

CAMPUS COMMUNITY SCHOOL



PARENT - STUDENT HANDBOOK 2020-2021

350 Pear Street
Dover, DE 19904
(302) 736-0403
(302) 736-5330 fax

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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 governs and makes 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 expectations, policies and procedures. Questions about any topic covered in this handbook should be directed to Heidi Greene, 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 principles 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.

To learn more about Responsive Classroom, visit responsiveclassroom.org.

Equal Opportunity

Campus Community School will provide every student with equal educational opportunities. Campus Community School does not discriminate based on race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age, economic status, or disability in its programs and activities. The following person has been designated to handle inquires regarding the non-discrimination policies, our Head of School, Heidi Greene.

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 Homeless Liaison, Jaime Strayer.

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, Heidi Greene.

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, Heidi Greene.

CCS Staff 2020-2021

Staff members can be emailed using the address: firstname.lastname@ccs.k12.de.us

Staff members are also accessible through our website www.campuscommunityschool.com

Administration

Heidi Greene

Head of School/Principal

Carolin Lyon

Director of Finance and Human Resources

Educational Leadership Team

Gamaliel Colon (Mr. G)

Student Support Coordinator

Gretchen DiVietro

Director of Curriculum and Instruction

Kelly Summers

Special Services Coordinator

Office Staff

Amy Burhop

Front Office Secretary/Transportation/Attendance

Tracey Chapman

Financial/HR Secretary

Tracy Goodbred

Administrative Secretary

Vicki Martin

Child Nutrition/Secretary

Full Time Staff

Jaclyn Alexander

Kindergarten Teacher

Linda Wooleyhand

Kindergarten Teacher

Denielle Gorman

1st Grade Teacher

Sylena Lankiewicz

1st Grade Teacher

Sunita Chakraborty

2nd Grade Teacher

Shawneen Newnam

2nd Grade Teacher

Debbie Ruff

3rd Grade Teacher

Khristina Thompson

3rd Grade Teacher

Brittany Robinson

4th Grade Math/Science

Natalie Hartman

4th Grade ELA/Social Studies

Katelynn Meyers

5th Grade Math/Science

Devonne Wills

5th Grade ELA/Social Studies

Farrah Brown

6/7 English/Language Arts

Patadora Sams

7/8 English/Language Arts

Robin Smith

6/7 Math

Gaffel Hippolyte

7/8 Math

Jessica Harklerode

6/7/8 Science

Mariah Holland

6/7/8 Social Studies

Jennifer Boland

Art

Ernest Brown

Instructional Technology/ Multimedia Specialist

Trevor Mears

Health and Physical Education

Anna Ramon

Music

Kathy Joseph

Library

Janel Flynn

Special Services

Stephanie Hemm

Special Services

Howard Kimmel

Nurse

Jeremy Messenger

Technology Support

Shawn Beecher

Facilities Manager

Jessica Burkert

Custodian

School Board

An independent Board of Directors governs CCS. Members are elected and serve specific terms.

CAMPUS COMMUNITY SCHOOL BOARD OF DIRECTORS

Name	Email	Affiliation	Officers	Term Ends
Austin Auen	austinauen@gmail.com	Community Member	Treasurer	5/23
Laura Axtell	laura.axtell3@gmail.com	Community Member	President	4/23
Jennifer Boland	jennifer.boland@ccs.k12.de.us	Teacher	Secretary	5/23
Renatae Burton	renatae.cuffee@hotmail.com	Parent	Vice President	5/23
Sylvia Lopez	sylop14_8@hotmail.com	Parent		8/22
Annie Norman	annie.norman@state.de.us	Community Member		2/22
Harry Papaleo	hpapaleo@prccpa.com	Community Member		12/21

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; 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 take measures to stay informed of class assignments and homework and support their child's efforts to complete them successfully and on time. As stated in the family contract, parent(s)/legal guardian(s) **must attend a minimum of two scheduled student-led conferences each year for each child that the family enrolls in CCS.** Non-compliance may result in disenrollment for the following school year.

