

Community School Family Handbook



Community School's golden rule is
"The Big One":

Treat yourself, others, and the environment with care.

This overarching principle applies equally to the students, faculty, staff, parents, and visitors of our community. Everyone should do his or her part to speak and act in a manner that promotes and models this principle.

COMMUNITY SCHOOL
7815 Williamson Road
Roanoke, VA 24019
540-563-5036 voice/540-362-1183 fax
www.communityschool.net

Accidents and Injuries:

- ❖ Serious accidents will be reported to parents immediately in accordance with the instructions on the Emergency Information Form and an accident/incident report will be completed.
- ❖ Less serious accidents, such as minor scrapes, insect stings, etc. will be treated with first aid by a staff member and reported to the parents at the end of the school day.
- ❖ There is a staff member on duty, at all times, who has certification in standard first aid.
- ❖ See the School Administrator or Director for more information.

After School Program (ASP):

- ❖ Community School's licensed After School Program provides supervised play, activities, and snacks for students from 3:45 p.m. - 6:00 p.m.
- ❖ All students at school after 3:45 p.m. will be charged for ASP.
- ❖ ***Students should be picked up no later than 6:00 p.m.***
- ❖ If parents are unavoidably delayed, please telephone the school cell #540-400-1922.
- ❖ This service may be discontinued if payment falls two months in arrears or if a child's behavior in ASP is determined to be disruptive or dangerous.
- ❖ ***A reminder for working parents: the cost of any childcare program is tax deductible.***

There is a separate fee for this service and it is billed monthly.

Annual Fund and Gifts:

Community School parents, teachers, administrative staff, trustees, alumni, grandparents, and many local corporations are asked to support our school with contributions to the **Annual Fund Appeal**. Along with the Strawberry Festival (see page 8), the **Annual Fund Appeal** is one of the most critical fund-raisers we have and has a significant impact on the school budget.

Annual Fund Appeal participation from trustees and parents is important not only to our success as a private school, but also as a percentage to report when applying for grant and foundation funding. Even a token monetary gift translates into a significant statistic in terms of "percentage of involvement." A high participation percentage demonstrates to grantors that we believe in our school and support it whole-heartedly and this, in turn, can encourage them to support us too.

Other ways to help Community School include:

Kroger card purchases, Box Tops for Education, Labels for Education, Target Charge credits, book fair orders, Amazon purchases via the CS website, classroom gifts, employer support, donations of equipment and supplies, etc.

For more details, please contact the Director of Development & Marketing.

Arts Festival:

Held in May, Arts Festival is a school-wide collaboration of art, music, and drama, based on the school-wide theme. See school calendar.

Assessment:

Assessment is an on-going, everyday process. Accordingly, tests are not the driving force at Community School. We do not consider them a consistently accurate measure of a student's ability. The middle school students will be exposed to more "testing" than will students in other classes, in conjunction with instruction on study skills. In order to ease the transition into more traditional high school programs, standardized tests will be given in the final year of middle school and scores will be available for placement considerations.

Attendance:

We encourage you to start the new school year with strong attendance habits for your child. Consistent and daily attendance is very important in the educational life of a child; if your child is not here, he/she will miss out on many important educational and social opportunities. Being absent or chronically tardy disrupts classrooms, creates family tension, and can produce anxiety in children.

- Students need to arrive to school on time each day. **School begins at 8:45 a.m.**
- If a student arrives at school after the 8:45 bell, his/her caregiver must walk the child to the main office and have a class admit slip completed by an office staff member. If the child is six years old or younger, the parent or guardian will need to accompany the child to the classroom. Caregivers of children seven years old or older (including middle school students) are required to visually monitor the child's entrance in to the classroom. Without disrupting classroom activities, the student will need to give the class admit slip to the teacher.
- Attendance is taken every day and monitored by the classroom and enrichment teachers.
- Excessive tardiness and/or absences may impact a student's placement in the upcoming school year or may force a child's withdrawal from Community School. ***See more under "Tardy Policy"***
- If a student needs to be picked up during the school day, please notify the teacher in advance. Caregivers are required to sign their child in and out of the main office whenever a child is leaving or arriving outside of scheduled school starting and dismissal times.

While we encourage families to spend time outside of Roanoke and we require families to keep their children out of school if they are sick, we also recognize that actually being in school is the only way that children can benefit from the experiential education that we provide. Please attempt to plan your family trips during times when Community School is already closed. If that is not possible, please notify your child's classroom teacher as soon as you can. While teachers may send work home with your child, they will not be able to replicate everything that is covered in the classroom.

If a teacher feels that a student's chronic absences are infringing on a child's progress, a meeting will be called between the parents/caregivers, teacher, and director.

Before School Program (BSP):

The Before School Program is available from 7:00 - 8:15 a.m. Beginning September 2010, BSP will be held in room 110. Parents are required to walk their students to Before School. No staff will be on duty outside between 7:00 and 8:15 a.m., and children are not allowed to be outside prior to 8:15 a.m. **Failure to do so may result in the loss of Before School Program privileges.** There is no need to sign up in advance; just use BSP as needed.

