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SECTION I: HISTORY
University Campus School, operated by the University of Memphis (UofM) in cooperation with Shelby County Schools, is located on the southeast corner of the UofM campus. Campus School is comprised of grades 1-5. In addition to 16 classroom teachers, there are specialists for physical education, art, guidance, music and library/media. Physical education is taught in cooperation with the UofM School of Health Studies.

Individual needs and interests are met through resource instruction, CLUE classes, speech therapy and extended instruction after school. Additional activities offered after school include Taekwondo, piano, dance, chess, gymnastics, art, robotics, theater, garden club, running club and an extended day program.

CAMPUS SCHOOL HISTORY
Campus School was established as the Training School in 1912 in connection with West Tennessee State Normal School so that the students of the Normal School could gain practical teaching experience under the direction of master teachers. In 1924, on the campus of the Normal School, the Shelby County and State Boards of Education built a new demonstration school which was then placed under the management of the Normal School. The campus of the Training School was incorporated into Memphis City Schools (MCS) in 1930, and the MCS Board of Education joined the State Board of Education to help finance the Training School. In 2013, MCS merged with Shelby County Schools (SCS).
SECTION II: PHILOSOPHY

EDUCATION PHILOSOPHY
Campus School is the laboratory school at the University of Memphis. It is dedicated to teaching and learning built on a philosophy committed to the improvement of education. This improvement is achieved through innovative research, curriculum development, clinical experiences and in-service training. The philosophy of Campus School reflects the understanding that education is a continuous process.

Campus School provides experiences which allow each child to develop intellectually, morally, emotionally and physically at an appropriate, yet challenging pace. To enhance these experiences, students are encouraged to be active participants with their teachers and parents in setting goals for their educational future. Campus School holds the following beliefs:

• A challenging curriculum promotes learning at higher levels.
• Curriculum should be modified and adapted to help students develop independently, critically and creatively.
• Students should be challenged at their individual levels in a diversified program which promotes healthy self-esteem and individual achievement in a supportive environment.
• A holistic educational approach will prepare our students to become productive members of society. This is achieved by addressing the cognitive, social, emotional and physical development of children.
• Teachers should model and promote lifelong learning.
• Acceptance of a diversified, international community is an essential part of the educational program.
• A partnership between home and school is crucial for student success.

MISSION STATEMENT
Campus School, in affiliation with the University of Memphis, is dedicated to the development and demonstration of exemplary programs from first through fifth grade. In fulfillment of its mission, the school has as its goals:

1. To provide best practices for elementary education learners
2. To implement innovative educational designs
3. To serve as a laboratory for educational redesign and research, offering clinical teaching experiences and monitoring for pre-service teachers

OBJECTIVES OF THE CAMPUS SCHOOL PROGRAM
The objectives of the Campus School program are:

• To provide each student with the skills of communication (reading, writing, speaking and listening) and with the mathematical skills needed to function in life.
• To help each student realize his/her capabilities and his/her own worth.
• To aid each student in developing self-discipline by understanding and appreciating his/her freedom and its limitations.
OUR VISION...OUR CREED...
Collaboration, Research, Excellence in Teaching, Enthusiasm for Learning, Diversity

Campus School promotes excellence in teaching and enthusiasm for learning. Through integration of research into an innovative curriculum, the school can offer its best to aspiring teachers and to the urban community it serves. A diverse school population allows for valuable relationships and collaborations — educational, cultural, social and personal — among the stakeholders who are involved. Teachers, students and parents working together can maximize outcomes to the benefit of all involved.

For students to function productively in society, education should provide opportunities for them to be curious and creative; to exercise initiative; to handle responsibilities; to test ideas; to establish opinions about controversial matters; and to develop aesthetic values. At Campus School, we incorporate these opportunities into the school experience each day. Our students will meet high academic expectations because their learning is enhanced by best practices offered by dedicated and capable teachers. The teaching and learning atmosphere of the school will prepare students for their eventual place in the larger world.

SCHOOL STRUCTURE
Campus School’s structure is developmentally appropriate, meaning that a child is not limited to doing work on only one grade level. Other components found in our program include: a program where self-discipline and decision-making skills are emphasized through group guidance approaches; teachers working in teams to plan for their students; lead teachers meeting with administration to make schoolwide plans for improvement; parents in groups or as individuals working with students on special projects; a schoolwide parent support group; children working individually, in small groups and in large groups; and a program sensitive to the needs of the total child.