In addition, parents are highly encouraged to volunteer in the school each year, as well. We rely on the help and involvement of our families! Parents with disabilities will be afforded an equal opportunity to participate in the services, programs, and activities of the school. **Below is a list of some of the activities in which parents can participate to meet their volunteer responsibilities:**

- Supervision of students at breakfast, lunch, recess, etc.
- Library Shelving/Organization
- Tutoring
- After School Clubs
- Fundraising

- Classroom help
- Guest Speaking
- Book Fair
- Office helper
- Building and/or playground maintenance
- Chaperoning a field trip
- Garden work
- Coordinating parent education workshops
- Special Education Advisory Council

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. PTO Meetings are held monthly.

Title I Advisory Committee

As a designated Title I school, CCS convenes a Title I Advisory Committee to assist in the development and monitoring the school’s Success Plan, planning professional development for staff and parents, and monitoring 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, Heidi Greene.

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, Heidi Greene.

Mentoring

Interested in becoming a mentor for one of our students? Meet once a week for approximately 30 minutes during the school day. Training is provided. If interested, please contact Student Support Coordinator, Gamalier Colon (Mr. G).

Important Websites – Email Access

- www.campuscommunityschool.com – school website
- www.cougars-sports.com– athletic schedule
- www.PayPAMS.com – automated payment system for meals
- Firstname.lastname@ccs.k12.de.us – teacher email
- <https://m.facebook.com/CampusCommunitySchoolDover/>
- [Instagram – Campus Community School](#)

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.

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, including at least one LOCAL emergency contact, 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 school without submitting a complete emergency form EACH YEAR.**

Emergency Procedures

- Emergency drills (fire drills, intruder drills, etc.) are conducted on a regular basis in order to reduce confusion or panic in the event of a true emergency. Classroom teachers review emergency procedures with students to ensure safety and avoid confusion. Students are expected to cooperate with and follow the directions of staff members during all drills and emergencies. Distracting and/or uncooperative behavior will be subject to disciplinary action.

Release of Students

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 that 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, a staff member may release a student to some individual not appearing on the approved list **ONLY** if the parent has contacted the main office and gained approval.

Visitors

Visitors must report to the main office, scan their driver's license, 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.

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. 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 prior notice before a classroom visit to ensure minimum interruptions to classroom instruction. When visiting classrooms, parents should not interfere with the learning environment in any way.

Arrival at School

Students will be admitted into the building at 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 be in homeroom 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. When a child comes to school after 8:00, a parent/guardian 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 3:25. Students will exit through the front doors 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.

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 without a written note from the parent that has been approved by the Head of School, or designee. 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.

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 one week, 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 of three or more consecutive days (or after 5 parent notes have been submitted).
2. Contagious disease within the student's home - requires formal documentation
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 Head of School

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.
- **After multiple absences or tardies, a parent may be required to meet with the Head of School.**

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 be in class, ready to learn, 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.

- ***Procedures for Early Dismissal***
 - Students will be excused early from school for medical issues confirmed by the school nurse, 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.
 - If a student is ill during school hours, students are expected to report to the school nurse, who will inform the parent/guardian if the child is too ill to be in school. Students are not allowed to contact their parents on their own and ask to go home. This is also consistent with our cell phone policy. If the proper procedure is not followed, the student's absence/early dismissal will be UNEXCUSED.
 - 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 Head of School)

- **Continued attendance issues, including tardies and early dismissals, could result in disciplinary action, loss of privileges or dismissal from Campus Community School.**

Denial of Promotion

Any child in 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 BE RETAINED. The administration will review extenuating circumstances** warranting consideration of an appeal. If the family is dissatisfied with the decision, 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.

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. Students are expected to be a positive representative of Campus Community School and to be courteous to the drivers, aides, and all other students. Inappropriate behavior may lead to loss of riding privileges. When a student is suspended from the bus, parents may be asked to report for a meeting with school officials before a student can resume school transportation.