There is a separate fee for this service and it is billed monthly.

Big One:

Community School's golden rule:

Treat yourself, others, and the environment with care.

Birthday Celebrations and Invitations:

Birthdays are special times in a child's life. **Contact your child's teacher if you wish to celebrate your child's birthday at school.** They can make suggestions about nutritious treats or fun activities to do to honor a child's birthday. Birthday party invitations will only be distributed at school if an entire class/level is invited. Otherwise, parents/caregivers should mail birthday party invitations to their guests.

Board of Trustees:

A Board of Trustees governs Community School. The members of the Board generally meet monthly with members of the administrative staff. Board meetings are open for anyone to attend. A *Board of Trustees* notebook is located in the office. It contains a list of meeting dates and times, meeting minutes, budgets, a board member directory, etc.

Bolivian Exchange Program:

Each year in the fall, several students from Santa Cruz, Bolivia, come to Roanoke to live and attend school with our Community School families and students. They generally stay for six to eight weeks. In the spring, several Community School middle school students travel with our Spanish teacher to spend six weeks in Santa Cruz, Bolivia. This is a cultural exchange program.

Book Fair:

A fund-raising even held prior to winter break. Proceeds go to teachers for classroom or program use. See school calendar and *Quick Notes* for dates.

Bricks, Benches, and Bushes Campaign:

Community School's Bricks, Benches, and Bushes (BB&B) campaign to benefit our ongoing building and landscaping initiatives. Supporters can purchase an engraved brick, a Community School park bench with plaque, or a bush or tree for the campus. For more information, please contact our Director of Development and Marketing.

Bus/Van Safety:

See Addendum: Community School Bus Safety Requirements & Procedures

Celebration:

An evening event held on the last day of school to “celebrate” the school year.

Cell Phones:

Parents may choose to provide a cell phone for their child. All cell phones must be turned OFF during the school day, during the Before School Program, and during the After School Program.

Child Abuse and Neglect:

Teachers and persons associated with or employed by any private organization responsible for the care, custody, and control of children are required by law to report suspected child abuse and neglect.

Class Name Skits:

Every class secretly creates a “class name” based on the school-wide theme. Name skits are created to reveal class names and are presented on a Friday morning during the beginning of the school year. Parents are invited to attend. See school calendar.

Class Placement/Looping:

Community School uses multi-age groupings instead of grade levels. It takes time for teachers and students to develop meaningful relationships. When a child is in the same teacher's class for two or three years, the teacher has more of an opportunity to determine what "works" for that child and to foster the best learning situation. We refer to this as "looping." Class placement is based on the social, emotional, physical, and academic needs of the individual student and on benefits of group composition within each class.

Competition:

Competition can cause anxiety, selfishness, self-doubt, and poor communication. We do not encourage any kind of competition among students that leads one student to compare grades, grade levels, or test scores with those of another.

We want students to gain confidence by progressing academically and we strive for each student to be challenged. We generally do not assign letter grades to a student's work unless they will receive credit for the work at another school requiring grades. Community School emphasizes noncompetitive/cooperative games and activities that require teamwork and develop a feeling of camaraderie.

Communication:

- ❖ If parents or students have questions or concerns about experiences at Community School, we want to know as soon as possible. Questions and concerns regarding the classroom should be shared with your child's teacher.
- ❖ **Quick Notes:** Community School's newsletter, **Quick Notes**, is sent to the friends and families of Community School, via e-mail, every Tuesday. It can also be found

- on our website. Calendar reminders and announcements are included. Read **Quick Notes (QN)** regularly in order to be fully informed about activities at the school.
- ❖ **FYI's and Classroom Blogs:** In order to update families on information relating to the classroom, teachers either regularly send home an FYI (For Your Information) newsletter or they have created a classroom blog that is updated regularly. See your child's teacher for more information about his/her method of communication.
 - ❖ Our website is www.communityschool.net. It is filled with school related information: QN, school calendar, FYI's, classroom blogs, student and parent resources pages, school closing/delays, etc.

Computer Use:

At Community School, students have access to many valuable instructional technology tools. Students and parents are required to read, sign and return the "Student's Rights & Responsibilities for Using Computers & Internet" form that is disseminated at the beginning of each school year.

See Addendum: Sample Student's Rights & Responsibilities for Using the Computers & Internet (Elementary and Middle School)

Conferences & Progress Reports:

Parent/student/teacher conferences are scheduled four times a year to identify progress and set new goals. **Students are expected to attend these conferences** in order for them to indicate how they feel about their work and to help them focus on their individual strengths and on areas that need more attention. If additional conferences with a teacher or with the Director are desired, the parent, student, or teacher may request one at any time. A comprehensive written profile is sent home to the parent(s) at the end of each academic year. A copy of this profile becomes a part of the student's permanent file.

Discipline:

A primary goal of Community School is for all students to develop a caring attitude toward others and the world, to develop a sense of responsibility, and to learn self-discipline and effective decision-making. To assist students in their choices, we have one rule, known as "***The Big One,***" which serves as a guiding principle:

Treat yourself, others, and the environment with care.

