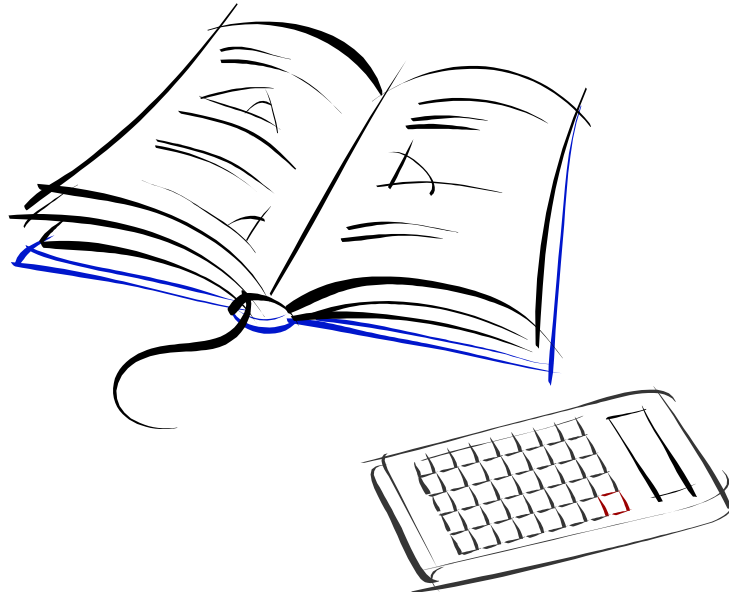


CAMPUS COMMUNITY SCHOOL



HANDBOOK 2011-2012

Bradford Street Campus
(Grades 1-7)
21 N. Bradford Street
Dover, DE 19904
(302) 736-3300
(302) 736-3390 fax

Pear Street Campus
(Grades 8-12)
350 Pear Street
Dover, DE 19904
(302) 736-0403
(302) 736-5330 fax

TABLE OF CONTENTS

<u>Item</u>	<u>Page Number</u>
Introduction	2
Mission and Philosophy	2
Equal Opportunity	2
Staff	3
School Governance	4
School Based Decision Making Team	5
Parent Involvement	6
Important Websites	7
Hours of Operation	7
Emergency Openings and Closings	7
Emergency Information	7
Release of Students	8
Visitors	8
Arrival at School	8
Dismissal	9
Attendance	10
Tardy to Class Policy	12
Transportation	13
Student Rights and Responsibilities	14
Title IX	15
Sexual Harassment	15
Racial Harassment	16
Computer Use Policy	16
Care of School Property	16
Dress Code	17
Electronic Devices	20
Other School Activities	20
Student Records	22
Health	22
Child Nutrition	24
Code of Conduct	25
Admission	29
Student Withdrawals	29
Grading	30
Summer School and Promotion	31
Student Planners	31
Asbestos	32
Sex Offender Notification	32
Teacher Qualifications	33
Driving Privileges	33
Photographing and Videotaping	34
Handbook Acknowledgment Form	35

Introduction

The Campus Community School is a public charter school that opened in September 1998 with 300 students in grades 1-8. In 2002, our high school opened and an additional 300 students were added. CCS is granted its charter by the Delaware Department of Education. This charter focuses on the use of a constructivist teaching philosophy, required parental involvement, the use of William Glasser's "Choice Theory" in dealing with student behavior, and collaboration with Wesley College. The focus on project-based, hands-on learning and student responsibility has created a highly positive learning environment where students are expected to work toward their potential. In 2010, the charter was reviewed and successes recognized with our third renewal awarded for the next five years.

Campus Community High School focuses on a college preparatory environment. CCHS students are challenged to use higher levels of critical thinking, problem solving and student responsibility in preparing for college. The opportunity to take college coursework as juniors and seniors is also a key part of the CCHS program.

Mission and Philosophy

Mission Statement

To create and maintain an environment for learning that allows each student to maximize his or her potential in developing habits of mind, acquiring knowledge and skills, and demonstrating individual and social responsibility through the use of a social constructivist model.

Vision

To provide excellence in educational outcomes for Campus Community School students in a collaborative community of learners

Equal Opportunity

Each student is encouraged to develop individual educational goals. The school will provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, economic status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, extracurricular activities, or other school resources.

