members at the school office. (302-736-0403)**

## Parent Involvement

CCS believes that student achievement is directly linked to parental involvement and therefore, parent involvement is a requirement in our charter. Parental involvement starts at home by supporting your child academically, socially, emotionally and providing proper health and wellness. Parents should ensure that students arrive at school, before 8:00a.m., ready to learn. Parents should be well informed of class assignments and homework and support their child's efforts to complete them successfully and timely.

CCS's charter and the success of CCS require a high level of parent participation at the school as well. All parents are expected to volunteer in some way during the year, in addition to attending each student-led conference. Parents with disabilities will be afforded an equal opportunity to participate in the services, programs, and activities of the school.

Parents are required to report each year on their volunteer hours and involvement. All parents are required to take part in one volunteer activity throughout the course of the school year. A form listing volunteer hours and types of involvement should be turned in at each trimester conference to their child's teacher. As stated in the family contract, parent(s)/legal guardian(s) must attend a minimum of two scheduled parent/teacher conferences each year for each child that the family enrolls in CCS. Non-compliance may result in disenrollment for the following school year.

### **Parent Teacher Organization (PTO)**

CCS Cougar Pride is the school organization dedicated to parent and school staff working together, sharing the responsibility for students' learning and success. Below is a list of some of the activities in which parents can participate to meet their volunteer responsibilities. Please contact Ms. Jhonita Ervin ([jhonita.ervin@ccs.k12.de.us](mailto:jhonita.ervin@ccs.k12.de.us)) to explore other possibilities.

- Supervision of students at lunch, recess, etc.
- Library Shelving/Organization
- Tutoring
- After School Club Sponsorships
- Fundraising
- Classroom help
- Guest Speaking
- Book Fair coordination
- Office helper
- Building and/or playground maintenance
- Chaperoning a field trip
- Garden work
- Coordinating parent education workshops
- Help with breakfast
- Have an idea? Please let us know.

### **Title I Advisory Committee**

As a designated Title I school CCS convenes a Title I Advisory Committee to develop and monitor the school's Success Plan, plan professional development for staff and parents, and monitor the impact of Title I activities on school and student achievement. If interested in serving on the Title I Advisory Committee, please contact our Head of School, Leroy Travers.

### **Career and Technical Education (CTE) Advisory Committee**

The CTE Advisory Committee ensures that CCS is on the right track in helping to prepare our middle grade students who will graduate college and career ready. The Career and Technical Education Advisory Committee provides guidance to school staff on "real world" career and work place readiness skills. If interested in serving on this committee, please contact our Head of School, Leroy Travers.

### **Mentoring**

Interested in becoming a mentor for one student? Meet one hour per week during the school day. Training provided. If interested, please contact Head of School, Leroy Travers.

### **Important Websites – Email Access**

- [www.campuscommunityschool.com](http://www.campuscommunityschool.com) – school website, which has direct links to:
- [www.cougars-sports.com](http://www.cougars-sports.com)– athletic schedule
- [www.PayPAMS.com](http://www.PayPAMS.com) – automated payment system for meals
- [Firstname.lastname@ccs.k12.de.us](mailto:Firstname.lastname@ccs.k12.de.us) – teacher email
- <https://m.facebook.com/CampusCommunitySchoolDover/>

### Hours of Operation

School Office	Phone (302) 736-0403 Fax (302-736-5330)
Office Hours	7:30 a.m. to 4:00 p.m.
Pupil Day	8:00 a.m. to 3:30 p.m.

### Emergency School Openings and Closings

If it is necessary to open late or close early, the announcement will be made on WBOC, parent email, automated “School Messenger” phone calls, and our Facebook page.

Closing or delay information can also be found on the state website at: <http://schoolclosings.delaware.gov>

The state website allows parents to sign up for automated email notification when there is a closing or delay. Parents should have plans in place as early as possible for late openings, early closings, and snow days. All school delays will be two hours and no breakfast will be served.

### Emergency Information

An emergency form will be given to parents at the beginning of school. Parents must complete this form and return it to the student’s teacher or the office immediately. The school must be notified if any of the emergency information changes during the school year. **Students cannot be in attendance at Campus Community School without submitting a complete emergency form.**

#### *Emergency Procedures*

Emergency drills are conducted on a regular basis in order to reduce confusion or panic in the event of a true emergency. Students are instructed by classroom teachers concerning the procedures that will be used in conducting these drills. Students are expected to cooperate with staff members during all drills and emergencies. Distracting and/or uncooperative behavior will be subject to disciplinary action.

### Release of Student

In order to ensure students’ safety, the office maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to any individual who is not the parent or guardian of the student unless the individual’s name appears on the list. Parents or guardians may submit a list of the individuals authorized to obtain the release of their children from school.

Certified copies of any court orders or divorce decrees which restrict a parent’s ability to seek the release of a child shall be maintained in the office. It is the obligation of the custodial parent to provide this information. If the person seeking release of a child shows an out-of-state custody order, he/she must report to the Head of School, who will contact the proper authorities.

Anyone seeking the release of a student from school must report to the office and show satisfactory identification. In the case of an early dismissal, students must be signed out in the office. In the event of an emergency, an Administrator may release a student to some individual not appearing on the approved list **ONLY** if the parent has contacted the Administrator and gained approval.

### Visitors

Parents are encouraged to visit teachers and other support staff by appointment, in order to discuss any problems or concerns the parent may have regarding the student. Unless it is an emergency parents may not visit classrooms to speak to the teacher unannounced when class is in session unless classroom coverage can be made available for the teacher. Such interruptions interfere with the classroom lesson for all students. Parents are welcome to visit and/or observe in our classrooms. **We ask that parents provide at least 24 hours' notice before a classroom visit to ensure minimum interruptions to classroom instruction.**

Visitors must report to the main office, sign in and be issued a visitor's badge, which must be displayed at all times. The badge must be returned to the office and the visitor must sign out at the conclusion of the visit.