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.
5. No one other than school personnel, bus company personnel, or students of CCS enter the bus. Parents/guardians should not go on to a bus without prior approval (this can be considered trespassing), and should never attempt to reprimand other children and/or the driver.

On the bus, each student should:

1. Be seated immediately and remain seated at all times, facing forward. Students will be given an assigned seat within the first 2 weeks of the school year. Students should not change their seat unless directed by the bus driver, bus aide, or school official.
2. Keep the aisles clear at all times.
3. Help keep the bus clean. No objects are to be thrown in or out of the bus. No food, gum, or drinks.
4. Obey the driver/aide at all times. Do not distract the driver.
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. No horseplay, yelling, or making loud noises. Use appropriate language at all times.
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 Head of School or Student Support Coordinator. In addition, buses are 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 school personnel for a bus violation resulting in disciplinary action. Bus drivers/aides may contact parents, as well, to make them aware of concerns. Severe or repetitive events offenses, including vandalism or destruction of bus property, will result in disciplinary action including denial of bus privileges and possible restitution.

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 not to discriminate based on 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 Heidi Greene, Head of School. Please see our website for the full policy.

Sexual Harassment

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 who believe 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 Heidi Greene, 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

Racial harassment 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. These 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 that 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 (located at the back of the handbook) 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.

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).

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 collared shirt with long or short sleeves); Turtlenecks or mock turtlenecks; Button down dress shirts. Shirts must be of a length that they can be tucked in and stay tucked, yet not so long as to be sloppy in appearance. No midriff, cleavage or underwear may show.
- Plain and solid white, red or navy. Cotton or cotton blend fabric. (No stripes, ruffles, etc.) No logos or monograms except shirts with the CCS cougar logo purchased from the school.
- Any shirt worn underneath must be one of the Campus approved colors (red, navy, white).
- On field trip days, students in grades k-5 will wear navy and students in 6-8 will wear red.

Pants/Shorts/Capris

- Plain and solid navy or khaki cotton pants/shorts
- Length of shorts should be between fingertip length and knee length.
- Pants should be clean and well tailored (**not excessively baggy or tight**).
- No rolled legs. No cut-offs.
- Zipper front or elastic waistband.
- No logos on front or sides (small manufacturer's name label on back pocket is acceptable).
- No denim, sweat pants, athletic pants, corduroys, leggings or "jeggings".
- Must be worn at waist, and if loose, must be worn with a belt.

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 (even when leggings are worn underneath)
- 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 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) and hooded sweaters 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/spirit wear.

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, will not participate on that day. They will not receive credit for the class.
- No slippers

CLARIFICATIONS

- Clothing should not contain rips, tears, or excessive stains.
- Key chains and other items may not hang out of the pocket.
- Outerwear, including 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.
- No heavy chain or leather collars.
- Sunglasses and hats may not be worn during school hours and must be stored in lockers.
- Hats, caps, sweatbands, bandanas, hairnets and do-rags may NOT be worn inside the building. Hair accessories should be minimal. Thin, simple headbands (no athletic logos, nothing hanging from the back or tied-on) are allowed to be worn on top of the head. No head coverings other than those related to religious observances are permitted.
- The Head of School reserves the right to approve or disapprove items as necessary.

Dress Code Noncompliance

It is highly recommended that parents/students thoroughly read the dress code guidelines and seek clarification 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 Head of School will determine whether the child will be given a warning or will need to remain in a separate setting for the day. Time missed from class will be unexcused. In the event of reoccurring or severe violations, a parent or guardian will be notified.

Questionable styles should be sent to the Head of School.