Teachers and students discuss this principle throughout the year, and we appreciate support from parents at home in reinforcing the same caring attitude. Problems that do occur will be handled with guidance techniques that help students maintain self-respect and inner control. Setting limits, helping students understand the reasons for them, and using sincere praise as a reward for making good choices are the primary guidance techniques used. We expect students to understand that lying, cheating, and stealing are not acceptable. Engaging in behaviors that could or do harm another student, physically or emotionally, are not acceptable. Damaging or mistreating the property of others or the school is another example of behavior that is clearly in conflict with "The Big One." Students and/or parents are responsible for replacing damaged or lost school property. A student's opinions and ideas will be

encouraged in carrying out "The Big One" and in establishing consequences. Our goal is for discipline to be fair and consistent.

See Addendum: Discipline Policy

Dress Code:

- ❖ Students should dress in comfortable and appropriate clothes for an active school day.
- ❖ Sturdy shoes are needed for running and playing.
- ❖ Students should not wear clothing that is distracting, as deemed by the classroom teacher, to themselves or other students.
- ❖ Students will be outdoors in all seasons, except in extreme weather conditions. The general guideline is to go outside for play whenever the temperature is deemed acceptable by the teaching faculty and administration.
- ❖ Students will go outside in light drizzle or snow and should dress accordingly.

Drop-Off and Pick-Up:

- ❖ School begins at 8:45 am. Students may begin to arrive at 8:15 am. If a staff member is not present on the playground or driveway, **do not** drop your child off.
- ❖ School ends at 3:15 pm.
- ❖ Drivers should be in line to drop-off and pick-up students at the end of the driveway close to school. Staff members will assist students to and from their vehicles.
- ❖ If you need to rearrange items in your car, talk with another parent, remove or add car seats, or simply wish to park and pick up your child, please use the parking area to the left of the driveway. Blocking traffic flow or blocking the fire lane is strictly prohibited. Please walk along the edge of the parking lot, not through the middle of the lot, during drop-off and pick-up times. If you have younger children, please hold their hands in the parking lot.
- ❖ Cell phone usage (including hands-free models) is prohibited in the drop-off and pick-up line.
- ❖ ***If there is a change in who is picking up your child, you must notify the office in advance. We will not release your child unless we have heard directly from a parent. Proper identification will be required of the person picking up your child.***

ALWAYS DRIVE SLOWLY AND WATCH OUT FOR CHILDREN!

Electronic Devices:

Community School does not allow personal electronic devices at school. These items distract students and teachers and can be damaged or lost.

Emergency and Evacuation Plans and Policies:

CS has emergency and evacuation plans and policies to ensure the safety of students and staff. CS Staff are updated with procedures to insure everyone's safety. Contact the School Administrator for more information.

Enrichment Classes/Specials:

Spanish, art, music, drama, and technology classes. (“specialists or enrichment teachers” = instructors of those subjects)

Enrollment:

A student’s enrollment in Community School can be terminated at the discretion of the School Administrator and/or Director. Reasons can include, but are not limited to: failure to comply with the tuition contract, student misconduct, or parent misconduct.

FYI’s:

Teachers may choose to use FYI’s (“For Your Information” paper newsletters) as their form of regular communication with parents about events, activities, and information about the classroom. Many teachers are now using classroom blogs instead.

Fall Festival:

A time-honored outdoor camping tradition that all students participate in during the month of October. It allows teaching faculty to get to know their students and it allows students to engage in educational, team-building and problem-solving activities. See school calendar for dates.

Field Trips:

- ❖ Parents sign a "***Field Trip Permission Form***" at the beginning of each school year. Most classes take routine trips to the library, museums, and areas around town.
- ❖ Parents agree to pick up their child, at the field trip site, if it is deemed necessary by the school’s staff due to student misconduct while on the field trip.
- ❖ Teachers will keep parents informed about special trips via classroom *F.Y.I.’s*, classroom blogs, and/or *Quick Notes*. Teachers often need parents to drive on field trips.
- ❖ Taking a group of students on a field trip requires that the teacher(s) and parent drivers accept an extra burden of responsibility for the students' safety.
- ❖ ***Parent drivers must provide the school with proof of automobile insurance and a valid driver’s license.***
- ❖ ***Seat belts must be worn and securely fastened at all times.***
- ❖ ***Students seven (7) years and under MUST ride in a booster car seat.***

Financial Aid:

Community School offers need-based financial aid and uses the services provided by School and Student Service for Financial Aid, also referred to as SSS. Contact the School Administrator or Director of Admissions for more information.

Food Guidelines:

- ❖ "Fruit Break" (Snack) and Lunch: Students have two opportunities to eat daily, during fruit break (snack) and lunch. We want students to develop good eating habits. Students should bring a healthy snack such as fresh fruit or vegetables, crackers, yogurt, unsweetened cereal, cheese, etc. Students will be asked to save

chips and cookies for part of their lunch.