SECTION III: TERMINOLOGY/POLICY

CAMPUS SCHOOL TERMINOLOGY
CLUE
Creative Learning in a Unique Environment - This is a seminar program for the gifted that meets twice a week. See the CLUE teacher for details.

CSPN
Campus School Parent Network - This is a schoolwide parent support group. Regular meetings are scheduled throughout the year, and there are numerous CSPN-sponsored activities for parental participation.

Specialists
These five support teachers — all full-time faculty — include the music specialist, physical education specialist, art specialist, library/media specialist and guidance counselor. During the week, students are assigned regular class periods to work in each of these special areas. Students may sign up to visit the counselor as the need arises.
CAMPUS SCHOOL POLICY

Admission and Withdrawal Policy

Students enrolled in Shelby County Schools are assigned to schools based on their home addresses. Students at Campus School are considered General Transfer students and are admitted based on the following order of priority: children of full-time University faculty and staff; siblings of current Campus School students; children living in proximity within a 2.0 mile radius of the administration building (including priority for full-time UofM students living in university provided Graduate and Family Housing). Any remaining openings will be filled through General Transfer. Applications for enrollment must be made annually. Kindergarten is required for all incoming first-graders, and children applying for first grade must be 6 years old by Aug. 15. Proof of successful completion of the previous grade is required for all new students. Once a child is enrolled at Campus School, he/she may stay even if his/her address changes or if their parents’ employment status changes at the University.

Parents who withdraw a child/children from Campus School constitute a loss of student placement for the remainder of the school year. The child/children will not be allowed to re-enter the school until the next school year. Readmission for a subsequent school year will be based on the admission policy at the time of application.

Attendance

The official school day begins promptly at 8 a.m., and students must be in their classroom by this time. Children who are tardy must check in at the office before they are admitted to class. Children who arrive after 8:05 a.m. must be signed in at the office by the adult bringing them to school. We consider it the responsibility of the parents to have their children at school on time. Because we are a school of choice, satisfactory attendance is a requirement. Daily attendance is very important for all students. A total of 15 or more absences, tardies and/or early dismissals (excused or unexcused) a year is considered unsatisfactory. Unsatisfactory attendance will result in denial of admittance for the upcoming school year. Chronic illness with prior documentation provided by a licensed MD and religious observances that occur during a scheduled school day are exempt from this policy and do not count toward this 15. If a child has a chronic illness, documentation from a physician must be provided which states the following:

1. That the child has been diagnosed with a chronic illness (which is defined as an illness requiring long-term care by a certified health professional or an illness which makes a student unable to attend classes for intermittent periods of one or more days);

2. The illness impacts the a child’s ability to have timely, regular attendance.

This documentation must be provided annually, during the first nine weeks or upon diagnosis. Exceptions for chronic illness become effective from the date the medical documentation is received. Documentation regarding religious observance exemptions should also be provided annually, during the first nine weeks of school and detail all necessary religious absences for the academic year.

Attendance/Early Dismissal of Students During the School Day

If you must check your child out early, send a note to the teacher requesting the early dismissal and stating the time and reason for dismissal. Parents are asked to check in at the office requesting the student for early dismissal. Appropriate dismissal forms will be completed in the office and the student will then be released to the parent. It is requested that children not be checked out between 2:45-3 p.m. Teachers are trying to wrap up the day and get the students out safely and with the attention they need. Early dismissals will be documented on the report card. To qualify for perfect attendance, a student must be present the entire school day.
Attendance/Student Transfer Policy

All students must attend school on all days that school is officially in operation and be on time for all classes. Unexcused absences are prohibited by law and policy. Student absences may be excused for the following reasons:

1. Illness or hospitalization of student. The school/district may require a parent conference and/or physical verification to justify absences after the accumulation of 10 days of absence during a school year. Notes must be date-specific and will be required for subsequent absences beyond 10 days.
2. Death or serious illness within the student’s immediate family.
3. When the student is officially representing the school in a school-sponsored activity.
4. Special and recognized religious holidays regularly observed by persons of their faith.
5. Legal court summons not as a result of the student’s misconduct.
6. Extenuating circumstances over which the student has no control as approved by the principal.
7. If a student’s parent, custodian or other person with legal custody or control of the student is a member of the U.S. Armed Forces, including a member of a state National Guard or a reserve component is called to federal active duty, the student’s principal shall give the student:
   a. An excused absence for one day when the student’s parent, custodian or other person with legal custody or control of the student is deployed.
   b. An additional excused absence for one day when the student’s parent, custodian or other person with legal custody or control of the student returns from deployment; and
   c. Excused absences for up to 10 days for visitation when the student’s parent, custodian or other person with legal custody or control of the student is granted rest and recuperation leave and is stationed out of the country.
   d. Excused absences for up to 10 days cumulatively within the school year for visitation during the deployment cycle of the student’s parent, custodian or other person with legal custody or control of the student. Total excused absences under this section (c) and (d) shall not exceed a total of 10 days within the school year. The student shall provide documentation to the school as proof of the deployment of the student’s parent, custodian or other person with legal custody or control of the student.
8. Students in fifth grade may take up to one full day or two half-days excused absence to “shadow” at another school. Additional days will be marked as unexcused.

A student who does not receive prior approval from the teacher or principal/designee for an excused absence must submit a note from a parent, custodian or other appropriate person describing the excused absence immediately upon the student’s return to school, but no later than two school days after the absence was taken. The director may require a doctor’s statement for the personal illness of a student that extends beyond three consecutive school days or when a student is repeatedly absent for fewer than three consecutive days. If no documentation justifying the absence as excusable is submitted within the three-day period, the absence will become an unexcused absence.

Cafeteria Service

Food service is available to students and faculty. Menus will follow those for Shelby County Schools, but are subject to change without notice. These are published monthly on the Shelby County Schools website. Lunch and breakfast are available at no cost for the students. Breakfast is served from 7:30-7:40 a.m. Students who eat breakfast at school must obtain their breakfast from the cafeteria and eat only in the art room.

Cell Phones

Student use of cell phones is prohibited during the school day. We ask that visitors silence their phones and refrain from using them in the building (SCS Board Policy #6024).
**Child Advocacy Group Contact Information**

Answers to many questions, as well as helpful information, may be obtained from the State Department of Education by calling 1.888.212.3162 or visiting [state.tn.us/education/speced/index.htm](http://state.tn.us/education/speced/index.htm) or the ARC of Tennessee at [thearctn.org](http://thearctn.org).

**Child Custody/Parental Access**

Refer to SCS Board Policy #6058

**Conferences with Teachers**

The Campus School philosophy encourages active communication with parents. We request that you send a note to let the teacher know that you would like to make an appointment for a conference in advance. Teachers will be scheduling conferences with every parent after the first nine weeks of school. Teachers are not available for conference between 7:45-8:00 a.m. This time is reserved for greeting students and morning routines. In addition, all teachers are on duty between 3:00-3:15 p.m. are not available for conferences unless scheduled in advance.

**Cumulative Records**

A record on each student is maintained throughout a child's stay at Campus School. These records contain health information, student report cards, achievement test scores and biographical data. Parents are welcome to see this file. Arrangements for seeing it should be made in advance through the student's teacher or the guidance counselor. Requests for records require 24 hours (minimum) notice.

**Department of Exceptional Children**

A wide range of services to meet the needs of students with disabilities, including gifted students. A full continuum of services, including related services such as speech/language therapy, occupational therapy and physical therapy, are available within the district. Specialists are available to work with students with visual impairment, hearing impairment or behavior problems. Detailed information regarding special education programs may be obtained by calling the Division of Exceptional Children at 901.416.5600.

Parents, teachers or administrators may refer students for evaluation for suspected disability and special education services. If parents are concerned about their child's learning or behavior in school, they may call or write their child's teacher or school director expressing these concerns. If parents suspect that their child has a disability, including a medical condition, that is impacting their education or behavior at school and wish to discuss having their child evaluated for eligibility for special education services and supports, they may request a meeting from their child's school administrator. Parents should submit this request in writing or ask a school staff member to write their request down. If a parent requests an evaluation for special education services, a school administrator may explain the student intervention and referral process and offer parents the option to see how a student responds to general education academic and behavioral interventions prior to determining whether a child should be evaluated for special education services. A school administrator may also explain supports and accommodations available under Section 504 of the Rehabilitation Act for students with disabilities whose needs may be met without special education.

**DISCIPLINE AT CAMPUS SCHOOL**

Campus School believes that all students deserve the opportunity to develop social-emotional competencies that lead to academic growth. Campus School uses a schoolwide behavioral support system that includes proactive strategies for defining, teaching and supporting appropriate student behaviors to create a positive school environment.