CCS Staff 2011-2012

Staff members can be emailed using the address: last name@ccs.k12.de.us

Administrative

Patricia S. Hermance
Stacey Clark
Laura Axtell
Heidi Greene
Carolyn Lyon

Head of School
Elementary School Administrator
High School Administrator
Administrator of Curriculum and Instruction
Business Manager

Office Staff

Amy Henry
Tina Power
Paula Szelestei
Sonja Twitchell
Shelly Baker-Redden

Bradford St.
Bradford St.
Pear St.
Pear St.
Financial/HR Secretary (Contractor)

Bradford Street Faculty

Nicole Pennypacker
Patti Sandy
Kristin Thompson
Colleen Robinson
Bethany Winterbottom
Amy Wells
Gretchen DiVietro
Kim Koenig
Shana Noll
Christina Tai
Matt Bower
Denise Boyles
Rachel McGowan
Tim Roe
Jennifer Boland
Valerie Harwood
Thomas Sheridan
Diane Neutzling
Kathy Long
Kristy Schwatka
Katie Capitan
Jan Kelley-Jordan
To Be Decided

1st Grade Teacher
1st Grade Teacher
2-3 Teacher
2-3 Teacher
2-3 Teacher
2-3 Teacher
4-5 Teacher
4-5 Teacher
4-5 Teacher
4-5 Teacher
Social Studies
Math
Language Arts
Science
Art
Computer/Technology
Physical Education/Health
Music
Special Services
Special Services
Speech/Language Pathologist
Nurse
Library

Pear Street Faculty

Michelle Brymer	Humanities
Amanda Cinque	Humanities
Kathy Doyle	Humanities
Lynn Edler	Humanities
TBD	Humanities
Lois Cromwell	Math
Elizabeth Eldridge	Math
Cheryl McKee	Math
Marc Johnson	Science
Jacquelyn Marler	Science
Mildred Cisneros	Spanish
Edward Lopez	Spanish
Tylisha Jones	Business Technology
John Link	Business Technology
Robin Smith	Business Technology
Kirk Waldie	Physical Ed./Health/Athletic Director
Eileen Guerke	Physical Education/Health
Zac Adams	Art
Andrew Bratten	Music
Janet Asay	Science 4 and Strategies
TBD	Student Support Coordinator
Terry Kreer	Special Services
Melissa Toolles	School Counselor
Dorothy Wheatley	Nurse

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	Phone	Affiliation	Officers	Term Ends (Oct)
Marc Cote	marc.cote@state.de.us	335-1119	Parent Rep	President	2013
Andy Lloyd	alloyd@desu.edu	734-0552	Community Member	V. P.	2012
Lisa Chase	chasels1@verizon.net	242-0182	Parent Rep		2012
Kathy Long	klongccs@gmail.com	697-1049	Teacher Rep Elementary		2011
Randy Reynolds	rjrteach@comcast.net	424-4321	Parent Rep		2012

Robert Elder	relder@santoracpagroup.com	302-737-2600	Community Member	Treasurer	2014
Amanda Cinque	cinque@ccs.k12.de.us	430-4536	Teacher Rep High School		2014
John Leone	jablleone@comcast.net	674-3933	Community Member		2015
Lisa McMasters	mcmasters416@gmail.com	270-5879	Community Member	Secretary	2015
Ann Marie Townshend	ann.townshend@gmail.com	678-8883	Parent Rep		2015

School Based Decision Making Team

Description:

A School Based Decision Making Team composed of two building reps, the lead teacher from each campus, four parents, the school administrators, and two advisors (PTA President and a Wesley College representative) will determine, with Board approval, the curricula and the academic and operating policies of the school.

The voting members are:

Patricia S. Hermance	Head of School
Stacey Clark	Elementary School Admin
Laura Axtell	High School Admin
Heidi Greene	Admin of Curric. and Inst.
TBD	Bradford Lead Teacher
TBD	Pear Lead Teacher
Valerie Harwood	Bradford Building Rep.
TBD	Pear Building Rep.
Linda Ingersoll Wooleyhand	Bradford Parent Rep.
TBD	Bradford Parent Rep.
Mary Beth Shepherd	Pear Parent Rep.
Sybil White	Pear Parent Rep.