- Lunchboxes and containers should be labeled with the student's name.
 - Students are not allowed to share food.
 - All unused portions shall be discarded or returned home at the end of the day.
 - Food should be ready to eat. Teachers cannot cook or heat lunches.
 - If a student forgets to bring lunch, the teacher will provide something from the school kitchen.
- ❖ Candy and soft drinks are not to be brought to school.

Friday Groups:

Hands-on exploratory sessions for middle school students. These groups usually extend all day, each Friday, for five to eight- week sessions. This allows time for field trips, guest speakers, internships, community service projects, and productions.

Fruit Break:

A morning break that allows students to have a healthy snack and play outside from 10:00-10:30 (Early Learner and Elementary) and 10:55-11:10 (Middle School).

Gatherings:

Community School's version of "Back to School Night." This is a parent-only event. Childcare is not provided. See school calendar for dates.

Grandparents' & Special Friends' Day:

We invite grandparents and/or special friends to visit with us and celebrate our students' success. See school calendar.

HIV, AIDS, & Other Disabilities:

We are happy to accept students who have tested positive for HIV, who have AIDS, and/or who have other disabilities as long as we think we can provide for their needs as well as for the other students in their class. The school continues to vigorously implement universal precautions.

Homework:

Homework can be an important part of children's learning time management skills and responsibility for their own work. Developmentally-appropriate homework will be assigned as determined by the classroom teachers. It is expected that homework will be completed in the time allotted in order for it to be beneficial. It is not intended that homework be a source of anxiety, frustration, or stress within the family. If questions arise about homework, students may want to call a classmate or check with their teacher the next morning.

Illness:

- ❖ If a student is absent due to illness, please notify the office first thing in the morning.
- ❖ If a student becomes ill while at school, we will notify the parent, guardian, or emergency contact person.
- ❖ Parents should make arrangements to pick up their child as soon as possible.

- ❖ *If you are not sure whether your child should attend school, please refer to the “Illness” Addendum .*

Interdisciplinary Learning:

Interdisciplinary learning is an approach that consciously applies methodology and language from more than one discipline to examine a central theme, issue, problem, or topic. This approach addresses social, emotional, physical, and cognitive goals. Issues and topics that are meaningful to the teachers and the students are important. Students need to be able to make sense of what they are learning and to connect the experiences in ways that lead to conceptual and life-long understanding.

Local Hero Award:

An individual award presented to a person or organization in the greater Roanoke area nominated for their humanitarian efforts. This special award program is presented by members of our middle school. Each recipient receives an art piece especially created by Community School students. The award is presented on the Friday prior to Martin Luther King, Jr. Day. See school calendar.

Looping/Class Placement:

Community School uses multi-age groupings instead of grade levels. It takes time for teachers and students to develop meaningful relationships. When a child is in the same teacher's class for two or three years, the teacher has a better opportunity to determine what "works" for that child and to foster the best learning environment. We refer to this as "looping." Class placement is based on the social, emotional, physical, and academic needs of the individual student and on the benefits of group composition within each class.

Lost and Found:

- ❖ Lost and found items are put in the big plastic container beside the main office.
- ❖ Unclaimed items left at the end of December and June are laundered and donated to a charitable organization.

Lunch-A-Month (LAM):

A special lunch program with varied menu served on specified Wednesdays each month. See *Quick Notes* for dates and menus. Proceeds benefit the Spanish and Bolivian Exchange Programs.

Lunch Time:

12:15 pm – 12:45 pm for Early Learners and Elementary Classes
12:05 pm – 12:45 pm for Middle School Classes
Parents are welcome to join their child for lunch.

Medication Policy:

Medication cannot be disseminated or administered by Community School teachers or administrators. Students **may not** bring, consume, or share prescription or over-the-counter medications while on school property. The only allowable exception: middle school teachers may receive verbal or written permission to administer over-

the-counter pain relievers to middle school students in accordance to package directions.

Milk:

Parents may order milk (2%, skim, or chocolate) for their child. It is delivered daily at lunchtime. Call the office for more information.

Over-the Counter (OTC) Skin Products:

Community School will apply sunscreen and/or insect repellent to students under the following conditions:

Sunscreen:

1. The teacher shall obtain written parent authorization noting any known adverse reactions.
2. Sunscreen shall be in the original container labeled with the child's name.

Insect repellent:

1. The teacher shall obtain written parent authorization noting any known adverse reactions.
2. Insect repellent shall be in the original container and labeled with the child's name.
3. A record shall be kept that includes the child's name, date of use, frequency of application, and any adverse reactions.
4. Manufacturer's instructions for age, duration, and dosage shall be followed.

Peaceable School:

Community School's commitment to guiding students to become responsible for their own behavior and to transform conflicts into solutions in a peaceful manner.

Pets:

- ❖ Animals and pets are fascinating to children. We request that you contact your child's teacher *in advance* if you want to make arrangements for any pet visits.
- ❖ Pets must be properly restrained (leashed or caged when appropriate) while on campus
- ❖ Notify your child's teacher if your child is allergic to a particular animal.
- ❖ Classes may elect to have a classroom pet with teacher approval.
- ❖ Community School students are not allowed to touch any dead or wild animal.

