



*Student and  
Family Handbook  
2020-21*

## **SPECIAL STATEMENT REGARDING COVID-19 for 2020-21 SCHOOL YEAR**

The COVID-19 virus has made it necessary for CMS to temporarily change some of our policies and procedures in order to safeguard the health and safety of our students and staff. We will observe the following practices for as long as the COVID-19 virus remains a threat to our community. CMS reserves the right to amend our policies as necessary in order to observe best practices to prevent the spread of the virus. CMS will monitor and abide by guidelines from the Illinois State Board of Education, the Illinois Department of Public Health, and the Governor's Office.

### **Health Monitoring:**

- Every morning students and staff members will have their temperatures taken before they enter the building. We will do this quickly and efficiently by making use of all entrances to the building. A specific entrance will be designated for each grade, with a separate entrance for staff. **Parents may not leave the premises until their child's health assessment is complete.**
- Parents acknowledge and confirm consent that by dropping off their student at CMS, their child is NOT exhibiting any symptoms of COVID-19 including, but not limited to: fever or chills, cough shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- If a student becomes symptomatic during the school day, we will isolate them in the staff room and call a parent/guardian to pick them up immediately. We will disinfect that student's classroom and the staff room. We encourage anyone with symptoms to be tested for COVID-19 as soon as possible.
- If a student or staff member has a fever and other symptoms of Covid-19, CMS will require proof of a negative COVID-19 test result, or an alternate Physician's diagnosis, in order to return to school.

### **Face Coverings: Everyone in the CMS building will be required to wear a mask or other approved face covering at all times.**

**Cleaning:** Each night we will disinfect all indoor spaces (classrooms, office, staff room, bathrooms, gym, hallways, etc.). Bathrooms and water fountains will be disinfected regularly throughout the day.

**Social Distancing:** Students and staff will be instructed to remain 6 feet apart in the classrooms, hallways, and outdoor spaces.

- Students will eat lunch in their classrooms, or socially distanced on our lawn, as weather permits.
- We will coordinate bathroom usage times to limit the number of students using the bathroom at any one time.
- Students will be asked to bring water bottles to school and refill them at the hands-free bottle filling station, rather than use the water fountain.

- CMS will not hold any onsite extracurricular activities or after-school study time. Students will be expected to leave the school immediately at the end of the school day.
- Students will not use lockers. Please see the Lockers policy below for more details.

**Air Circulation:** Throughout the school day, teachers will open classroom windows and doors at during every passing period (in other words, every 50 minutes) to allow outside air to flow into the building. Weather permitting, we will leave windows open for longer periods of time.

**Grading Policy:** Our teachers have been working hard this summer to transform our courses to operate both in-person and via e-learning regardless of circumstances brought on by COVID-19. Therefore, unlike in Spring 2020, students will receive grades in Fall 2020 and beyond regardless of instructional format (remote, in-classroom, hybrid, etc.) Students' grades will be based upon their performance of assigned work, class participation, and other appropriate assessment criteria defined by teachers.

In the event that in-person meetings are not possible due to COVID-19 or other circumstances, CMS reserves the right to convert Fine Arts and Applied Arts classes from the customary letter grade system to a standards-based grading scale (exceeds expectations/meets expectations/doesn't meet expectations). This allows for differences in access to class-related equipment, materials and adult expertise available in students' homes.

**Technology:** Students will be issued a school iPad for their personal use. They will be allowed to take these devices to and from school daily. Students will be responsible for making sure that their iPad is charged and ready for use each day.

**Lockers:** Students will NOT use lockers at this time, in order to discourage congregating and to encourage students to take their materials home daily. CMS will supply totes/boxes for students to keep their lunches, coats, towels/blanket (to use for outdoor lunches/activities) in their classroom. This tote of materials should be completely emptied at the end of each week so that all contents may be laundered at home.

## **Campus Middle School for Girls (CMS)**

### **Mission and Vision**

Campus Middle School for Girls, the only all-girls middle school in the Champaign-Urbana area, provides a challenging academic education in a small and nurturing environment. CMS is an independent school which offers a broad curriculum for middle school aged girls. We welcome all girls to learn with us regardless of race, color, nationality, or ethnic heritage.

Cultivating Excellence, Empowering Girls! is the mission of Campus Middle School for Girls.