TAG Days – On the last Friday of the month, students can pay a dollar to dress down. All TAG Day money will be designated to go to a local, national, or international organization such as the American Heart Association or Special Olympics. Each TAG Day will have a theme; students are encouraged, but not required, to dress to the theme as a way to show school spirit. While TAG Days are a dress down day, clothing is expected to be “school appropriate”. The following guidelines are expected to be followed, unless otherwise communicated:

- Clothing shall not contain excessive or revealing rips, holes, or stains.
- Clothing shall not contain any profanity or inappropriate slogans/graphics.
- No tank tops or strapless tops. Midriffs and/or undergarments should not be visible.
- All footwear and other clarifications from the normal dress card are still in effect on a TAG Day with the exception of sweatshirts. Sweatshirts and hoodies are acceptable as long as the hood is down.
- Length of shorts, skirts and dresses cannot be shorter than mid-thigh.
- No pajamas

Electronic Devices

- Cellular telephones and other electronic devices are not to be used on school grounds during the school day without permission. Phones which are visible or in use during the school day will be confiscated, given to the main office, and returned only to a parent. Cell phones should be silenced and kept in a student's locker or back pack, out of sight, during school hours. 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. If a cell phone is taken away, the teacher will make every attempt to contact the parent prior to the end of the school day.
- 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. Any student who is sent to school, but is not attending the trip will be sent home. A permission slip will be sent home for a parent/guardian's signature to determine whether the child will attend the trip or stay home. It must be ***signed and returned to the school by the due date***. 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. Any student on a behavior improvement plan will require parent attendance to take part in any field trip. Refunds will not be issued without medical documentation and/or Head of School approval. Students with behavior concerns may not be allowed to participate in field trips or may be required to be accompanied by a parent/guardian chaperone. The Head of School will have the final say in these decisions.

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 or other guests are not permitted on field trips, unless approved by the Head of School. Chaperones for all trips must be a legal parent or guardian, unless approved by the Head of School. All chaperones must review and sign our Campus Community Field Trip expectations form. Students are expected to use school transportation to the trip destination

On all field trips (unless otherwise directed) students in grade K-5 will wear a blue uniform shirt and students in grades 6-8 will wear a red uniform shirt. Students are representing CCS when they are on field trips. All school rules are in effect.

After School Activities

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. A parent or adult chaperone must supervise students attending events as spectators. Students must be picked up within a reasonable time of the activity ending.

Recess

Recess is an important part of the day because it allows for movement, fresh air, socialization, and a break from academics. Students in grades K-5 are scheduled for a daily session of recess, weather permitting. Appropriate clothing for outdoor play is expected; students should come prepared with proper outerwear to match the weather. As a general rule, students will go outside for recess for 15-30 minutes every day, when the temperature is at least 35 degrees, and there is no precipitation. The Nurse and Head of School will monitor conditions and decide on indoor recess when necessary. If there is a medical reason your child cannot participate in recess, please provide a doctor's note to the nurse.

Sports

CCS offers the following sports to students in grades 6-8:

Boys Soccer (Fall)

Girls Volleyball (Fall)

Girls and Boys Basketball (Winter)

Girls Soccer (Spring)

In order to participate on a sports team, students must meet academic eligibility (be passing all classes with at least a 2), be in good standing with behavior, and have a current DIAA physical on file.

Cheerleading takes place year-round and is open to students in K-8. K-5 students participating in cheerleading need to submit a current annual well-visit physical.

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 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 all official records, files, and data directly related to their children or themselves. This includes all material in the student's cumulative record folder, all material intended for school use, or material to be available to parties outside the school system. Such material may include, but is 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, 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 Head of School. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period, 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 Head of School, 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 school-aged children. New students must be in compliance upon entrance in order to attend school.

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 4th 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. A note requesting the medication

be given must accompany the medication. 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.

School Nurse

Injured or ill students should report to the school nurse. Parents or emergency contacts will be called if it is necessary for a student to be excused from school or if additional assessment or treatment is needed. If a student needs to be picked up from school, a parent/guardian or designee should do so immediately after receiving the nurse's phone call. In the event of a severe illness or injury, emergency services will be called and the student will be transported to the nearest hospital.