Non-voting advisory members are:

(open)	PTA Liaison
Dr. Jill Cole	Wesley College

Building representatives are elected by the staff and serve for two-year terms, alternating each year. The lead teacher is elected on a yearly basis.

Parent representatives serve two-year terms, alternating each year. Terms begin June 1. The parent whose term is complete is required to serve until July 1. All interested parents should contact the Head of School who will bring names to SBDMT for consideration of membership.

Parent Involvement

CCS believes that student achievement is directly linked to parental involvement, and therefore expects such involvement in school educational planning and daily operations. Parental involvement may take place either in the classroom (as a volunteer), as a member of the School Based Decision-Making Team or during extracurricular activities. CCS also expects direct personal involvement at home. Parents with disabilities will be afforded an equal opportunity to participate in the services, programs, and activities of the school.

Parent involvement is part of our charter with the state. Parents are expected to report each year on their volunteer hours and involvement. A form listing volunteer hours and types of involvement should be turned in at each trimester's 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 Association

The CCS Parent Teacher Association meets regularly to provide information to parents on school programs or relevant educational topics. All parents are encouraged to attend since this is a valuable way to receive information about CCS. These meetings are held in the Campus Community High School cafeteria.

Parent Volunteers

Campus Community School's charter and the success of CCS require a high level of parent participation at the school. All parents are expected to volunteer in some way during the year. Below is a list of some of the activities in which parents can participate to meet their volunteer responsibilities. Please contact your child's teacher to explore other possibilities.

Supervision of students at lunch, recess, etc.

Tutoring

After School Club Sponsorships

Editing the monthly newsletter

Fundraising

Classroom help

Guest Speaking

Book Fair coordination

Office helper

Building and/or playground maintenance

Important Websites - Email Access

- www.campuscommunityschool.com - school website, which allows access to:
 - hac.doe.k12.de.us - (High School ONLY) allows students and parents to view each teacher's grade book from home
 - www.leagueminder.com - athletic schedule
 - www.PayPAMS.com - automated payment system
- last name of teacher@ccs.k12.de.us - teacher email
- www.doe.k12.de.us/aab - state testing information

Hours of Operation

School Office	Bradford Campus (302) 736-3300 Pear St. Campus (302) 736-0403
Office Hours	7:30 a.m. to 4:00 p.m.
Pupil Day	Grades 1-7 8:00 a.m. to 2:40 p.m. Grades 8-12 8:00 a.m. to 3:00 p.m.

Emergency School Openings and Closings

If it is necessary to open late or close early, the announcement will be made on:

FM 97.7, WBOC, parent email, and automated "School Reach" phone calls

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.

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.

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 Building Administrator, 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, the Building Administrator may release a student to some individual not appearing on the approved list **ONLY** if the parent has contacted the Building 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.

Parents, non-affiliated people, and groups wishing to visit and/or observe classroom activities are welcome. Visitors must contact one of the school administrators prior to the visit. Should the visitor not notify a school administrator or teacher prior to the visit, then either a school administrator or a teacher must approve the visit before the visitor is assigned a visitor's badge, as described below.

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

Bradford St. Campus

Students may arrive no earlier than 7:25 a.m. and wait on the playground until 7:45 a.m. The playground is monitored from 7:25 a.m. until 7:45 a.m. At 7:45 a.m. students will be allowed to enter the building. Students should arrive at school no later than 7:55.

Students arriving after 8:00 a.m. are tardy and must report to the office before going to the classroom.

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

Pear St. Campus

Students may arrive no earlier than 7:25 a.m. and wait in the cafeteria until 7:45 a.m. At 7:45 a.m. students will be allowed to move to their first class. Students are expected to be in class no later than 8:00 a.m.

Students arriving to school after 8:00 a.m. are tardy and must report to the office before going to the classroom.

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

Dismissal

Bradford St. Campus

Grades 1-7

Dismissal begins at 2:40. Carpool riders will be dismissed through the back door. All other students will exit through the front doorway and wait on the sidewalk in front of the school until their ride pulls up. Supervision will be provided until 3pm. All students must be picked up by 3 p.m. Any student who is left at school unsupervised will be placed in After Care and charged accordingly.