In service to this mission, CMS provides:

- a challenging curriculum that encourages girls to set high expectations for themselves;
- small class sizes that allow a high level of student participation and teacher attention;
- diverse curriculum offerings that allow girls to explore an array of subjects, express themselves creatively, and work toward mastery in a variety of disciplines;
- a safe and positive social environment that enables adolescent girls to achieve a sense of emotional and physical well-being;
- community service opportunities that encourage students to become reflective, responsible global citizens;
- close ties to the University of Illinois and surrounding community that expose students to working scholars, laboratories, museums, libraries and other resources.

Subjects taught at Campus Middle School include English, History, Mathematics, Science, Spanish, Fine and Applied Arts, Computer Science, Music, Drama and Physical Education. Care is taken to select skilled and experienced teachers who are motivated to provide the CMS students with a nurturing, yet challenging learning experience. For detailed information on the curriculum, please refer to the curriculum section of the website: [www.campusms.org](http://www.campusms.org).

Students are encouraged to be involved in their own learning experience by participating in class discussions and activities and cooperating with classmates, teachers, and parent volunteers.

CMS is financially supported by tuition fees, private donations and fundraising events.

## History of CMS

Campus Middle School for Girls began in the summer of 1994 when two school friends decided that they were not being challenged enough at school and suggested to their parents that they be home schooled, at least for one year, as an experiment. Their parents, Brigitte Pieke and Marianne Malone Fineberg, began the school the following fall. The school was started with nine girls, three professional teachers and many parent volunteers. While it was not “home schooling”, the caring, small-group atmosphere became an academic “home away from home.” The school was christened Home Hi. This caring, small-group environment has remained a hallmark of Campus Middle School.

The Wesley Foundation on the campus of the University of Illinois became the site for the school until June 2014, when CMS moved to the First United Methodist Church of Urbana building at 304 S. Race Street. In June 2017, CMS moved to its present location at 108 S. Webber Street in Urbana.

While Campus Middle School has grown year by year, its original concept and basic academic structure have remained constant: namely to provide motivated girls with the best possible education in a safe, supportive, and small learning environment. From the beginning, keeping Campus Middle School/ Home Hi as a school for girls only was a priority for parents in that it offered a unique educational setting. The concept of an all-girls school stems from educational research that demonstrates girls excel and gain greater confidence in their own abilities when taught in all-girls schools. The girls’ self-confidence grows when challenging goals are set for them and they learn to work hard to achieve success. Parents view CMS as a way to help their daughters achieve academic excellence in a safe and caring environment.

As in the beginning, parents are very much involved in the school and contribute many hours to its well-being. Now in our 27th year, CMS has seen our graduates go off to college and even serve on our Board of Directors. Many of the alumni girls have continued to hold strong ties to our school.

## School Administration

The **Board of Directors** includes CMS parents and community members. Responsibilities of the Board include establishing the School’s mission, setting and approving policies, fundraising, and employing and evaluating the Executive Director.

The **Executive Director** is charged with the day-to-day operations. Under the directorship, Board-approved policies are implemented and administered. The Executive Director has the responsibility for hiring and making all final decisions on academic and administrative matters.

The **Communications & Outreach Director** is responsible for raising awareness of the school in the community and facilitating cooperation with the University of Illinois and other community organizations.

### 2019-20 Administrative Staff

Executive Director: Tami Adams  
Communications & Outreach Director: Leanne Cunningham  
Office Manager: Sara Miller

# **CMS at a Glance**

**Mascot:** Falcon  
**School Colors:** Blue and White

## **Campus Middle School for Girls**

### **TYPICAL DAILY SCHEDULE**

*Students arrive: 7:45 – 8:00*

*Period 1: 8:00 – 8:50*

*Period 2: 8:55 – 9:45*

*Snack Break*

*Period 3: 9:55 - 10:45*

*Period 4: 10:50 - 11:40*

*Lunch: 11:40 - 12:15*

*Period 5: 12:20 - 1:10*

*Period 6: 1:15 - 2:05*

*School chores completed*

*Period 7: 2:15 – 3:05*

## DAY-TO-DAY OPERATIONS

### After School Activities

Participation fees are required for all after school activities. Some activities may be cancelled if there are not enough participants.