### Arrival at School

Students will be admitted into the building no earlier than 7:40a.m. All students will report directly to their classrooms unless eating breakfast. Students eating breakfast will report to the Cougar Café. Students not eating a school breakfast should arrive at school no later than 7:55. Students arriving in class after 8:00 a.m. are tardy and must report to the office before going to the classroom. Parents/guardians must come into the office to sign their child in for the day.

**Students must have a pass from the office to enter the classroom when they are tardy.**

### Dismissal

Dismissal begins at 3:30. Students will exit through the same doors they entered in the morning and wait on the sidewalk in front of the school until their ride arrives. Supervision will be provided until 3:45. All students must be picked up by 3:45 p.m. Parents will be contacted for any student who is left at school unsupervised after 3:45. Students not picked up from school by 3:45 will report to S.T.E.A.M and parents will be charged \$10.00 per day.

In order for a student to change his/her normal after school routine, written permission is required. These changes may include such things as going home with a friend, being picked up by someone different or going home rather than to daycare. Parents should send a note stating the change and the date (s) on which this is to occur. Students may not ride any other bus than the one to which they are assigned. The office should be notified of any dismissal changes prior to 2 PM. The office gets very busy at the end of the day and it is important to have early notice so that students receive notification of any changes.

### ***21<sup>st</sup> Century After School S.T.E.A.M. into Learning Program***

On Monday, Tuesday, Wednesday and Thursday from 3:30p.m.-5:30p.m., students in grades k-8 are encouraged to participate in the 21<sup>st</sup> Century After School Program. This program incorporates academic and enrichment opportunities in partnership with community organizations. This program also includes transportation for students who normally ride a bus to and from school. There is a nominal fee for each child to participate. Those families eligible for free and reduced lunch are eligible for scholarships. There is NO S.T.E.A.M. program scheduled for Friday.

## Attendance

Attendance and being on time to school is important! The Campus Community School administration and staff places the highest emphasis on academic learning time. Academic learning time is that time in which a student is actively engaged in learning while in attendance in the classroom. Excellence in educational outcomes is especially dependent on the regular attendance of all students. In addition, Delaware Code requires that every person having parental responsibility for a child between the ages of five and sixteen shall send such child to school each day that school is in session. It is the responsibility of each parent/guardian to ensure his or her child attends school regularly and is on time.

Attendance is taken each day and is permanently recorded. Some absences and tardies may be unavoidable; however, parents are encouraged to schedule vacations and appointments for non-school time. Students who accumulate excessive tardies and/or absences will be subject to disciplinary action, up to and including **referral to the court of law** and/or the School Board and dismissal from Campus Community. Students who are absent from school or class are responsible for schoolwork missed during their absence.

### *Excused Absence*

If your child has been absent, you must send a separate written note for the absence and confirm its arrival to the school office. **The written note must be received in the office within 2 days following the student's return to school.** Parents' notes should include the date, time, signature of parent and reason for absence. Please note, because of the school's obligations to the state, we must have a written note even if a telephone call has been made to or from the school. If a note is not presented upon the student's return, within two days, the absence will be considered, and remain, unexcused.

The school will accept five parent notes throughout the course of the school year excusing a student for absences, tardies or early dismissals. In order for additional absences to be excused, the parent must provide formal documentation. Formal documentation is defined as a doctor's note, dentist/orthodontist's note with appt. time noted, court subpoena, etc. All formal documentation should be written on official letterhead with the student's name, date/time of appointment, reason for absence and signature of an official.

Please note that vacations and other outside activities scheduled during the year will not be approved as excused school absences. Vacations and other activities should be scheduled outside of the academic calendar.

CCS will consider the following reasons as acceptable for excused absence:  
(Title 14 Section 122, Paragraph II of the State of Delaware Code)

1. Illness of the student - The school will require doctor's validation for absences over three consecutive days (or after 5 parent notes have been submitted).
2. Contagious disease within the student's home
3. Death in the student's immediate family
4. Legal business that must be scheduled during school time – requires formal documentation
5. Observance of a religious holiday
6. Remedial health treatment that must be scheduled during school time – requires formal documentation
7. Suspension
8. Pregnancy
9. Family emergency (such as a fire or burglary)
10. Other reasons approved by the school administrator.

### ***Unexcused Absence***

Will be defined as- *any absence that is not consistent with the excused absences listed above or any undocumented absence.*

The following procedures will take place when a student accumulates the specified number of unexcused absences:

- 5 absences- a courtesy notice will be sent to the parent/guardian.
- 10 absences- a second notice will be sent and the student will be referred to truancy court

### ***Denial of Promotion***

Any child in grades 2-8 who accumulates 20 absences, regardless of excused or unexcused, over the course of a school year may be required to attend summer school and may be denied promotion.

The student's parents/guardians will be notified if the school intends to deny promotion based on insufficient attendance. Students with 20 or more absences in a year may appeal for promotion without summer school attendance to the administration within 2 weeks of being notified. **IF A STUDENT FAILS TO APPEAL FOR PROMOTION, THAT STUDENT WILL NOT RECEIVE PROMOTION STATUS FOR ANY CLASSES TAKEN DURING THAT YEAR. The administration will review extenuating circumstances** warranting consideration of an appeal. If the family is dissatisfied with the decision of the Administration, the family may make a subsequent appeal to the Board.

Continued absenteeism could result in disciplinary action up to and including dismissal from Campus Community.

### ***Intent to Withdraw***

In the event that an enrolled student fails to attend school for eight consecutive days, and fails to respond to communication regarding their absence, they will be disenrolled.