Pizza Day:

A special lunch program served on specified Wednesdays each month. Students and parents may order pizza (cheese or pepperoni) at \$1 per slice. Orders may be made in advance or on the specified day. See *Quick Notes* for dates.

POP:

"People of Peace" is a group of middle school students who are trained in conflict resolution. They assist Community School students in being part of a Peaceable School.

Portfolios:

Portfolios are collections of each student's work and have been used throughout the history of Community School. Samples of work reflect core subjects and/or related interests. Portfolios are shared with parents on conference days.

Re-Enrollment:

Re-enrollment forms are sent out in the spring for the upcoming school year. A \$200 non-refundable deposit is required. This deposit is credited toward tuition.

Referral Credit:

Community School families are eligible for a \$250 tuition credit for referring a new student who enrolls full time at CS. To qualify for the credit, you must submit a completed referral form or e-mail the referral to the Director of Admissions **before** the family has submitted an admissions application. If multiple current families refer the same student, the \$250 credit is divided evenly between the referring families. The credit will show up on your account in the semester that the new student enrolls.

Referral credits are not given for siblings of current students or for talking to prospective parents who are visiting CS if you did not previously refer those parents. That includes talking to prospective parents while you are a substitute teacher, volunteering at CS, or just hanging out on campus. Please note: Your referral will remain active for only two years. After that time, you will need to resubmit the form. Referral forms are available in the main office and from the Director of Admissions.

Room Parent:

Parents or caregivers who assist the classroom teacher or school by coordinating special activities, programs, or services.

Safety and Injury Prevention:

- ❖ Community School is committed to the safety of all students.
- ❖ When students are outside, they are under the supervision of school staff.
- ❖ Several staff members are trained and certified in standard first aid and CPR.
- ❖ To prevent injuries, the school grounds are inspected on a regular basis. Specific attention is given to the condition of the playground equipment and surface around them.
- ❖ We review the accident log and accident forms to locate where recurring injuries take place. Community School will make any changes and improvements deemed necessary to insure the safety of all students.

See "Community School Playground Rules" Addendum

School Hours:

7:00 a.m. - 8:15 a.m. Before School Program
8:15 a.m. - 8:45 a.m.: Morning Drop Off
8:45 a.m. - 3:15 p.m. School Day
8:45 a.m. - 12:00 p.m. Partial day option for Early Learners.

3:15 p.m. - 3:45 p.m. Dismissal
3:45 p.m. - 6:00 p.m. After School Program

*OFFICE HOURS: 8:00 a.m. – 3:30 p.m.

Sexual Harassment:

No form of sexual harassment will be tolerated at Community School.

Specials/Enrichment:

Spanish, art, music, drama, and technology classes. (“specialists or enrichment teachers” = instructors of those subjects)

Staff Appreciation Day:

A day dedicated to “thank” the Community School staff coordinated by room parents.

Strawberry Festival:

Our **Annual Community School Strawberry Festival** is held on the first weekend in May, in Elmwood Park in downtown Roanoke. This is a parent-driven event coordinated with the school. The **Strawberry Festival**, held the first Friday and Saturday in May, is our *major* annual fund-raising event and the way we keep from sending our kids out into the community selling miscellaneous products. We, the staff and parents, contribute our time on their behalf. Our volunteers include parents, students, staff, board members, grandparents, alumni, friends of Community School, and more. **Strawberry Festival** requires over 200 volunteer hours.

*Each parent is expected to volunteer for at least 12 hours.
(4 hours) for Baking Days; (4 hours) for Berry Cleaning; (4 hours) for Festival*

Would you like to co-chair one of the many individual committees that make-up the festival? Would you like to serve on a committee?

Vendors	Sponsorship	Public Relations	Baking Days
Large Orders	Berry Cleaning	Set-Up/Take Down	Food Booth
Drink Booth	Chocolate Dipped Berries		
Kid’s Games	Entertainment	Ticket Sales	

Contact the Director of Development and Marketing or the School Administrator for more information.

***WE NEED EVERYONE TO VOLUNTEER FOR THIS TIME-HONORED
EVENT TO BE A SUCCESS.***

Tardy Policy

If a student is tardy ten (10) times within a school calendar year, a reminder letter will be sent home. If a student is tardy fifteen (15) times within a school calendar year, parents/caregivers will need to meet with the Director. If a student is tardy twenty (20)

times within a school calendar year, the Director has the discretion to forcefully withdraw a student from Community School. Parents/caregivers will be responsible for the remainder of their financial contract and attendance information will be forwarded to the child's next school.

Thanksgiving Luncheon:

A potluck luncheon held on the Wednesday before Thanksgiving at the Moody Center on Hollins University campus. See school calendar.

Theme:

A faculty-selected theme that allows for students and staff, across the curriculum, to learn and share throughout the school year. It is a time-honored and award-winning tradition at Community School.

Toys:

- ❖ Toys are important to children. We ask that they be brought to school for "***Show and Share***" only. Unfortunately, toys from home are sometimes lost or damaged and are a distraction at school.
- ❖ Please keep electronic toys and equipment at home due to their value.
- ❖ Toy guns and knives are not allowed at school.