### Allergies

Campus Middle School for Girls **is not** an allergen-free school. Students are required to bring their own lunch and snack on a daily basis. Often times we have parents prepare food to share for events and as part of the curriculum. While we make every attempt to avoid allergens, we cannot guarantee that trace particles are not present in food items. CMS does have epi-pens on site.

### Arrival/Departure Times

Because there is no supervision available before school, students should **NOT** arrive before **7:45 a.m.** and should be picked up no later than **fifteen minutes** after school ends, by 3:20 unless they are participating in after school activities.

### Attendance

Daily attendance is required at Campus Middle School for Girls. The procedure for reporting an absence is for a parent/guardian to call or email the office, 344-8279 or office@campusms.org before 8:00 am. It may be necessary to leave a message on the voicemail depending on the time of your call.

More than fourteen (14) absences (excluding school related ones) in any class in a single semester will result in the drop in one letter grade for that class. Extenuating circumstances resulting in extended absence need to be discussed with the Executive Director and may require written verification.

An *Excused Absence* includes personal illness, observance of a religious holiday, family emergency or death in the family. Prior notice, when possible, is always helpful. Students will have twice the number of school days absent to complete missing work. Tests/quizzes/presentations over material covered during the excused absence will be scheduled upon timely completion of the missing assignments.

A *Conditionally Excused Absence* (missing school with parent permission but not because of illness or emergency) includes such reasons as vacations, appointments, and school related activities. This type of absence requires parents to notify the office (via email: office@campusms.org or calling 344 - 8279) prior to the absence in order to be conditionally excused. The student is responsible for obtaining assignments and making arrangements for tests/presentations before the absence. The homework assignments issued during the absence period are due on the day the student returns to school.

An *Unexcused Absence/Truancy* is serious and will result in the student receiving a zero for all assignments/tests due during the absence.

*Truancy*: According to Illinois State Law: A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

"Valid cause" for absence shall include the circumstances listed above as "Excused Absence" and "Conditionally Excused Absence", as well as such other situations beyond the control of the student as determined by the Executive Director.

"Chronic or habitual truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular

attendance days. CMS will report chronic or habitual truants to the Illinois State Board of Education.

*Tardy:* All students arriving to school after 8:05am without a valid excuse will not be admitted to their first period class. Tardy students will remain in the office for the duration of the class period and will not be allowed to make up the work for the class period. Students will be responsible for any homework assigned during the missed class. Any student who is late due to a medical appointment must bring a doctor's excuse with her in order to be admitted to class. Any student who is late due to bad weather or road conditions will be admitted to class upon arrival. If a student is tardy five times, she and her students will be required to meet with the Executive Director to discuss the situation. **After a student receives five tardies, parents will be required to meet with the Executive Director.**

### **Cell Phones/Students**

**Students may not use cell phones during the school day. Student cell phones are collected each morning before the first bell and returned to students at the end of the day.** CMS does not assume responsibility or liability for personal items brought to school, including but not limited to electronic devices (cell phones, Ipods, etc.) or other personal items.

### **Cleanliness**

Our students are encouraged and expected to keep our school clean.

- Each student should maintain an orderly and clean locker.
- Students should strive to keep halls and classrooms clean.
- Students should clean-up after themselves.

### **Clothing**

The girls are expected to dress appropriately and their clothing should not contain offensive pictures, language or graphics (this includes length of skirts, shorts, dresses, etc.) CMS staff reserves the right to require a change in clothing if deemed inappropriate. For their own safety, students are expected to wear shoes in school. Clothing needs to be appropriate for weather conditions. If a student does not regularly wear athletic shoes to school, a pair plus socks should be kept at school for P.E. Shoes and outer garments should be labeled with the student's name.

### **Communication with Parents**

Most communication from the school will arrive by email. Parents will receive email reminders concerning field trips. Completed permission slips will be required for field trips that entail transportation. In emergencies, parents will also be contacted by phone.