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.

Pear St. Campus

Grades 8-12

All students will be dismissed at 3:00p.m. Students being picked up will meet their rides in the main parking lot. Supervision will be provided until 3:20 p.m. **All students must be picked up by 3:20 p.m.** unless participating in supervised after school activities. The front doors to the building will be locked at 4:00. Students who are caught lingering in the school unsupervised will be subject to disciplinary action. In order for a student to change his/her normal bus riding routine, written permission/notification is required. Parents should send a note stating the change and the date (s) on which this is to occur

After Care Program

The After Care Program is designed to provide after school supervision for students in grades 1 - 7 graders from 2:40 - 5:30 each day at the Bradford St. Campus. This program is designed to meet the needs of parents who want their children to be part of a safe environment after school. The after school program will also be used for students who remain in the school or on school grounds unsupervised after 3:00. Families will be billed at the end of the month for the number of uses incurred. Payments are expected to be made within 2 weeks of receiving the bill. Failure to pay will lead to removal from the program. Students who have a balance at the end of the year will not receive their final report card until the balance is paid.

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. The constructivist learning environment is especially dependent on the regular attendance of all students. In addition, Delaware Code requires that every person having control of 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.

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 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

It is the responsibility of the parent/guardian to be sure a note is presented to the office stating the reason for an absence. The note should be submitted the day the student returns. If a note is not presented within 3 days of the student's return, the absence 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.

Excuses should be fully documented. Parent notes should include the date, time, signature of parent and reason for absence. Formal documentation is defined as a doctor's note stating the student must be absent, 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, and signature of an official.

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.
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 Credit/Promotion

- Any 1st - 8th grader who accumulates 20 absences, regardless of excused or unexcused, over the course of a school year may be denied promotion.
- Any 9th - 12th grader who accumulates 20 absences, regardless of excused or unexcused, over the course of a school year may be denied credit for the course or courses missed.

The student's parents/guardians will be notified if the school intends to deny credit/promotion based on insufficient attendance. Students with 20 or more absences in a year may appeal for credit/promotion to the administration within 2 weeks of being notified. IF A STUDENT FAILS TO APPEAL FOR CREDIT/PROMOTION, THAT STUDENT WILL NOT RECEIVE CREDIT/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

- ***Tardy to School***
 - Students are expected to report to class by 8:00.
 - Students are required to sign in 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.
 - Specific time requirements may apply to special events like prom and athletic games. For these events a separate letter/contract will be provided.
- ***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 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 (Saturday school, loss of privileges, etc.) or dismissal from Campus Community School.**

High School Tardy To Class Policy

1. A student is considered tardy to a class if he or she is not physically in the classroom when the bell rings. This includes 1st block. Students at CCHS have five minutes between classes to get from one classroom to another and given the size of the school, students should have no logical reason for being late to class. Students will not be marked tardy to class if they have an **EXCUSED** pass from the office, nurse, counselor, or other teacher that accounts for their lateness.
2. Students who are tardy to class are told verbally by the teacher they are late and their tardiness is recorded by the teacher in the school's computer attendance system. It is the teacher's responsibility to keep accurate attendance records on each student.

3. Upon a student's second unexcused tardy to a class, the teacher will immediately send documentation of the student's tardies to the office. The administrator or designee will further document the chronic tardiness of the student and will notify both the students and parents as to when they will be assigned to ASC (After School Consequence) Time to make up the time they have missed for being late to class

4. For every additional tardy to a class, the student will again receive another assignment to ASC. If a student is assigned to ASC more than two times in the same year, the administrator will set up a meeting with the parents and the student to discuss other possible solutions and consequences.

5. After School Consequence Time (ASC) will be held one to two days a week from 3:05 to 4:00. If a student is assigned to ASC, it is mandatory for the student to stay the entire hour. Students are expected to bring class assignments and work quietly for the entire hour. If a student is late to ASC, he or she will serve an hour of silent lunch the next day. If a student is assigned to ASC and does not attend, he or she will be placed in ISS the day the student returns to school. Parents will be notified.