Campus School uses a research-based model that includes community building, learning goals, a clear statement of expectations, positive language, interactive modeling, life skills development, logical consequences and reinforcing positive social behavior. The students are active participants in the establishment of classroom rules and expectations. In addition, a set of schoolwide expectations and procedures are taught to the students using a behavior matrix. All students formally review the SCS Code of Conduct and are expected to adhere to the policies. Our goal is to maintain a culture in which appropriate behavior is the norm and students exercise necessary judgment, self-control and accept 100% responsibility for their behavior.
Campus School follows the Shelby County Schools Code of Conduct. Consequences for code violations include: classroom and schoolwide interventions strategies, conferences, confiscation of items, loss of privileges, detention, supervised study, possible alternatives to suspension, suspensions and expulsion (SCS Board Policy 6022; Appeals #6026).

**Dress Code**
All students will wear tan, navy, or black straight-legged or boot cut pants, cropped pants, cargo pants, straight-legged Capri pants, skirts, jumpers or walking shorts (to the knee) of the appropriate size. Jeans and bell bottoms are not allowed. Students will wear white, royal blue, navy or gray polo or button shirts (long or short-sleeved); sleeveless tops are not acceptable. All shirts and dresses must have a collar, and dress shirts must be tucked in. Turtlenecks are allowed. No logos are allowed on clothing except for the Campus School logo. Shoes should not have heels higher than an inch and a half. Athletic or tennis shoes, as well as boots, are acceptable. If sandals are worn, they must have a heel strap. On P.E. days, students must wear appropriate shoes. Light jackets, vests, shirts, sweaters, sweatshirts, and cardigans are permitted, but must be white, gray, black, tan, royal blue, or navy. Leggings must be solid gray, black, navy or white.

The school administration reserves the right to determine whether a student’s attire and appearance are within the limits of decency, modesty and safety. In matters of opinion, the judgment of the director/designee shall prevail.

The director may allow exceptions for schoolwide programs or special classroom activities.

The school administration will administer appropriate consequences for policy infractions. Students who do not follow uniform guidelines will have the following consequences: Warning: parent contact, second offense: parent conference, third offense: office referral.

Parents may seek an exemption from dress code requirements or standardized dress/uniforms on religious or medical grounds as stated in SCS Policy 6021.

**Early Arrivals**
Students arriving at 7:30 a.m. will wait in an assigned area until school begins. Prior to 7:30 a.m., students are not supervised. If students arrive before the recommended time on a regular basis, parents will be contacted.

**Extracurricular Activities**
Participation in these activities requires that a student maintain acceptable conduct during school hours and at extracurricular events. The final decision for student participation in extracurricular activities will be made by school administrators.

**Field Trips**
Written permission from a parent or custodian will be required for any trip taken off campus. Chaperones must be at least 21 years of age, have a valid driver’s license and show proof of insurance. Students must use car seats as determined by the State of Tennessee as follows:

- Children age 4 through age 8, and measuring less than four feet nine inches (4’9”) in height, must be secured in a belt-positioning booster seat system, meeting federal motor vehicle safety standards in the rear seat, if available, or according to the child safety restraint system or vehicle manufacturer’s instructions. **(Note: If the child is not between age 4 and age 8, but is less than four feet nine inches (4’9”) in height, he/she must still use a seatbelt system meeting federal motor vehicle safety standards.)**
- Children age 9 through age 12, or any child through 12 years of age, measuring four feet nine inches (4’9”) or more in height, must be secured in a seatbelt system.

Parents who drive on field trips must be cleared by a background check every 12 months. Information is available in the office. Additional family members may not accompany the class on field trips except as adult supervisors. All adults supervising/attending field trip experiences must have an approved background check on file. Visits by students/classes to sites on the UofM campus may be taken without notification or written permission from parents.
Gifts
(SCS Board Policy 0021) - The solicitation and/or collection of funds from students for the purpose of providing gifts for school personnel is not permitted.

Health Care/Illness
Shelby County Schools Board of Education addresses various health-related issues in the school by providing biannual vision screening, bi-annual hearing screening and in-service for the school staff. There is an on-site nurse one day a week at Campus School. Staff members are trained in CPR and first aid. The office coordinator and the office associate are responsible for dispensing medications to students. There must be a Permission to Medicate form on file in the office before any medication is dispensed. Medication must be in the original bottle with dosage information and contain only a 10-day dosage of medicine. The name and phone number of each child’s physician and hospital must be on file in the office.