### ***Tardies and Early Dismissals***

A student who is late or leaves school early misses valuable instructional time and creates a disturbance to the classroom. Students and parents should recognize that a written explanation from home does not automatically cause the tardiness to be excused. Such reasons as car trouble, personal business, heavy traffic, home obligations, etc. while understandable, are not acceptable excuses and will be listed as unexcused.

If a student misses a portion of the day, including leaving early, they will be charged a tardy. Three unexcused tardies, including early dismissals, will equal one unexcused absence for the school year. **As stated above, if a student has accumulated 10 unexcused absences, the parent or student will be referred to truancy court.**

- ***Procedures for Tardy to School***
  - Students are expected to report to class by 8:00.
  - Students are required to sign in with their parent/guardian at the school office immediately upon arriving tardy to school. Students arriving to school after 8:00 will be marked tardy.
  - Students are to present a note signed by a parent when they are late. The note must contain a reason for being tardy, date, time, and parent signature. In cases where the student had an appointment, the student should bring a note from the appointment. If a note is not presented, the tardy will be considered unexcused. A note must be presented even if a phone call has been made to the parent/guardian checking on the student.
  - Students must be in school for at least four hours to attend or participate in any after-school activity (including athletic events).

- ***Procedures for Early Dismissal***
  - Students will be excused from school for medical appointments, legal appointments, and/or appointments for counseling. All other reasons for early dismissal from school will be considered unexcused.
  - In cases where the student has an appointment, the student is required to bring a note back from the appointment confirming that it was kept.
  - Students will not be released to individuals other than parents or someone designated on the student release form, unless indicated in the note for release.
  - Telephone calls will only be accepted in case of an emergency.
  - Students will not be called to the office for dismissal until the parent/guardian arrives. All students must be signed out.
  
- **CCS will consider the following reasons as acceptable for an excused tardy or early dismissal:**
  1. Illness of the student
  2. Medical appointments (needs formal documentation)
  3. Legal appointments (needs formal documentation)
  4. Family emergencies (reasons must be approved by the school administrator)
  
- **Continued attendance issues, including tardies and early dismissals, could result in disciplinary action, loss of privileges or dismissal from Campus Community School.**

### **Transportation Rules and Behavior**

All school rules and regulations are in effect while riding transportation provided by CCS. Behavior is expected to be at its best. Inappropriate behavior may lead to loss of riding privileges. Students are expected to be a positive representative of Campus Community School and to be courteous to the driver and all other students.

Student safety during school-based transportation is critical to CCS and requires student responsibility. It is important that:

1. Students are at the bus stop ten minutes before the bus is scheduled to arrive. Students will remain at the bus stop for ten minutes after the bus is scheduled to arrive to account for any delay that may occur.
2. Students are properly dressed for the weather.
3. Students are monitored at the bus stop while waiting.
4. Students wait until the bus has come to a complete stop before approaching the curb.

On the bus, each student should:

1. Be seated immediately and remain seated at all times.
2. Help keep the van/bus clean. No objects are to be thrown in or out of the van/bus.
3. Obey the driver at all times.
4. Keep windows closed unless opened by the driver or with his/her permission.
5. Keep all body parts from extending out the window.
6. Refrain from yelling or making loud noises.
7. Not consume food, gum, or drinks.
8. Understand that projects, musical instruments, etc. will be transported if the object safely fits in the bus. Check with the driver ahead of time to avoid difficulties.

The previous list is not intended to be an all-inclusive list but representative of the types of behavior that will be expected. Students violating these rules of safety and courtesy will be reported to the School Administrator. In addition, buses may be equipped to use video cameras to help enforce discipline. School officials may review the films to help them with disciplinary decisions. Parents/guardians will receive a phone call from the bus driver for a first violation offense. Subsequent offenses may result in school disciplinary action including denial of bus privileges.

### **Student Rights and Responsibilities**

Students will have all the rights afforded them by federal and state constitutions, statutes, and regulations. The school reminds students that certain responsibilities accompany these rights.

#### **It shall be the right of each student:**

1. To have a safe, healthy, orderly, and courteous school environment.
2. To take part in all school activities on an equal basis regardless of race, sex, religion, national origin, or disability.
3. To attend school and participate in school programs *unless suspended from instruction* and participating for legally sufficient cause as determined in accordance with due process of law.
4. To have school rules and conditions available for review and when necessary, explained by the school.
5. To be suspended from instruction only after his/her rights pursuant to education law and school rules have been observed.
6. In disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanctions.
7. To express opinions verbally as long as this expression does not interfere with the rights of others or disrupt normal school operations.

#### **It shall be the responsibility of each student:**

1. To be familiar with and abide by all school policies, rules, and regulations pertaining to student conduct.
2. To work to the best of his/her ability in academic and extracurricular pursuits and to strive toward the highest level of achievement possible.
3. When participating in or attending school sponsored extracurricular events, to behave as a representative of the school and to demonstrate the highest standards of conduct, demeanor, and sportsmanship, and accept personal responsibility for his/her behavior.
4. To seek help solving problems that might lead to disciplinary procedures.
5. To be on time and in attendance at school and for each class.

6. To contribute to an orderly learning-centered environment, and to show due respect for other persons and property.
7. To make constructive contributions to the school, and to report fairly the circumstances on school related issues.

### **Title IX**

It is the policy of Campus Community School District to not discriminate on the basis of sex in its educational programs, activities or employment, as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Mr. Travers, Head of School.

#### **Sexual Harassment of Students**

Sexual harassment is unacceptable. It occurs when the student perceives behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name-calling, spreading sexual rumors, pictures, etc.

Campus Community maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sex discrimination. We believe that all persons are to be treated with dignity and respect. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment, will not be tolerated.

Students believing that they have been subjected to sexual harassment, whether by any individual on school property or at school activities, should report the alleged misconduct immediately to a teacher or The Head of School. Appropriate corrective action up to and including discharge of an employee or suspension/expulsion of a student may be taken.