ASC Time is not detention and it is not a punishment; it is a logical consequence. ASC is a time that holds students accountable for their own actions, which is consistent with the school's philosophy of Choice Theory. Regular on time attendance to all classes is mandatory and is a necessity for students to be successful.

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 fellow 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 before the bus arrives.
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. Wear a seat belt.
5. Keep windows closed unless opened by the driver or with his/her permission.
6. Keep all body parts from extending out the window.

7. Refrain from yelling or making loud noises.
8. Not consume food, gum, or drinks.
9. 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, busses are equipped to use video cameras to help enforce discipline. School officials may review the films to help them with disciplinary decisions.

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 personnel 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 Stacey Clark, Title IX Coordinator, (302) 736-0403.

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 School Administrator. 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 Stacey Clark, School Counselor, 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 and national origin). CCS prohibits discrimination based on race, color, 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 School Administrator. 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 1-7

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). No oxford shirts for boys.
- Any shirt worn underneath must not show at the sleeve or waist and must be red, white or navy.

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.
- 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 leggings.
- No corduroy, denim, sweats.
- 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.

Skorts, Jumpers, Skirts (Girls only)

- 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).
- No corduroy.

Sweaters/Fleece

- Cardigan or pullover style with long sleeves.
- Sweater vests.
- Crew neck or v-neck.
- Solid navy or red in color
- No logos or monograms.
- Cable knit or plain.
- Approved Land's End Fleece half zips and vests with school logo - see annual flyer for specific item #s
- Approved school shirt must be worn underneath.

Footwear

- All footwear must have a closed toe.
- Sneakers must be worn on days when your child has physical education classes.
- Heelies and slippers may not be worn for safety reasons.

CLARIFICATIONS

- Key chains and other items may not hang out of the pocket.
- Jackets, coats, sweatshirts or hoodies 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.
- 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.
- Athletic teams are permitted to wear team jerseys and school uniform pants on game days.
- Spirit Wear: The Elementary School Administrator reserves the right to approve spirit wear items for in school use. Separate notification of such items will be sent home with students when and if they are approved.

CCHS Dress Code Policy Grades 8-12

The CCHS dress code requires students to dress in a manner that is in good taste and refrains from creating disruptions. Clothing should fit appropriately and be neat in appearance. **The CCHS administration reserves the right to enforce the dress code *philosophy* as needed to be consistent with the intent of this policy.**

In addition to the primary dress code, CCHS administration recognizes the fact that students enjoy wearing clothing that promotes their pride in the school. For this reason, Spirit Wear (as defined by this handbook) is an acceptable part of the high school dress code. Approved Spirit Wear includes shirts, sweatshirts, and hoodies, which bear the Campus logo and are obtained from a school organization. Approved Spirit Wear must be approved each school year by the CCHS Administrator.

The following descriptions help to clarify our dress code. However, anything worn to school that causes a disruption to the learning process will not be allowed.

Pants/Capris/Shorts

- “Khakis/Chinos”, corduroys and dress pants of any color are allowed.
- Pants must be clean and well-tailored (not excessively tight, loose, long or baggy).
- Shorts must be finger-tip length or longer
- No denim, sweats, jean look-alikes, or athletic wear.
- No leggings.
- Pants cannot be ripped or contain holes.
- Must be worn at waist and if loose must be worn with a belt. Underwear must NOT be showing.

Dresses/Skirts

- Dresses and skirts must be finger-tip length or longer, regardless of what is worn underneath.

Tops

- ALL tops must have a traditional collar; ONLY polo shirts, turtlenecks and oxfords. A solid colored t-shirt may be worn UNDERNEATH the collared shirt.
- Sweaters may be worn only with a collared shirt underneath.
- All tops should be clean, neat, and properly fitting. Cleavage should not be visible.
- Shirts must be of a length that no midriff or undergarments may show, even when reaching or bending, yet not so long as to be sloppy in appearance.
- Spirit Wear: any CCHS Administrator-approved shirt that meets the Spirit Wear criteria

Footwear

- Shoes must be worn at all times.
- No slippers or hee-lies (shoes with wheels).