### **Contacting CMS**

When trying to reach or leave messages for school staff, parents should call CMS at 344-8279 or send a detailed message to Tami Adams at [director@campusms.org](mailto:director@campusms.org) or Sara Miller at [office@campusms.org](mailto:office@campusms.org). Messages from parents to the school should be written or emailed, not orally transmitted by their child. Students are permitted to use the school telephone during lunch, after school, or in cases of emergency. **Students may not use cell phones during the school day. Student cell phones are collected each morning before the first bell and returned to students at the end of the day.**

### **Electronic/Entertainment Devices**

During class time, electronic or entertainment devices of any sort, including but not limited to Ipods, game systems, etc. may not be used. Electronic items are collected each morning, kept in the office during the day, and returned to students at the end of the day. E-readers may be used by students for independent reading, but these should be kept in the office when not in use. CMS does not assume responsibility or liability for personal items brought to school.

### **Evening School Activities**

When absences occur leading up to an evening performance (concert, drama production, etc.) it will be up to the teacher(s) in charge to determine if the student is prepared and ready to participate in the performance.

### **Extra-Curricular Activity Attendance**

Students must attend practice the day before a competition or event. Students must also be in school the day of the event (or Friday if it is a weekend event) in order to participate. If a student has had excessive absences leading up to a competition or event, the coach, in consultation with the Executive Director, will determine if the student is ready to perform.

### **Leaving Early**

If your daughter needs to leave early, she must sign out/in at the office. This helps us know who is in the building in case of an emergency.

### **Lost and Found**

A lost-and-found box is maintained throughout the year in the office. Students and parents are encouraged to check regularly for lost items. Labeled clothing is easily returned to its owner. Items not claimed by the end of each semester are given to charity.

### **Lunches and Snacks**

Students should bring sack lunches to school, unless they are participating in the catered lunch program (see below). Students are also welcome to bring a snack to school for their personal consumption during the morning snack break and/or before the start of after-school activities. CMS does not supply after-school snacks. Please keep in mind the following guidelines:

1. Students are encouraged to bring healthy foods that will help sustain their energy during the school day.
2. Sharing or trading of snack foods is discouraged due to allergy concerns.
3. Soda (including but not limited to cola, carbonated fruit juice, and “energy drinks”) is prohibited at CMS.
4. Chewing gum is not allowed in school.

### ***Catered Lunch Program***

CMS offers an optional catered lunch program. The menu is published monthly and the lunches come from a local provider. The cost is paid in advance on a monthly basis. The lunches range between \$5.50 and \$6 depending on the number of participants. Drinks are not included.

### **Medical Matters:**

#### ***Illness***

In consideration of all the students’ well-being, please do not send your daughter to school if she has a fever, has been on an antibiotic less than twenty-four (24) hours, or has vomited during the night. The school will immediately contact you if your daughter becomes ill so you can pick her up.

#### ***Immunizations and Physical Examinations***

Please provide CMS with a written copy of your child’s immunizations *prior* to the first day of school. All students must be immunized against diphtheria, whooping cough, tetanus, measles, rubella, poliomyelitis and mumps unless otherwise exempt as provided in the State laws (on religious grounds, for example).

### ***Medications***

Parents whose daughters need medication administered during school hours should make arrangements with the school office. The school provides ibuprofen or acetaminophen to students whose parents have indicated their consent. Please do not send medication to school with your child without notifying the office.

### ***Treatment of Injuries and Illness***

Since there are no medically trained personnel on the CMS staff, we will refrain from treating injuries that a bandage cannot mend. Parents will be immediately contacted in the case of an injury or illness needing medical attention. Arrangements will be made for treatment first with consent from a parent or the emergency contact person(s) designated by parents. If the parents or emergency contact person can't be reached, then school staff will determine the necessary arrangements.

All injuries or illness on the school premises or during school-sponsored activities will be promptly reported to the parents or guardian of the student in accordance with information submitted by the parents. The directions and desires of the parent or guardian will be ascertained and followed within the parameters of this policy. Emergency assistance and/or transportation may be requested at the discretion of the Executive Director or designee.

### **Parties and Birthdays**

Parents are welcome to bring treats for their child's in-class birthday celebrations. Arrangements should be made in advance with the Executive Director.

### **Party Invitations**

Please help your child to be sensitive to her classmates' feelings about out-of-school parties. Unless the whole class is invited, invitations and/or gifts should not be brought to school.

### **Public Display of Affection (PDA)**

Excessive public display and demonstrations of physical affection (kissing, hugging, embracing, hanging on other students, etc.) are not appropriate in school and may result in disciplinary action.