In the absence of a victim's complaint, the school, upon learning of or having reason to suspect the occurrence of any sexual harassment, will promptly begin an investigation.

Campus Community has designated Leroy Travers, Head of School, as the School District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment/violence.

#### **Racial Harassment of Students**

Racial harassment of students consists of different treatment based on race (also color, ethnicity and national origin). CCS prohibits discrimination based on race, color, ethnicity, and/or national origin. Any student who believes that he/she has been subjected to racial harassment should report the alleged misconduct immediately to a teacher or the Head of School. Appropriate corrective action up to and including discharge of an employee or suspension/expulsion of a student may be taken.

In the absence of a victim's complaint, the school, upon learning of or having reason to suspect the occurrence of any racial harassment, will promptly begin an investigation.

#### **Computer Use Policy for Students**

Campus Community School provides students with access to the CCS network, which includes the Internet for educational purposes. Those purposes include preparing students for success in life and work by providing them with electronic access to a wide range of information and the technological tools which may

be required in the work place. Students may not use the CCS system for unacceptable purposes. Signed copies of the Campus Community School Electronic Resources Acceptable Use Policy will be required and kept on file for each student. **Violations of this Acceptable Use Policy may result in the loss of access to the CCS system, disciplinary action in accordance with the CCS Student Rights and Responsibilities regulations, and possible legal action.**

### Care of School Property

Students are expected to show respect and care for school property. Damage to property should be reported to the office or an appropriate teacher. Students who willfully destroy, damage, or deface school property shall be subject to disciplinary action, and they may be prosecuted to the fullest extent possible under the law. If a student damages school property, such student and his/her parents or guardian shall pay the school the value of the damaged property to the limit of the law. In addition, if a student loses any item belonging to the school, such student and his/her parents or guardian shall pay the school the value of the lost item.

### CCS Dress Code Policy Grades K-8

All students attending Campus Community School shall be required to follow the board-approved dress code. All students must arrive and leave school in dress code (The only exception being students who change for athletics or other after school activities requiring non dress code apparel). A student who violates the dress code will initially be given a written notice of the violation to take home. In the event of recurring violations, a parent or guardian will be called and the student may be asked to return home and change clothes before returning to school.

**The CCS administration reserves the right to enforce the dress code *philosophy* as needed to be consistent with the intent of this policy.**

#### Shirts

- Polo (pullover shirt with long or short sleeves and two or three buttons). Turtlenecks or mock turtlenecks. Shirts must be of a length that they could be tucked in and stay tucked yet not so long as to be sloppy in appearance. No midriff, cleavage or underwear may show.
- Solid white, red or navy made of a cotton or cotton blend fabric. (No stripes, ruffles, etc. on collars. No front pocket.) No logos or monograms except the CCS cougar logo.
- Girls have additional choice of solid white blouses (no stripes, ruffles, etc. on collars) and boys may also wear white oxford shirts (button down dress shirts).
- Any shirt worn underneath must match the color of the shirt worn on the outside.
- **A “field trip” shirt shall be worn by all students K-8 when participating in any school event outside the building including field trips, community service, and academic competitions. The “field trip” shirt is a polo shirt with the school logo. CCS sells these shirts at a cost of \$10.00 per shirt. The shirts are navy blue for grades k-5 and red for grades 6-8.**

#### Pants/Shorts

- Length of shorts should be between fingertip length and knee length.
- Solid navy or khaki cotton pants.
- Pants should be clean and well tailored (**not excessively baggy or tight**).
- Straight leg, no cuff, no rolled legs.
- Zipper front or elastic waistband.
- May have two side seam pockets (**no cargo pants**).
- No logos on front or sides (small manufacturer’s name label on back pocket is acceptable).
- No denim, sweat pants, leggings. Or “jeggings”. Sweat pants may be worn for gym.
- Girls may wear Capri length pants that meet all other requirements.

- Must be worn at waist and if loose must be worn with a belt.
- No corduroy.

#### Skorts, Jumpers, Skirts

- Solid navy or khaki made of cotton or cotton blend fabric or “polo” dresses in navy or red
- Length should be knee to mid-thigh.
- No logos on front or sides (small manufacturer’s name on back pocket is acceptable).
- Jumpers must be worn in combination with a school-approved blouse or shirt.

#### Sweaters/Fleece/Sweatshirts

- Cardigan or pullover style with long sleeves.
- Sweater vests.
- Crew neck or v-neck.
- Solid white, navy or red in color
- No logos or monograms other than approved CCS logos
- Cable knit or plain
- **Hooded sweatshirts (hoodies) may only be worn outside during gym or recess. They are not permitted to be worn in the classroom.**
- Approved school shirt must be worn underneath all approved sweaters/fleece/sweatshirts.

#### Footwear

- All footwear must have a sole and closed toe.
- Sneakers must be worn on days when your child has physical education classes. Students not wearing sneakers on a day in which they have physical education, they will not participate on that day. They will not receive credit for the class.
- Heelys, bedroom or dance slippers may not be worn for safety reasons.

#### CLARIFICATIONS

- Key chains and other items may not hang out of the pocket.
- Jackets, coats, scarves and non Campus Community sweatshirts may not be worn during the school day unless the student is outside for an organized activity. These items must be placed in a locker until the end of the day. Head coverings related to religious observance are permitted.
- No heavy chain or leather collars.
- Sunglasses and hats may not be worn during school hours and must be stored in lockers. Hats, caps, bandanas, hairnets and do-rags may not be worn inside the building.
- The Head of School reserves the right to approve or disapprove items for in school use when they impact the safety and/or well being of students. Separate notification of such items will be sent home with students when and if they are approved.

#### **Dress Code Noncompliance**

**It is highly recommended that parents/students thoroughly read the dress code guideline and seek clarifications prior to purchasing school clothes.** If a student attends school and is out of compliance with the dress code, he/she *will be required to change before going to class*. If for any reason a student is unable to change into proper school attire, the student will be placed in an alternative setting. Time missed from class will be unexcused.