CLARIFICATIONS

- Any article or apparel which displays obscene words, pictures, or designs; any article that conveys a sexually suggestive remark, a pro-alcohol message, a tobacco and/or drug related message **WILL NOT BE ALLOWED**
- Chains and other items may not hang out of the pocket.
- **OUTERWEAR IS NOT PART OF THE DRESS CODE.** Jackets, coats, sweatshirts or hoodies 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.
- 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.
- Athletic teams are permitted to wear team apparel on game days.

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 administrator. 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. If a phone is confiscated a second time it will be held for 2 weeks (includes weekends and holidays) and then returned only to a parent. After a third offense the phone will be confiscated and returned to a parent at the end of the school year.
- 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 (8:00am-3:00pm). If confiscated, the device will be returned only to a parent. If the item is confiscated a second time it will be held for 2 weeks (includes weekends and holidays) and then returned only to a parent. After a third offense the device will be confiscated and returned to a parent at the end of the school year.
- 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. 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 administrator.

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.

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 behavior will be subject to disciplinary action.

Telephone

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

No student may sell products or fund raise in school except for the school store, without administrative approval.

Solicitation Policy

No solicitation for private or commercial fundraising is allowed on school grounds.

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 Prom and 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. Siblings of students participating in after school activities are NOT permitted to attend unless they are signed up for the activity. Students must be picked up within a reasonable time of the activity ending.

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 doses of DPT or DT; unless fourth dose was received after the fourth birthday
- 4 doses of Oral Polio, unless third dose was received after the fourth birthday
- 2 doses of measles, mumps rubella (MMR)
- Mantoux tuberculin skin test - PPD
- Varicella or written disease history
- Hepatitis B

Hepatitis B vaccine is a three shot series that is now required for all students

All parents or legal guardians of students shall present a certificate specifying the month, day and year that the immunizations were administered by the physician or public health agency.

All pupils upon entrance to the Delaware school system shall have had a physical examination by a licensed medical person.

If the student fails to complete the above series of requirements according to the Division of Public Health's recommended schedule, the parent/legal guardian will be notified - the child will be excluded. Parents must notify the school if the student is absent because of a communicable disease. Children should not return to school unless free of fever or illness for 24 hours.

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 offer healthy meals every school day. Elementary school students (grades 1-7) eat in the Wesley College Dining Hall between 10:30 a.m. and 11:30 a.m. High school students (grades 8-12) eat breakfast in the high school cafeteria from 7:30 - 7:55 and lunch between 11:00 a.m. and noon. Students not purchasing school lunch may bring their own lunch or purchase ala carte items.

Campus Community uses an automated meal 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.

A student who depletes his or her lunch account will be able to purchase no more than FIVE additional lunches until the account has been paid in full. Crackers and milk will be provided until the balance is paid. Money due for outstanding account balances must be paid by the end of each trimester.

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. 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 anytime 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.

HELPFUL NUMBERS:

Questions about the Meal Benefit Form should be directed to Sonja Twitchell at 302-736-0403 x101.

Questions about student lunch accounts should be directed to:

- Amy Henry at 302-736-3300 x101 for grades 1-7
- Sonja Twitchell at 302-736-0403 x101 for grades 8-12

Code of Conduct

Congruent with the social constructivist model, Campus Community School's discipline policy will draw heavily upon William Glasser's Choice Theory/Reality Therapy model of classroom management. This approach encourages children to take personal responsibility for their own actions. This model 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 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 Wesley College grounds and the Pear St. and Bradford St. campuses. All discipline policies will be in effect while students are in the cafeteria, on field trips or at any CCS sponsored activity on or off campus.

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.

Discipline Procedures

Behavior that interferes with the normal operation of the school will be considered inappropriate and unnecessary, and will be dealt with accordingly. Based on the philosophy of Choice Theory, 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 behaviors on the zero tolerance may result in referral of a student to the Board of Directors for consideration of removal from CCS.

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

Examples

- classroom disruption
- minor disrespect
- horseplay
- refusal to participate in class activities
- cheating

Step 1: Student is asked, “What are you doing? What should you be doing? What can you do differently?”

Step 2: Student is removed to an appropriate space in order to consider options to solve the problem. Teacher and student conference together to formulate a plan.

Step 3: Repeat Step 2 and if necessary, parents will be involved.