### **School Closings**

In the event of school closing due to inclement weather or facility problems, the Executive Director will notify all parents and staff **via email and the school website**. Every effort will be made to give parents and staff as much advance notice as possible.

### **Unusual Circumstances**

For the welfare of the student, it is very important that the school be notified when anything unusual happens at home or in the close family environment. Occurrences such as illness, parent trips, separation, death, or a change of employment can be upsetting to children. School personnel are in a much better position to be of support and assistance if kept well informed. If you plan to be away from your child for any length of time, please provide emergency numbers.

### **Vacations**

If you cannot plan a vacation according to our school calendar, then you should contact your child's classroom teachers as far in advance as possible. Please be aware that not all assignments can be done outside the classroom and that your daughter's grade could be affected. The student will be responsible for making up all work missed during the absence in a timely manner.

## GENERAL POLICIES AND PROCEDURES

### **Anti-Bullying Policy:**

Campus Middle School prohibits any discrimination, harassment, intimidation, or bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital or parental status, physical or mental disability, sexual orientation, unfavorable discharge from military service, gender-related identity or expression, association with a person or group with one or more of the aforementioned actually or perceived characteristics, or any other distinguishing characteristic.

Discrimination, harassment, intimidation, and bullying are prohibited at school, on school property, during school related events, on school related transportation vehicles, as well as through transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Campus Middle School for Girls defines bullying as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can reasonably be predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to their person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance;
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities or privileges provided by Campus Middle School for Girls; or,
- Otherwise adversely affecting the student's or students' educational opportunities.

In incidents of suspected cyber-bullying:

- The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website;
- The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and
- The school may require the student to share content in the course of such an investigation.

### **Assessment**

Assessment at CMS is an integral component of teaching and learning. Assessment is a way of monitoring student progress as it relates to meaningful development and mastery of knowledge and skills. Evaluation of CMS students is a process over time that facilitates motivation to learn and helps students recognize and value personal growth and personal best.

Through monitoring progress, teachers promote individual educational development for each student. The learning process at CMS teaches students self-management skills, problem-solving strategies and self-efficacy. Students gain a sense of effort, focus and time as a means to move toward quality work.

### **Class Size**

The CMS educational process depends on low student-to-teacher ratios with individualized instruction and attention. This process includes the use of small groups in core subjects. Accordingly, the school will establish specific target numbers of enrolled students in each group for the subsequent academic year which is consistent with the education goals and financial constraints of the school.

## **Conflict Resolution Policy**

At Campus Middle School for Girls, we work with parents as partners to provide a quality educational environment. In the event that a conflict arises between families and CMS staff, administration or board, the following procedure should be followed. The purpose of this procedure is to ensure the parent and the school a fair hearing of legitimate grievances.

### **Level I: Staff Review**

#### *Nature of Concern:*

Disagreement at the classroom level (i.e. homework assignments, missing assignments, classroom behavior / discipline, grades, etc.)

#### *Review Procedure:*

We encourage parents to develop a relationship with their daughter's classroom teachers. Many conflicts can be resolved through conversation.

If conversation fails to resolve the conflict, the parent will make at least two written attempts to resolve the conflict with the teacher.

1. The parent will write a letter or email to the teacher. Within three working days of receiving the letter, the teacher will schedule a meeting by phone or in person.
2. If the parent is not satisfied with the resolution following the meeting, the parent will write a second letter or email to the teacher. The teacher will, within three working days, send a written response to the parent.

### **Level II: Administrative Review**

#### *Nature of Concern:*

- Unresolved Level I disagreement.
- Allegations of unlawful or imprudent acts of a school employee or volunteer.
- Concerns about school procedure, execution of policy, or implementation of the school's mission that apply to specific students.
- Issues with school policy as written in the student handbook.
- Concerns about school procedure or execution of policy that apply to the entire student population.

#### *Review Procedure for Unresolved Level I Disagreement:*

The parent will send a letter or email to the CMS Executive Director who will, within three working days, schedule a meeting by phone or in person with the teacher and parent involved. Both letters to the teacher, the teacher's written response and the written request to the Executive Director will be available to all parties at this meeting.

The Executive Director will, within three working days of the meeting, provide a written response to the parent.