These symptoms indicate that a student should NOT attend school:

- Fever in the last 2 days (100 degrees or above) --without Tylenol or ibuprofen
- Vomiting in the last 24 hours
- Diarrhea in the last 24 hours
- Unidentified rash
- Draining eye/eyes

Students will be asked to stay home the next day when sent home for illnesses involving fever, vomiting, and/or diarrhea.

Documentation from a healthcare provider should be given to the school nurse following illnesses or injuries causing limitations to physical activities. Students need a doctor's note to bring crutches to school.

Physical Education

Students are expected to participate in physical education unless they have a medical condition that prevents them from doing so. 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.

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

Code of Student Conduct

The Code of Student Conduct defines the specific acts that 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 provided “Due Process.”

- 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.

If a student is going to be suspended, reasonable attempts to provide verbal notification to the parent shall be made prior to the suspension. In addition, written notice of the cause and duration of the suspension, as well as an explanation of their right to appeal, will be provided as soon as practical, but no later than 3 business days. In some cases, it may be requested that the student be picked up from school. 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.

Prior to returning to school from a suspension, the student and parent/guardian will meet with the Head of School and/or Student Support Coordinator to review expectations moving forward.

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 Manifestation Determination 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.

Students who engage in behaviors leading to suspension will be subject to loss of school-wide privileges such as field trips, after school events, etc. Depending on the incident, even if a suspension is not part of the disciplinary action, a student may receive an immediate loss of privilege. For example, if a student is caught skipping class, he or she may lose all hall pass privileges immediately.

Discipline Procedures

Behavior that interferes with the normal operation of the school will be considered inappropriate and unnecessary, and will be dealt with accordingly. CCS believes that consequences should be logical, not

simply punitive. The goal is for students to take responsibility for their actions and learn from their mistakes. 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: Incidents handled within the individual classroom.

Level 2: Incidents handled with resources from outside the classroom.

Level 3: Incidents leading to an immediate suspension and possible Board hearing, expulsion, and/or criminal charges; may be handled with appropriate resources from outside the school (police, mental health professionals, etc.)

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	Abusive language	Trespassing
Refusal to participate in class activities	Misuse of electronic devices – inappropriate internet searches, 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
Cell phone use	Offensive touching	Possession/Consumption of alcohol and drugs
Dress code infractions	Vandalism	Possession of a deadly weapon
Profanity	Possession or distribution of stolen property	Smoking/possession of tobacco
	Walking out of class	
	Skipping class	

Severely Inappropriate Behaviors

These infractions will result in immediate suspension from school and possible 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 by adults and children on school grounds, on school buses, and within the Drug Free School Zone at all times. This includes cigarettes, e-cigarettes, smokeless tobacco, vaping, 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.

Gun Free School Act Policy

Bringing a firearm to school or possessing a firearm anywhere on school grounds or at a school-sponsored event is prohibited. 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 180 school days. 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.

Lost or Damaged Property

Students are expected to show respect and care for school property. Damage to property should be reported to the office or an appropriate staff member. In the event that a student loses or damages school property (library books, furniture, school bus seats, electronic equipment, etc.), the parent will be notified and the student will be required to pay to repair/replace the item. Students who willfully destroy, damage, or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law.

Cafeteria Behavior

During breakfast and lunch, students are expected to use restaurant etiquette and good table manners. While students are free to enjoy the company of their friends, we do expect that they follow basic rules.

- Movement during meal time should be limited. Students should remain seated unless given permission to use the bathroom, get in line for food, or throw food away. When movement is necessary, students should always walk in a calm manner.
- Respect should be given to the adults and other students in the cafeteria. If a student is asked to do something, we expect him/her to comply on the first request.
- Inside voices should be used.
- Students should keep their hands/bodies to themselves, and food to themselves. We highly discourage the sharing of food due to allergies.
- Students are expected to clean up after themselves.