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

Examples

- severe classroom disruption or disrespect
- profanity/abusive language
- skipping class
- cell phone misuse - sexting, videotaping inappropriate acts, etc.
- inappropriate physical contact
- out of assigned area
- loitering
- selling goods or services for personal gain
- defiance of school authority
- unsafe driving
- repetitive issues from level 1

The student is sent to the office or planning room for a “cool off” time. The student then conferences with the teacher, administrator, or designee to discuss the appropriate action to be taken. Student may be suspended or other appropriate consequences enforced. If the student remains out of class, he or she is expected to engage quietly in meaningful academic activities.

Parent will be contacted in the event of repeated discipline issues. If necessary, student, parents and administrator meet to form a problem solving plan.

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

Examples

- fighting/disorderly conduct
- assault
- leaving school property
- trespassing
- smoking/possession of tobacco
- extortion
- false alarm/bomb threat
- offensive touching
- sexual harassment/sexual contact
- possession or distribution of stolen property
- vandalism
- terroristic threatening
- bullying
- hate crimes
- possession or production of pornography
- repetitive issues from level 2

Student is removed from the classroom. The administrator will investigate situation, notify parents, and appropriate agencies. Student may be suspended by administrator and possibly referred to the School Board. Students who are suspended out of school are not permitted on school grounds or at school events during the suspension.

Zero Tolerance List:

(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, the Wesley campus, or at any school sponsored functions.
2. Possession, consumption of, or intent to sell or distribute controlled substances (drugs), drug paraphernalia, or look alike substances on school property, the Wesley campus, or 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 zero tolerance 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 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 a student's locker, book bag, purse, car, 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, 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:

- On school busses and vans
- Wesley College Campus grounds
- Pear Street and Bradford Street grounds

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 18USCS921(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 from October 1, 2010 - February 11, 2011. A lottery is held in February 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. 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 disciplinary proceedings will not be allowed to withdraw without administrative and/or Board approval.

Grading

At the elementary school, students are scored using a rubric to measure persistence, reflection, self-direction and concepts.

	0	1	2	3	4	5
<i>Persistence</i>	Never attempts	Attempts but gives up quickly	Attempts but stops at first issue	Attempts and works through some issues	Works through most issues	Does not give up until all issues are resolved
<i>Reflection</i>	Never uses past experience or knowledge	Rarely uses past experience or knowledge to form new understanding	Occasionally uses past experience or knowledge to form new understanding	Frequently uses past experience or knowledge to form new understanding	Consistently uses past experience or knowledge to form new understanding	Independently seeks new knowledge, independently makes connections
<i>Self-Direction</i>	Refuses direction	Needs constant individual attention	Needs frequent reminders and direction or redirection	Works with minimal direction. Needs only occasional reminders	Works independently	Works independently and initiates further responsibility
<i>Concepts</i>	Demonstrates no understanding	Demonstrates limited understanding	Demonstrates understanding of some concepts	Demonstrates understanding of most concepts	Demonstrates complete understanding of all concepts	

At the high school, students are also scored on the above rubric for persistence reflection, self-direction and citizenship; however, the concept score is measured by a percent. The CCHS grading scale is:

Below 70%	Not Passing
70-75%	Passing
76-85%	Proficient
86-94%	Distinguished
95-100%	Exemplary

Promotion Guidelines and Summer School

Summer school is held each summer to provide support for students in grades 6-12. All students who attend summer school will be charged tuition.

Summer school starts approximately one week after school ends and lasts until state testing occurs. 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. Transportation is NOT provided for summer school.

Promotion/Retention

*** 1st - 5th Grade: Teachers may recommend a student for retention.

*** 6th - 7th Grade Promotion Policy:

- Students must pass a minimum of Math and Language Arts along with 4 additional courses. A passing grade is equivalent to a rubric score of 2 or higher in concepts and skills for at least 2 trimesters.
- Students demonstrating chronic unsatisfactory progress will be considered for retention. Final promotion decisions will be made by the team.
- At the conclusion of summer school attending students must receive a passing grade in order to qualify for promotion.

***8th Grade Promotion:

- 8th graders must pass Math and Humanities, plus a minimum of 3 more classes to be promoted.