Transcripts:

Community School will copy and mail up to two (2) transcripts per student without cost. After two transcript requests, the parent/caregiver is required to pay \$5 per transcript at the time each request is made. Parents must complete and sign an "Authorization for Release/Exchange of Record Information" form before any set of transcripts will be copied and mailed. These forms can be found in the main office and the office of the Director of Admissions.

Tuition Payments:

- ❖ Payment options: cash or credit card (tuition Only)
 - 1.) Two (2) installments due on July 20th and January 20th.
 - 2.) Ten (10) monthly payments July - April. (On the 20th of each month.)
*A 7% administrative fee is charged for the monthly payments.*Late Fees: \$100 for installment plan and \$25 per month for monthly plan.
- ❖ NOTE: A student's records will not be released until account is current.

See "Tuition Payment Policy" Addendum

Volunteering and Parent Participation:

- ❖ Community School welcomes parent volunteers and their participation at school.
- ❖ Complete a parent volunteer form at the beginning of the school year.
- ❖ You may choose to do any of the following: helping in the classroom, driving on field trips, maintenance, painting, cleaning, recruiting, contributing money, serving on the Board, running workshops, organizing and working on all aspects of the Strawberry Festival.
- ❖ Please contact our Director of Development and Marketing to learn about our volunteer opportunities.

Weapons:

Guns, knives, or other weapons are not allowed at school. Student suspension is required.

See “Discipline Policy” Addendum

Weather/School Delays & Closings:

- ❖ The Director and School Administrator determine inclement weather days based on local weather information and the ability of our staff to get to school safely.
- ❖ ***The most reliable way to determine a “snow day or delayed opening” is to call the school and listen to the recorded message.***
- ❖ We notify WSLS-TV10, WDBJ-7, WVTM Public Radio, Q99-FM, and K92-FM of CS closing and delayed opening information.
- ❖ The weather can change over a short period of time. An early decision to delay school may result in a closing. Continue to call the school or listen to the radio and TV for up-to-date information.
- ❖ When we delay the opening of school, there will be no Before School Program.

Withdrawal:

Parents are obligated to pay tuition for the semester or entire year and no refunds or deductions will be allowed for absence, withdrawal, or any other inability to attend.

Refer to your Community School Tuition Contract

**Community School
Family Handbook
Appendix**

- I. Community School Discipline Policy
- II. Community School Bus Safety Requirements & Procedures
- III. Community School Recommendations Regarding Illness
- IV. Community School Tuition Payment Policy
- V. Sample Student's Rights & Responsibilities for Using the Computers & Internet (Elementary and Middle School)

Community School
Discipline Policy
(Effective 1/26/07)

The following lists provide examples of offenses and their consequences. They apply to on-campus, off-campus/school-related, and, in the case of Level Three offenses, off-campus/non-school related offenses. The lists are not necessarily all-inclusive and, therefore, teachers and the director are not limited in application because an item was not on the list. A student whose general attitude and conduct demonstrates an unwillingness to follow the principles that govern the school, as determined by school officials, may be dismissed from the Community.

Level One

Teacher Admonition

(Consequences include, but are not limited to: time out, letter of apology, peer mediation, study hall, loss of fruit break or recess, community service)

Cursing/Inappropriate Language
Failure to do Assignments
Minor Disruptions
Aggressive Behavior (including, but not limited to, slapping, hitting, punching, biting)
Excessive Tardiness/Absences
Teasing of Another Student
Pushing/Unwarranted Touching/Violation of a Community Member's Personal Space
Community School Parent/Family Handbook Violation
Insubordination
Cheating or Plagiarism

Level Two

Office Referral/Suspension

(Consequences include, but are not limited to: discipline report sent to parents & teachers, loss of field trip or other off-campus privileges, meeting with parents & teachers, suspension)

Repeated Level One Offenses
Bullying
Threatening a Community Member
Aggressive Behavior (including, but not limited to, slapping, hitting, punching, biting)
Defacing or Destroying School Property
Defacing or Destroying a Community Member's Property
Instigating a Conflict
Dismissed From Class/Major Disruption
Deliberate Disobedience/Insubordination/Disrespect

Level Two/Three*

*Dependent Upon Age of Child and Severity of Offense

Office Referral/Suspension or Suspension/Expulsion

(Consequences include, but are not limited to: discipline report sent to parents & teachers, loss of field trip or other off-campus privileges, meeting with parents & teachers, suspension, expulsion)

Defacing/Destroying School Property
Defacing/Destroying a Community Member's Property
Stealing
Sexual Harassment

Level Three*

*On or off-campus offenses

Suspension/Expulsion

(Consequences may include, but are not limited to suspension or expulsion)

Repeated Level Two Offenses
Striking a Teacher
Distribution or Use of Drugs (over-the-counter, prescription, or illegal)/Tobacco/Alcohol
Coming to School Under the Influence of Drugs/Alcohol
Fighting
Bringing a Weapon/Incendiary Device to School
Tampering With a Fire Alarm/Extinguisher
Setting a False Fire Alarm
Conviction of a Felony

Community School
Bus Safety Requirements and Procedures

Please read and review the following bus safety requirements and procedures with your child. It is important that all riders understand and adhere to them.