#### *Review Procedure for All Other Concerns:*

The complainant will send a letter or email to the CMS Executive Director who will, within five working days, schedule a meeting by phone or in person.

Meeting attendees will include an individual designated by the Executive Director to take minutes and may include other individuals at the Executive Director's discretion. The complainant will be notified of

those attending when the meeting is scheduled.

The Executive Director will, within five working days of the meeting, provide a written response to the complainant.

### **Level III: Board Review**

#### *Nature of Concern:*

- Unresolved Level II disagreement

#### *Review Procedure:*

The parent / complainant may send a letter or email to the Executive Director requesting a review by the Board. Within five working days of receipt of the letter, the president of the Board will convene a committee to review the complaint. The committee may consist of Board members and others with relevant expertise. All written documents must be available to the committee; the committee may, at its discretion, request to meet with any of the parties to the conflict.

The committee will render its decision within five working days of the meeting. The determination of the committee is final.

### **Dismissal**

In the event that your daughter is not following the rules and expectations of CMS, she may be asked to leave. As per the CMS tuition contract, tuition for the entire school year must be paid if a student withdraws or is dismissed. This requirement may be waived at the discretion of the Executive Director.

### **Homework**

Parents can help their children by providing a place for them to study that is appropriate for the individual student's learning style and environmental needs. Some children need more parental guidance than others in planning work periods, organizing their time, and establishing good study habits at home. However, middle school is the time when students must assume the responsibility for keeping track of assignments, bringing home appropriate materials, and completing assignments on time. While a certain amount of parental advice on homework is appropriate, it should not take the place of the student's work.

The teachers and staff at Campus Middle School want to make sure our students achieve at a high level. Teachers work in class on organizational skills and time management so that over the course of three years, our students learn effective study habits that fit their learning styles. Homework provides an opportunity to practice new skills, learn organizational and study skills, and promotes time management and self-discipline.

Homework should take on average 1-2 hours each day. If it is taking your daughter longer than this to complete her homework, please contact her teachers or the Executive Director. Longer term projects or research papers assigned over several days should be divided into smaller units for completion. In addition, we expect each student to be reading an independent book on a regular basis, at least 100 minutes a week.

### **Nondiscrimination Policy**

Campus Middle School for Girls considers applications from any student identifying as female at the time of application.

Campus Middle School admits academically qualified students of any religion, race, color and national or ethnic origin and grants them the rights to all privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of educational policies, admission policies, scholarship and loan programs, athletic, and other school-administered programs. Campus Middle School seeks a diverse community of qualified students.

Families experiencing or concerned about issues of discrimination are encouraged to consider and follow the procedures as outlined in the "Resolution of Parent-Teacher Problems" section, taking a matter of discrimination directly to the teacher, then school director, and if needed, further with the President of the Board of Directors of Campus Middle School for Girls. Families may choose to directly address a matter of discrimination directly with any of these parties, in any order, at their discretion, as they feel most safe and appropriate.

### **Parent Participation**

The school appreciates the cooperative effort of all CMS families as this enhances each student's learning experience. Parent participation in classroom activities aids in keeping CMS vibrant and running smoothly. There are several ways parents may choose to participate.

- Lunch Supervision
- Study Hall Supervision
- Supplying refreshments or paper products for evening activities
- Set up and take down for events
- Driving/Supervision for field trips

Once parents have made the commitment to doing the above activities, please contact the office if you know you will be unable to fill your spot. We need to know in advance so we can have someone cover the absence.

Other ways Campus Middle School parents can become involved:

- Supporting students in their school work
- Keeping informed by reading school communications
- Attending school events and programs
- Assisting in the classroom with special projects
- Sharing interests, talents and expertise with a class
- Collecting needed materials and supplies for projects or classrooms
- Fundraising

These are just some areas where CMS seeks your support. Some are essential to your daughter's success, while others provide support and assistance, allowing us to create a more enriched environment for our students. We encourage parents to share additional ideas and suggestions.

### **Parent Responsibility**

Parents are encouraged to keep in regular contact with their child's teachers concerning the student's progress and to bring to the teachers' attention any problem or condition which might affect their daughter's overall achievement or behavior.