Questionable styles should be sent to the Head of School. If a student has repetitive dress code violations, the administrator will contact the parents of the student and take other appropriate disciplinary measures.

### Electronic Devices

- Cellular telephones are not to be used on school grounds during the school day. Phones which are visible or in use during the school day will be confiscated and returned only to a parent
- From time to time, teachers may allow students to use electronic devices in the classroom as a way to improve the learning environment or as a special accommodation. In all other circumstances, however, beepers, CD players, MP3 players, Ipods, radios, electronic toys, virtual pets and similar devices should not be visible and may NOT be used during the school day. If confiscated, the device will be returned only to a parent.
- CCS is not responsible for personal belongings. The school assumes no responsibility for loss or theft.

### Other School Activities

Students who do not attend Campus Community School are prohibited from attending school activities without prior administrative approval.

#### ***Field Trips –***

Field Trips are an integral part of Campus Community, and students are expected to participate. Because the field trip IS the academic program for the day there will be no supervision at the school for children who choose not to attend the trip. Children not attending the trip should not report to school and their absence will be considered unexcused. A walking field trip form will be given to parents at the beginning of each year to grant permission for students to participate in a variety of school and classroom events that take place during the school day, but outside of the building. A more formal permission slip will be sent home for a parent/guardian's signature when the trip requires transportation. It must be ***signed and returned to the school before the field trip. A verbal agreement is unacceptable.*** If the student is not on time for the field trip, he/she will not be allowed to attend. If a student is unable to afford the cost of the field trip, the school will pay the cost whenever possible if the family requests assistance by notifying the teacher or Head of School.

Adult chaperones are always needed and chaperoning is a way for parents to be involved in the child's education as per their contract. Because chaperones have supervisory responsibilities, and due to insurance regulations, younger siblings are not permitted on field trips. Students whose parents are driving separately are still expected to use school transportation because of liability. If a parent intends to drive his/her own child, the student will need to be signed out of school for the day.

Students are representing CCS when they are on field trips. All school rules are in effect.

### After School Participation

A student must be in school in order to be eligible to participate in after school activities that day. Specific time requirements may apply to special events like athletic games. For these events a separate letter/contract will be provided. Students who are suspended out of school for a partial or full day are not eligible and should not be on school grounds. All students staying after school must be participating in a supervised activity. Students attending events as spectators must be supervised by a parent or adult chaperone. Students must be picked up within a reasonable time of the activity ending.

### **Telephone Access**

The school telephone in the office will be made available for **emergency use only**. Please make arrangements for after school activities prior to coming to school.

### **Selling/Solicitation Policy**

No student may sell products or fund raise in school except for the school store, without administrative approval. No solicitation for private or commercial fundraising is allowed on school grounds.

### **Student Records**

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing restrictions and state law.

A parents/guardian of a student less than 18 years of age, or a student 18 or older, has the right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system and specifically including, but not necessarily limited to identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent/guardian of a student less than 18 years of age or a student 18 or older shall make a request for access to that student's records, in writing, to the School Administrator. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than 45 days after the request has been received.

If information contained in the student's record is believed to be inaccurate or misleading, the parent or eligible student should write the School Administrator, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading.

Student records and any material contained therein, which is personally identifiable and confidential, may not be released or made available to persons other than parents or the student without the written consent of such parents or students. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

### **Health**

Delaware state law requires a physical examination and immunizations for all elementary school pupils. New students must be in compliance upon entrance.

The state of Delaware has the following requirements for all students enrolling in public or private schools at any age or level:

- 5 or more doses of DTaP , DTP or TD vaccine, Diphtheria, Tetanus and Pertussis ( unless fourth dose was given after the fourth birthday)
- 4 doses of IPV or OPV, unless third dose was given after the fourth birthday
- 3 doses of Hepatitis B vaccine
- 2 doses of measles, mumps rubella vaccine, (MMR) (first dose after the age of 12 months, second dose

- after the 4<sup>th</sup> birthday
- 2 doses of Varicella, Chickenpox, or a written disease history by a licensed healthcare provider

#### Physical

Current within the two years prior to entry into school.

#### Tuberculosis

TB Risk Assessment within the past 12 months prior to entry into school

#### Lead blood test

Documentation for children entering kindergarten.

#### ***Medications***

The State Board of Education policy requires a note for the administration of medications by the school nurse. Only a school nurse is permitted to administer any medications given during school hours. Medication prescribed by a physician must be sent in the original container with the proper labeling as well as a note from the parent stating the time of the last dose and the time for the dose to be administered at school.

The school nurse may administer non-prescription medications with permission from the parent. Any non-Prescription medication sent to school must be in the original container. The medication must be accompanied by a note requesting the medication be given. It should include name of medication, time dosage and purpose for administration.

#### **Children may not carry any prescription or non-prescription medication with them during school hours.**

State Board Policy permits teachers, administrators, and paraprofessionals employed by students' local school district to assist a student with medication on a field trip. Please fill out appropriate field trip forms and discuss any special situation with the school nurse.

#### ***Physical Education***

Each student taking physical education must participate. Anyone recovering from a serious illness, operation or accident may be excused if he/she presents documentation from a physician. Notes from parents or guardians will be honored for one class only. Excuses should be given to the nurse.

#### **Child Nutrition**

Campus Community School offers a healthy and nutritious breakfast and lunch every school day. Students not purchasing school meals may bring their own. Breakfast will be served before school. Times will be distributed by your child's teacher.