1. All riders must wear **a seat belt at all times** and they must be worn properly. State law requires that every rider be buckled before the bus can move. Failure to wear a seat belt can result in loss of field trip privileges.
2. All riders seven (7) and under must ride in a booster seat. The school will provide them.
3. Riders must stay in their seats at all times. The only time that a rider can change seats is when the bus is parked and the driver has given permission.
4. **Eating and drinking are not permitted on the bus.**
5. If there is a problem with another rider on the bus, it needs to be settled quietly. If this is not possible, the rider must ask for assistance from the driver.
 - a. Shouting and hitting will not be tolerated as ways to solve differences.
6. The noise level cannot be so loud that it distracts the driver. The driver has the authority to ask for quiet and, if necessary, the bus may be stopped until the rider or noise settles down.
7. For safety purposes, students may not always sit where they want.
 - a. Weight distribution is very important when riding the bus.

All riders need to understand that riding the bus is a privilege. Bus safety is paramount. Initially, problems will be handled between the driver and rider(s). If problems continue to occur, the rider(s) will be referred to the school administrator and/or the director and parents may be contacted. It may be necessary to temporarily revoke bus privileges to a rider in the interest of safety.

Community School Recommendations Regarding Illness

Community School follows the recommendations from the Centers for Disease Control and Prevention that recommends that children with the following conditions or symptoms not attend school:

- Persistent abdominal pain (more than two hours) or intermittent pain with other signs and symptoms.
- Fever, when accompanied by behavior changes or other symptoms such as a sore throat, rash, vomiting, diarrhea, earache, etc. Fever means a temperature of 100 degrees F or higher.
 - Diarrhea-frequent, runny, watery stools in a 24-hour period.
 - Vomiting two or more times in a 24-hour period.
 - Body rash with fever or a rash that might be deemed as contagious.
 - Sore throat with fever and swollen glands or mouth sores with drooling.
 - Eye discharge-thick mucus or pus draining from the eye.
 - Severe coughing with the child getting red or blue in the face or making a high-pitched whooping sound after coughing.
 - Scabies or head lice when apparently not being treated.
- Signs of possible severe illness such as irritability, unusual tiredness, or neediness that compromises a teacher's ability to care for other children.
- Uncontrolled coughing or wheezing, continuous crying, or difficulty breathing.
 - Impetigo, until 24 hours after treatment has been initiated.
 - Chickenpox until all sores have dried and crusted (usually six days).
 - Mumps, until nine days after an onset of parotid gland swelling.
 - Measles, until four days after an onset of rash.
 - Rubella, until six days after an onset of rash.
- Tuberculosis, until an appropriate health care provider or health official certifies that the child is in appropriate therapy and can attend care.

Sources: *Caring for Other Children: National Health and Safety Performance Standards*. Second Edition, 2002.

9/18/06

Community School Tuition Payment Policy

Tuition may be paid in several ways; one payment, two payments, and monthly payments. We accept cash or credit card payments. Tuition payments are due on the 20th of each month. Refer to the “*Terms of Contract*” on your tuition contract. If you have questions regarding your account, contact the school’s Business Manager.

Here are basic guidelines established with regard to delinquent accounts.

1. Any payment received after the last day of the month will be charged a late fee, \$25 monthly payment plan or \$100 semester payment plan.
2. If you are two (2) months in arrears, you will be contacted by the Business Manager and/or Administrative Director. You will be asked to bring your account current or submit an alternative payment plan. The alternative payment plan must be in writing and be approved by the Administrative Director. The alternative payment plan is covered by the same “*Terms of Contract*” of the original tuition contract.
3. If the account remains delinquent and no solution to the problem is possible within the current semester, the student will not be allowed to continue attending Community School. You will be contacted by the Administrative Director. **The account will be turned over to our collection attorney. You will be responsible for the attorney fee of an additional 25% of the outstanding balance due on the date the account is turned over for collection.**
4. In the event that a student is withdrawn from Community School, the parent or guardian (who signed the tuition contract) continues to be responsible for unpaid tuition and fees.
The **penalties** for withdrawal:
 - a. Withdrawal up to the first day of school = fee of \$600.00
 - b. Withdrawal from the first day of school up to the start of second semester = full payment of first semester plus a withdrawal fee of \$1,200.00
 - c. Withdrawal from the start of the second semester through the last day of school = full payment of annual tuition

Student's Rights and Responsibilities for Using the Computers & Internet at Community School (Middle School)

Community School offers you an opportunity to use computers and the Internet at school. We expect you to use them only for educational purposes as approved by your teachers. The use of computers and other technology tools is a privilege that comes with special responsibilities and you may lose your access to the computers and the Internet at school if you misuse this privilege. You are responsible for your own actions while you are using the computers and the Internet at Community School.