***9th - 12th Grade Promotion

High school students have the opportunity to achieve 8 credits per academic year. The following list shows the total number of credits a student must have in order to be promoted.

- Sophomore - Students must have a minimum of 6 credits and pass Humanities I to be called a sophomore.
- Junior - Students must have a minimum of 12 credits and pass Humanities II to be called a junior.
- Senior - Students must have a minimum of 18 credits and pass Humanities III to be called a senior.

If a student receives a final grade of less than 70%, that student will be required to take the course over the following school year unless he or she attends and passes summer school.

Student Planners

ALL students are required to purchase a school planner from Campus Community for \$5.00.

Asbestos Notification

In accordance with Environmental Protection Agency (EPA) regulations, the buildings at the Bradford Street campus and 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 buildings do 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 21 North Bradford Street, Dover, has on file completed reports of inspections and management plans. Additionally, a copy can be found at each school location (please contact individual school administrative offices for further 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 Patricia S. Hermance, Asbestos Designated Person, at the Pear Street office (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 school administrator.

Driving Privileges and Driver's Ed

Driver's Ed is taught after school by a certified instructor from the YMCA. Campus Community assumes the cost for this class.

Driving and parking an automobile at CCHS is considered a privilege and therefore requires that students act responsibly at all times. Students driving a motor vehicle to school must register their vehicle and be issued a parking permit by the school office. Student parking is limited. All student drivers will be required to park in the south parking lot. In addition, the following conditions will be enforced at all times:

- Students will be issued parking permits with priority going to seniors and then juniors. A permit is specific to a car and is not transferable.
- All student drivers must have a valid driver's license in their possession at all times and proof on file of proper insurance coverage on the automobile being driven.
- All automobiles must have a CCHS parking permit prominently displayed.
- Students are not to loiter in their cars or in the parking lot.
- Students who wish to go to their cars during the school day must receive a pass from the office.

- The school is not responsible for theft of or damage to, automobiles or materials contained in cars on school property.
- Automobiles parked on school property without a permit or parked outside the designated area are subject to being towed at the owner's expense.
- The CCHS administration reserves the right to search automobiles on school property at any time.
- Students are expected to obey all traffic laws, speed limits, and signs while driving on campus.
- There will be a \$10 yearly fee for each parking permit per academic year or any portion of an academic year.

Students who drive to CCHS without permission or violate this policy in any way will be subject to disciplinary action including loss of driving privileges for the school year.

Photographing and Videotaping of Students

From time to time, CCS may release for publication 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. 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 School Administrator no later than 15 days after the first day of school.

CCS Handbook Acknowledgment Form 2011-2012

The contents of the CCS Handbook are intended to familiarize you and your children with all aspects of our school program. The Campus Community School Board and Administrators reserve the right to modify policy as conditions warrant. To acknowledge receipt of this Handbook, please review this statement and return a signed copy to the school office.

“I understand and consent to the responsibilities outlined in the Campus Community School Handbook. I also understand and agree that my child(ren) shall be held responsible for the behavior and consequences included in the school conduct and discipline code while on school property or attending school sponsored activities. I also understand that any student who violates the student code of conduct shall be subject to disciplinary action up to and including expulsion from school.

I have read and discussed with my child(ren) the information regarding the school’s policies, including but not limited to the policies listed below, as set forth in the “Handbook.”

Attendance Policy (p.10) Parent Initial(s) _____ Student Initial(s) _____

Dress Code/Uniform Policy (p.20) Parent Initial(s) _____ Student Initial(s) _____

Code of Conduct (p.29) Parent Initial(s) _____ Student Initial(s) _____

Videotaping and Photography (p.34) Parent Initial(s) _____ Student Initial(s) _____

Electronics Policy (p.20) Parent Initial(s) _____ Student Initial(s) _____

Acceptable Use Policy (separate document) Parent In.(s) _____ Student In.(s) _____

Signature of Parent/Legal Guardian(s)

Date

I have read and/or discussed ALL responsibilities outlined in the Campus Community School Handbook with my parent/guardian.

Student’s Name

Student’s Signature

Student’s Name

Student’s Signature

Student’s Name

Student’s Signature

Student’s Name

Student’s Signature