### **Student Evaluations and Parent-Teacher Conferences**

Students are evaluated at the end of each semester in the form of a report card. A parent-teacher conference is held about mid-way through each semester to discuss the student's progress. Written progress reports are sent home at mid-semester for non-core subjects, which are not covered during parent-teacher conferences.

In all grades, if a student is at risk of failing, the classroom teacher and the Director will work with the parents to specify the academic work required for the student to be able to achieve a passing grade. A record of the student's progress will be maintained and shared with the parents periodically.

Teachers will also contact parents should a student's work fall below a B- or significantly drop from a student's normal quality work due to academic or social concerns.

### **Student Support**

Staff will meet regularly to discuss individual students. Staff will be given time during these meetings to discuss any concerns, changes in behavior or attitude, and academic progress of each student. In the event that major concerns are expressed, the Executive Director will take necessary steps to help the student concerned. Possible steps include:

- Contacting parents for insight
- Contacting a professional from the University of Illinois School of Social Work to help arrange a mentor, social workers on site or to provide guidance
- Contact local officials if the student is in danger

CMS is a small school with limited resources. We are not equipped to handle severe social/emotional needs or learning deficiencies. If a student has needs that go beyond the scope of CMS's capabilities, the Executive Director may recommend that parents seek outside professional help for the child.

### **Textbooks, Novels, and Supplemental Materials**

A student is responsible for all school-owned books or other materials issued in her name. Lending books or other school-owned materials is not advised. Any unreturned books or other materials will result in a replacement fee billed to the family.

### **Withdrawal**

Parents wishing to withdraw their student from CMS must notify the office and teaching staff as far in advance as possible. All accounts should be in good standing. Student records will be forwarded upon request of the new school.

## **FINANCIAL MATTERS**

Tuition and fee schedules are reviewed annually by the Board of Directors. Information regarding payment plans and amounts can be obtained from the Office Manager, Sara Miller.

### **Reserving A Spot For Next Year**

In the spring of each year, parents of students who plan to return the following year must sign a re-enrollment form. For new students, the deposit must be paid at the time of accepting the offer of admission.

### **Electronic Funds Transfers (EFT)**

CMS utilizes Electronic Funds Transfers for monthly tuition payment. There is no additional fee to families for this form of payment; however, CMS will pass along any service fees incurred from the bank due to an individual family closing an account without notification to the school. If any of your banking information changes, the school needs to be notified immediately.

### **Late Payments and Non-Payments**

Parents/guardians are expected to make their tuition/fee payments on time and in full. A late fee of \$15.00 plus interest of 1.5% per month may be charged for any tuition payment more than ten days late. If a tuition payment is 30 or more days delinquent, the student may be excluded from classes. To avoid a late fee and/or exclusion from classes, parents must make satisfactory arrangements with the Office Manager.

### **Returned Checks**

If a check written to Campus Middle School is returned from the bank due to insufficient funds (NSF), a \$25.00 fee will be assessed in addition to any late payment fee; the check may be re-deposited by the bank without notice to the person writing the check. CMS, at the sole discretion of the Office Manager, may require that all payments for tuition or other fees be made by cashier's check, certified check or money order if:

1. A check that has been returned NSF does not clear the bank when re-deposited; or
2. A check is written to CMS on a closed account and such check is not honored by the bank.

Parents who encounter unexpected financial difficulties are responsible for contacting the Office Manager to discuss their payment schedule prior to the applicable date for tuition and fees. Additionally, parents should talk with the Office Manager about financial assistance if they believe that changed circumstances would make them eligible for assistance.

## **CONFIDENTIALITY**

### **Student-Related Matters**

All information regarding each student in the school will be handled in a professional manner. This information includes confidentiality of testing, school records (including applications and supporting data), evaluation reports and school behavior reports.

### **Research Conducted Within the School**

The Executive Director reviews any requests by academic researchers who propose research involving CMS. If a research request is approved by the Executive Director, families shall have the right to decline participation by their daughter. Permission forms are sent home for signatures; no student will be part of a study without written authorization from parent(s) or legal guardian(s).

### **Release of Student Information**

Unless individual parents object in writing to the Executive Director, the following information concerning their daughter may be released:

- name
- address and telephone number (for school directory only)
- honors and awards
- participation in school activities
- dates of school attendance
- television coverage and newspaper pictures of students involved in school activities
- pictures of students for use in the yearbook or on the website