In order to use the computers at school I agree to the following:

1. I will not tamper with the software that is installed on the computers or change the operation of the computers in any way without teacher permission. If I am given permission to change the computer, I will not make any changes that are inappropriate for school use.
2. I will not print unless asked to by my teacher, and I will print responsibly.
3. I will not attempt to change, harm or destroy data on any Community School computer in any way. This includes editing or deleting files that are not my own.
4. I will not use language which may be offensive to other users at any time when using the computer. I will treat others with respect.
5. I understand that sometimes I may see a site on the Internet that is inappropriate. I will not try to find those sites and, if I come across one of them by accident, I will leave it as soon as I can. I will not continue to look at the site and will not show it to others around me. I also will not print it out or save the text or picture. I will immediately inform my teacher. If my teacher instructs me to leave a site for any reason, I will not argue and I will leave it immediately.
6. I understand that the computers at school are primarily for educational activities and any non-educational use may be limited at any time by Community School staff.
7. I agree that I cannot use the words or pictures I see on an Internet site without giving credit to the owner of the information.
8. I will be responsible with my personal information. I will not share personal information with strangers online or in person.
9. I will protect my login information; if my information is compromised, I will notify the teacher at once so I can change it. I will never try to login to anyone else's account without their express permission.

Student's Rights and Responsibilities for Using the Computers & Internet at Community School (Upper Elementary)

My teacher will monitor the use of the computers and the Internet but I understand that I am also responsible for myself. The use of computers and other technology tools is a privilege that comes with special responsibilities.

In order to use the computers at school I agree to the following:

1. I will use electronic equipment only with the supervision and permission of an adult. I will wait until I am told it is okay to touch or use any device.
2. I will not touch the computer (especially the keyboard or mouse) when someone else is working on it. I will not damage someone else's work or files. I will respect others, and their work space.
3. I will use all equipment carefully to avoid any damage or change to the computer system or its software.
4. I understand that resources such as paper and ink/toner are limited. I will only print when given permission, and only the amount allowed.
5. I will keep my password and login name private and will only use my own account.
6. I will be polite to other people when writing (emailing, posting, IMing, etc.).
7. I will never give my name, my home address, any personal information about me or my family, or my telephone number to anyone I email or talk with on the Internet. I know I should not contact or reply to strangers, and that I don't share personal information with strangers (no matter how nice they seem to be).
8. I understand that the computers at school are primarily for educational activities – non-educational use may be limited at any time, for any reason, by Community School staff.
9. I understand that sometimes I may see a site on the Internet that has pictures or words that my teacher or parents would not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave the site and tell my teacher right away. I will not share the site with my classmates.
10. I agree that I cannot use the words or pictures I see on an Internet site without getting permission from and giving credit to the person who owns the site.

Student's Rights and Responsibilities for Using the Computers & Internet at Community School (Lower Elementary)

My teacher will help me use the computers and the Internet but I understand that I am also responsible for myself. The requirements for using the computers and the Internet at school are listed below:

I will not touch or attempt to use any computer or other device without a teacher's permission.

I will not touch a computer that someone else is working on, and I will not bother another person who is working on the computer. I will be respectful of other people and their work area.

I will never give information like my name, address or phone number to a person I do not know and trust, in person or on the computer.

I know that my teachers want me to use the computers and the Internet to learn more about the subjects I am studying in my classroom. I will not play games on the computer if I am supposed to be doing something else.

When I go on the Internet, I will only go to the pages my teacher asks me to. If I see anything that does not seem right to me, I will leave that page and tell my teacher right away.

Community School Network Gaggle Accounts for Students

This year upper elementary and middle school students will have an opportunity to use Gaggle tools in technology classes. These tools may also be used for regular classroom activities, as deemed appropriate or useful by the classroom teachers. Gaggle accounts will be a safe, but fun way for children to learn the proper way to use many typical online tools.

Each student will be assigned an account for use in the school network; included in this account is email, social networking, chat/message boards, digital storage, online document creation/editing, an online calendar, and a blog. **We will discuss these tools, how they can be beneficial, and how they should be properly used in technology classes before students may use them.** All Gaggle usage takes place online – your child can access his/her Gaggle account from any computer with an internet connection, and no software will need to be added to your computer.

The Gaggle accounts will be visible only to users in our school network, and communications will only be possible with the teachers and students in our network. We will allow for personal uses of these tools (emails with school friends, etc.); however, all communications will be monitored – teachers have the right, as administrators, to read emails, chats, messages, and any other Gaggle account related item at any time to ensure everyone's safety and responsible usage. Students will be informed if their communications have been read, and why teachers felt the step was necessary. Students who abuse the Gaggle communication system may be banned from use. **Your child will not be given access to a Gaggle account until we have received a permission form.** If you do not wish your child to have a Gaggle account, or if your child is banned from the system, please note that they will be assigned alternative projects in order to complete certain class objectives.

Included with Gaggle accounts is the Gaggle Digital Locker, providing online storage for files. Teachers and administrators reserve the right to inspect any material stored in students' Digital Lockers, and will edit or remove any material which may be objectionable. **Students will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable materials.** This includes text materials, video images, or sound files that may be considered objectionable.

If you'd like more information about Gaggle accounts, or to discuss any concerns you may have regarding your child's use of these accounts, please contact the Technology Teacher.