Children may receive breakfast and lunch at no cost to them, or a reduced cost if they are categorically eligible for free/reduced meals or if they qualify for free meals based on Federal poverty guidelines. Sometimes, however, children who do not qualify based on these standards would like a breakfast or lunch, but do not have money in their account or in-hand to cover the cost of the meal at the time of the meal service. No student will be denied a full meal due to insufficient funds within their account. Money due for outstanding account balances must be paid by the end of each trimester. Each week, a statement will be sent home with any student that carries a balance on their lunch account. Additionally, phone calls to the parents of students carrying a balance at the end of each trimester.

Campus Community uses an automated meal payment system. Students will use a PIN to debit their meal account. Parent Account Management System (PayPAMS) is a web-based system that offers parents the ability to make pre-payments, set up recurring payment plans, and access student account balances. Pay by phone option is also available. In addition, cash or checks may be used to pay for a lunch account. Checks should be payable to Campus Community School.

Free and Reduced Meal Benefit forms must be completed each year. During the first 30 OPERATING days, children with approved applications on file and their siblings may receive free/reduced price meals until a new Meal Benefit application is approved. If a new form is not completed within the first 30 days, the account will revert to a paid in full account. However, if you are eligible for free meals through Health and Social Services, or are currently receiving food stamps, you DO NOT need to complete a Meal Benefit Form. This is a Federal law under which Campus Community School Meals Program operates. You may reapply or apply at any time during the school year. If you are not eligible now, but have a decrease in your household's gross income, become unemployed, or have an increase in your household size, you may fill out another School Meals Benefit Form.

At the end of the school year, all unpaid balances will be reviewed by school administration.

**HELPFUL NUMBERS:**

Questions about the Meal Benefit Form and/or student lunch accounts should be directed to the School Nutrition Supervisor at 302-736-0403

**Code of Student Conduct**

The Code of Student Conduct defines the specific acts which disrupt the school environment and student learning and are considered violations of expected student behavior. It also identifies appropriate disciplinary actions to be taken to encourage positive behavioral changes. The Campus Community School discipline policy draws heavily upon the idea of respect for others and encourages students to take personal responsibility for their actions. CCS also makes provisions for involving teachers, parents, and support staff in an effort to manage students without coercion. The school will use a variety of strategies to help students identify effective and responsible behaviors. Appropriate behavior is expected at all times at CCS. Students may not interfere with another student's right to learn.

CCS believes in implementing proactive measures intended to diminish the number of behavior incidents. One of the many ways teachers, students and support staff build positive relationships with one another is through class meetings. Class meetings can be used for a multitude of purposes, including curriculum instruction, teaching social skills, problem solving, shared decision-making, etc. CCS philosophy supports the notion that all behavior is purposeful.

When implementing school regulations and following discipline policies, school grounds will include the entire CCS campus. All discipline policies will be in effect while students are on field trips or at any CCS sponsored activity on or off campus. This also includes riding the school bus to and from school and field trips.

Infractions outside of school may result in disciplinary action, up to and including suspension or expulsion of a student from school if the incident was initiated in the school building or on school grounds or if the incident/student may constitute a threat to the safety of the school population.

## Due Process for Students

All students must be informed of the violation(s) and the range of disciplinary actions. These items should be included in the Code of Student Conduct. These rules and the due process procedures must be explained to the students at the beginning of each year. Teachers must discuss these rules with their classes to insure that the rules are understood.

Each student facing a disciplinary consequence must be given a “Due Process Hearing.”

- The student must be given a clear statement of his/her violation.
- The student must be given an opportunity to respond to the allegation(s).
- The student may give names of witnesses, tell his/her side of the story, produce evidence on his/her behalf, and question the evidence presented against him/her.
- Students and parents have the right to appeal the consequence given by the Student Support Coordinator to the Head of School.
- Students and parents may appeal the decision of the Head of School to the Board of Directors President.

## **Suspension**

The primary purposes of suspension are to maintain the integrity of the educational process, to give students time to reflect on their school behavior, and to defuse potentially explosive situations. Student suspensions should take effect no more than two days from the time of the violation. Students suspended out of school may make up their work.

Any suspension greater than (10) days in duration will require the approval of the Head of School or designee. Prior to a suspension, a student shall be given verbal or written notice of the charges and be given an opportunity to respond to the allegation (in writing). Generally, the verbal notice and hearing should precede the student’s removal from school. However, if this is not feasible or if the immediate removal of the student from the school is necessary to protect the safety of individuals, property, or the integrity of the educational process, the necessary notice and hearing will follow as soon as possible.

Written notification of suspension shall state the cause and duration of the suspension. A copy of this notification shall be given to the student prior to the beginning of his or her suspension. An attempt shall be made to notify the parents by telephone and the Student Support Coordinator may request that the suspended student be picked up from school. Students whose parents cannot be reached by telephone will be retained at school until the end of the school day. If immediate removal of the student from school is necessary to protect the safety of individuals, property, or the integrity of the educational process, the police may be called and the notification will follow as soon as possible.

In the case of students with disabilities (as defined in the Individuals with Disabilities Education Act) all of the above procedures do apply with additional considerations as follows:

A suspension from school for more than ten (10) days, either consecutively or cumulatively, is considered a change of placement if the conduct is related to the student’s disability. Any time a disabled student is being considered for a suspension that would put him/her past (10) days, and any suspension thereafter, the parents will be contacted and an emergency Individualized Education Plan (IEP) meeting will be held. The parents will be asked to waive their rights to ten (10) days’ notice for the meeting. The student’s IEP Team or 504 Team will determine the relationship between the conduct and the student’s disability. This determination will be provided in writing to the parents. A notice of any IEP or 504 meeting to be convened, and a copy of the District’s system of procedural safeguards will also be provided to the parents.