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 later. 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 10 consecutive days, and fails to respond to communication regarding their absence, they will be sent to Truancy Court.

Student Withdrawals from Campus Community

Any parent or guardian who withdraws from Campus Community is required to fill out a withdrawal form and submit it to the main office. The parent/guardian who the child lives with must sign the withdrawal form. 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 Promotion

As a school, our goal is to develop a thoughtful learning community, lifelong learners, and responsible citizens. 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.

The school rubrics and grading scale are also available on our website www.campuscommunityschool.com under "Academics". Report cards are disseminated three times per year. The first and second report cards are issued during student led conferences. Parents and students 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

To be promoted, students need to demonstrate a solid understanding of grade-level standards and developmental readiness for the next grade. 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 – 3rd Grade: Student promotion will be based on overall readiness for the next grade, especially in the area of reading.

*** 4th – 8th Grade Promotion Policy:

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

- Score a 3 or 4 on the Math and ELA portion of the Smarter Balanced Assessment;
- 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 two core classes for the year, and;
- They have the recommendation of their teacher(s).

**It should be noted that students who score 2's are still not completely meeting grade-level expectations and may be required to attend summer school.

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 completed reports of inspections and management plans on file. 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 Heidi Greene, Head of School, Asbestos Designated Person, (736-0403).

Reviewing Teacher Qualifications

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 YouTube account, CCS Instagram 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 no later than 15 days after the first day of school. Students who are listed as homeless or in foster care will remain anonymous.

Acceptable Computer Use Policy

These procedures are written to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

The State of Delaware Acceptable Use Policy serves as the umbrella policy under which this more specific Campus Community policy exists. All who are asked to sign this policy also agree to the stipulations in the State of Delaware AUP. This policy can be located at:

<http://dti.delaware.gov/pdfs/pp/AcceptableUsePolicy.pdf>

Copies are also available in our school office.

Network

The District network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the District:

"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." ~ CCS Charter

Acceptable network use by district students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all District policies and guidelines and the State of Delaware Acceptable Use Policy;

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the district;

- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval.
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic, violent or sexually explicit material; and
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed.

The District will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The District will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the District's computer network or the Internet.

Inappropriate Network Usage:

To the extent practical, steps shall be taken to promote the safety and security of users of the school's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Internet Safety

Personal Information and Inappropriate Content:

The District utilizes curriculum to insure students are well informed regarding, at a minimum:

1. Safety on the Internet
2. Appropriate behavior while on online, on social networking Web sites, and in chat rooms
3. Cyberbullying awareness and response

- Students and staff should not reveal personal information, including a home address and phone number, on web sites, social networking forums, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or District web site unless the appropriate permission has been verified according to district policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering and Monitoring

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;

- Any attempts to defeat or bypass the District's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- The District will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to District computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the District; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- Commit passwords to memory or utilize a secure password tracking tool;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA). <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

No Expectation of Privacy

The District provides the network system, e-mail and Internet access as a tool for education and research in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate.

Disciplinary Action

All users of the District's electronic resources are required to comply with the District's Electronic Resources Acceptable Use policy. Violation of any of the components of the Electronic Resources Acceptable Use Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school, suspension or revocation of network and computer access privileges or disciplinary action for faculty/staff.

CCS Handbook Acknowledgment Form 2020-2021

The content of the CCS Handbook is 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	Parent Initials _____ Student Initials _____
Dress Code	Parent Initials _____ Student Initials _____
Electronic Devices	Parent Initials _____ Student Initials _____
Code of Conduct	Parent Initials _____ Student Initials _____
Grading and Promotion	Parent Initials _____ Student Initials _____
Photographing and Videotaping	Parent Initials _____ Student Initials _____
Acceptable Computer Use Policy	Parent Initials _____ Student Initials _____

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. **(Only one form per family is needed.)**

Student's Name

Student's Signature

Student's Name

Student's Signature

Student's Name

Student's Signature

Student's Name

Student's Signature