### Discipline Procedures

Behavior that interferes with the normal operation of the school will be considered inappropriate and unnecessary, and will be dealt with accordingly. Consequences are opportunities to problem solve and are not punitive in nature. The opportunity exists at any point in Levels 1 and 2 of this series of steps for a solution to be implemented and the issues resolved or for the student to return to a lower step for additional opportunities to resolve the problem. Involvement in repeated disruptive behavior, serious physical confrontations or severely inappropriate or unlawful behaviors may result in referral of a student to the Board of Directors for consideration of removal from CCS.

Level 1: Items handled within the individual classroom. (Minor disruptions or inappropriate behaviors)

Level 2: Items handled with resources from outside the classroom. (Severe or repetitive disruptions or behavior)

Level 3: Items handled with appropriate resources from outside the school. (Chronic or severe disruptions or severely inappropriate behavior)

**The list of examples below is not all-inclusive. It is impossible to foresee all possible disciplinary situations. CCS reserves the right to use other disciplinary measures when appropriate.**

Level One	Level Two	Level Three
General classroom disruption	Repetitive issues from Level One	Extreme or repetitive issues from Level Two
Minor disrespect	Severe classroom disruption or disrespect	Assault
Horseplay	Profanity/abusive language	Trespassing
Refusal to participate in class activities	Cell phone misuse – sexting, videotaping inappropriate acts, etc.	Extortion
Cheating	Selling goods or services for personal gain	False alarm/bomb threat
Inappropriate physical contact	Defiance of school authority	Sexual harassment/sexual contact
Out of assigned area	Bullying	Terroristic threatening
Loitering	Leaving school property	Hate crimes
Late to class	Fighting/disorderly conduct	Possession or production of pornography
	Offensive touching	
	Smoking/possession of tobacco	
	Vandalism	
	Possession or distribution of stolen property	
	Skipping class	

### **Severely Inappropriate Behaviors**

(These infractions will result in immediate suspension from school and referral to the CCS School Board for a disciplinary hearing to determine appropriate consequences, up to and including expulsion.)

1. Possession and/or consumption of alcohol on school property, at any school sponsored functions or any school related activity
2. Possession, consumption of, or intent to sell or distribute controlled substances (drugs), drug paraphernalia, or look alike substances on school property, at any school sponsored functions
3. Possession of a weapon or dangerous instrument (guns, knives, BB guns, box cutters, razor blades, etc.)
4. Arson

CCS reserves the right to require and/or conduct drug screening of any student suspected of being under the influence of a controlled substance.

### **School Board Disciplinary Hearing Procedures:**

Purpose of a disciplinary hearing:

- To determine whether school policy has been violated
- To determine whether the Severely Inappropriate Behaviors policy has been violated
- To hear testimony from the school administration, the student and advocate, and any other pertinent testimony
- To determine consequences for any established violation of school policy

During a disciplinary hearing, the family has the right to decide whether the hearing will be public or private. After testimony has been given, the Board will deliberate in executive session, prior to offering a decision.

### ***Corporal Punishment***

As referred to in Chapter 14 of Delaware Code, no teacher, administrator, or official employee may subject a student to corporal punishment. "Corporal punishment" means the intentional infliction of physical pain which is used as a means of discipline. "Corporal punishment" includes, but is not limited to, paddling and slapping, when used as a means of discipline.

This policy does not, however, prohibit a teacher, administrator, or official employee from using reasonable and necessary force (**in compliance with state and local guidelines**) to stop a disturbance, prevent a threatening act, remove a dangerous object from a student's possession, or to maintain order and control.

### ***Assumption of Possession***

CCS presumes a student possesses, and therefore is responsible for all items found in that student's locker, book bag, purse, etc. Students are encouraged to regularly check the contents of their locker, bookbag, and purse, and limit access to others. Lockers are considered public property belonging to CCS. The school administration reserves the right to conduct a search at any time, with or without reasonable suspicion.

### ***Use of Tobacco Policy***

Tobacco use is prohibited on school grounds and within the Drug Free School Zone at all times. This includes cigarettes, e-cigarettes, smokeless tobacco, cigars, pipes, etc. Tobacco use is also prohibited at any

school related activity, even if the activity is held at a location other than CCS. Students possessing, using, dispensing, or selling tobacco in school, on school grounds, or at school events will be subject to disciplinary action.

School grounds for Campus Community School include:

The entire CCS Campus

On school buses and vans

### ***Gun Free School Act Policy***

Bringing a firearm to school, or possessing a firearm at school, is prohibited. This prohibition includes school grounds. Any student violating this policy will be taken to an expulsion hearing conducted by the Campus Community School Board of Directors. Any student for whom it is determined he/she brought a firearm to school, or possessed a firearm at school, shall be expelled for not less than one year. The definition of “firearm” shall be the same as the meaning given to the term in 18USC§921(a). Modification to the expulsion requirement may be made on a case-by-case basis. If a modification is made, the results will be stated in writing.

### **Admission to Campus Community School**

The parent(s) of **all** new students desiring to be admitted to Campus Community School must fill out an application and be part of the lottery process held each year. This includes children of staff and siblings of students attending CCS. Applications are available in the fall. The lottery is held after the New Year and students are accepted based on their lottery numbers to fill any open positions. Preference is given to siblings of students at Campus Community School. A waiting list is established for students not initially accepted in case positions open at a later time. Once admitted to CCS, students do not have to go through the lottery process each year.

Announcements about specific application dates and lottery selection will be made available through public media announcements.

In the event that an enrolled student fails to attend school for eight consecutive days, and fails to respond to communication regarding their absence, they will be disenrolled.

### **Student Withdrawals from Campus Community**

Any student who withdraws from Campus Community is required to fill out a withdrawal form and submit it to the main office. The withdrawal will be official once the withdrawal form has been submitted and Campus Community receives a request for student records from the receiving school, or once the child misses 3 consecutive days after the student’s last day specified on the withdrawal form. Parents are advised to contact the child’s new school to get confirmation of acceptance **PRIOR** to submitting a withdrawal form to Campus Community. Once a student withdraws from Campus Community, he or she must resubmit an application to be considered for re-enrollment.

Per Charter School Law, students new to Campus Community are required to remain enrolled in the school for one year unless they can prove “good cause”, such as change of address, transportation issues, etc.

Please note that students in the middle of expulsion proceedings will not be allowed to withdraw without administrative and/or Board approval.

## Grading and Report Cards

Students in grades K-8 receive a standards-based report card and are scored using a rubric to measure academic standards, as well as habits of mind. As a school, our goal is to develop a thoughtful learning community, lifelong learners, and responsible citizens.

The school rubrics and grading scale are available on our website [www.campuscommunityschool.com](http://www.campuscommunityschool.com) under “District Information”.

Report cards are disseminated three times per year. The first and second report cards are issued student-led conferences. Parents are required to attend all student-led conferences.

### **Habits of Mind**

*Habits of Mind are critical skills and behaviors of effective thinkers and productive workers.* While there are many different habits of mind, we focus most heavily on 4: **persistence, reflection, self-direction, and citizenship.** Although the habits are never truly mastered, we strive to have all members of our learning community know, use, internalize, and value the habits on a consistent basis to guide our thoughts, decisions, and actions.

- **Persistence** - Your ability to stick with a task, even though it may be challenging. This includes giving your best effort, working through challenges, striving to produce quality work, and demonstrating stamina.
- **Reflection** - Your ability to apply what you know to new situations. This includes accepting and using feedback, engaging in self-assessment, and asking good questions.
- **Self-Direction** - Your ability to work independently and remain focused. This includes demonstrating self-discipline, listening to and following directions, using your time wisely, and taking initiative.
- **Citizenship** - Your ability to be a leader and work with others. This includes following rules, showing respect, accepting responsibility, and making responsible choices.

### **Promotion Guidelines and Summer School**

Summer school is held each summer to provide support for students who need extra reinforcement and may be in danger of failing.

Summer school starts approximately one week after school ends. The attendance policy for summer school permits 2 days of absence, regardless of the excuse. After 2 days of absence, summer school services will no longer be available to that student.

### **Promotion/Retention**

\*\*\* K – 5th Grade: Student promotion will be based on teacher recommendation

\*\*\* 6th – 8th Grade Promotion Policy:

To move on to the next grade, without summer school, students must do ALL of the following:

- pass a minimum of half of their related arts and;
- pass all core classes (English/Language Arts/, Mathematics, Science and Social Studies).

A passing grade is equivalent to a rubric score of 2 or higher in concepts and skills for at least 2 trimesters. In the case of related arts courses, only offered for one trimester, a minimum score of 2 is required to pass. Students will be eligible for summer school if:

- they have passed at least one core class and;
- they have passed a minimum of half of their related arts and;
- they have the recommendation of their teacher(s).

### **Asbestos Notification**

In accordance with Environmental Protection Agency (EPA) regulations, the buildings at the Pear Street campus have been inspected for friable (easily crumbled) materials that contain asbestos. Asbestos is a naturally occurring fibrous material with excellent insulation and fire retardant properties. Friable asbestos-containing materials may cause health problems.

Accordingly, in 1986, the EPA mandated through the Asbestos Hazard Emergency Response Act (AHERA) that all private and public schools must conduct asbestos inspections to determine if their facilities contain asbestos, conduct training, and develop management plans. Further, AHERA requires that all parents, guardians, and employees be notified of the existence of asbestos in our buildings.

All school buildings at the Campus Community School have been inspected for asbestos-containing materials. During the inspection, it was determined that the building does contain asbestos-containing materials in several areas. While the presence of these asbestos-containing materials does not represent a hazardous situation at this time, the potential for damage requires that steps be taken to reduce the possibility for future exposure. Periodic inspections are done and a management plan is followed.

The Campus Community School office located at 350 Pear Street Dover has on file completed reports of inspections and management plans. (Please contact the Head of School for additional details). Documents are available for inspection by representatives of federal and state government officials, parents, school staff, vendors, and contractors by appointment.

For asbestos related questions, please contact Leroy Travers, Head of School, Asbestos Designated Person, (736-0403).

### **Sex Offender Notification**

HB 485 places the responsibility of notification with law enforcement authorities. When CCS receives notification from authorities, these notices will be kept in a binder in the school office. Parents are welcome to check this information at any time.

### **Reviewing Teacher Qualifications**

Each year, the Department of Education requires schools to provide a letter equivalent to the one below to all parents.

Dear Parent:

Parents have the right to know the professional qualifications of your child's classroom teachers. Federal law allows you to request certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether the teacher has met all Delaware licensing and certification requirements for the grades and subjects he or she teaches.

2. Whether the teacher is teaching under an emergency or other provisional certificate because of special circumstances.
3. The teacher's major, whether the teacher has any advanced degrees and, if so, the subject of the degrees, and
4. Whether any paraprofessionals provide services to your child and, if they do, their qualifications

The following website has been set up for you to obtain this information at <http://deeds.doe.k12.de.us>. You may access this information by going to this website and clicking on "Parents/General Public". Click "search" for an employed Delaware educator. Enter the last name of the teacher and click "search". Click the "profile" link after the teacher's name. You will find the teacher's certification under "credentials" and college major under "qualification."

If you have additional questions about the professional qualifications of the teachers who instruct your child, you can contact the Head of School.

### **Photographing and Videotaping of Students**

From time to time, CCS may release for publication or educational projects, certain information about students who participate in school activities, receive honors/awards, or distinguish themselves as school citizens. Students may also be identified and included in photographs or videotape taken for publication including web based publications (CCS Website, CCS Facebook account, CCS Twitter Account etc.) This will be done without first obtaining parental consent unless the school is notified in writing that such information should not be released. Such notice should be received by the Principal no later than 15 days after the first day of school.