Students with a temperature of 100° or more or who have contagious illnesses are not allowed to attend class. Students should be picked up from school immediately.

Hierarchy for Addressing Concerns
We believe that a direct approach is the best way to solve a particular problem. The hierarchy for addressing concerns at Campus School is as follows:

- Teacher
- Assistant Director
- Executive Director
- Associate Vice President for Educational Initiatives

Information on the process for concerns/appeals is available in the school office.

Holidays and School Closings
The calendar is sent home at the beginning of each school year and is also available in the office and on the website. In the event of inclement weather, Campus School will follow Shelby County Schools’ closing policy.

Homework Philosophy/Policy
Campus School’s philosophy on homework is:

1. It is the responsibility of the student.
2. It should be designed for practice and should not introduce a new concept.
3. It should take an hour or less to complete for intermediate students and 30 minutes or less for primary students.

Hours (School)
Students are expected to be in their homerooms between 7:45 and 8:00 a.m. to get ready for the school day. This is a very important time to prepare mentally for the day, greet friends and teachers and get materials ready as needed. Campus School instruction begins promptly at 8:00 a.m. We request your cooperation in getting your child to school on time as this will ensure your child the best chance for a successful day. Students who leave school before dismissal must sign out in the main office before 2:45 p.m. The school day ends at 3:00 p.m. and all students not involved in after-school activities must leave the University campus by 3:15 p.m. Parents will be notified or a conference scheduled, after a child has not been picked up by 3:15 p.m. three times during the school year. Information on after-school programs is available in the office.

Internet
Parents are required to sign an Acceptable Use Policy form for their child to have access to the Internet. Students also sign this form in which they agree to use good judgment and follow rules and guidelines in making contacts on the telecommunication network. Campus School and Shelby County Schools cannot be held responsible for ideas and concepts gained by use of the Internet.
Involvement (Adopters)
Campus School participates in the Adopt-A-School program. Campus School Adopt-A-School Adopters will assist our school in:

1. Activities or projects that promote academic achievement of students.
2. Activities or projects to help ensure that students are proficient in math and science in preparation for middle school, and assist in various career education activities.
3. Activities or projects that will help students to be drug-free and to help the school offer a disciplined environment conducive to learning.
4. Activities or projects that will help students become well-rounded individuals.

Involvement (Parent)
We encourage parents to share their talents with us by letting classroom teachers and CSPN know how they or someone they know could present a valuable learning experience for Campus School students. Parent involvement may take the form of a one-time visit to the classroom, an idea for an off-campus field trip, a regular visit to a particular classroom to do some individual or small group tutoring or an idea contributing to an improvement in a Campus School program. We ask that each family volunteer for a minimum of one event/activity. Parents who chaperone children on field trips must be cleared by a background check every 12 months. Information is available on our website.

Involvement (University)
As a laboratory school, we exist for the purpose of educating children, training new teachers and providing practical experiences for future teachers as we model instructional strategies. We serve as a research-gathering facility for the entire University and pilot programs impacting education for several University departments. We have many University students coming to Campus School to work with individuals, small groups and large groups of students. The University students are under our direct supervision and their activities are monitored.

These activities are scheduled through the assistant director’s office. Parents will not be notified of such involvement. On certain occasions, a parent might be asked for written permission for his/her child to be involved in a special project.

Library Check-out
Students have a scheduled library time to check out books each week. However, they may check out books at other times as their teachers deem necessary and may return books during the week as well. (First grade teachers will determine when students are ready to check out books.) Library fines for overdue books are 5¢ per book per school day. Students will be held financially responsible for books, materials and lost or damaged equipment.

Lost and Found
Lost and found items will be kept in the back of the playroom.

Money Policy
Teachers will send home information and specific instructions when money is requested. Be sure the student’s name appears somewhere on all checks or money orders. Returned check fees are the responsibility of the issuer of the check. Final report cards can be held until financial obligations are met.

Parking
There are limited visitors’ parking spaces with meters available on the east side of Campus School. The other spaces are purchased and reserved by Campus School faculty. Please do not park in these spaces. Violators are often ticketed.

Parking Permits
A parking pass may be purchased from UofM Parking Services which permits parking in the general lots only. The Campus School lot is reserved parking.
Parties
Class parties will be planned by the teachers. Exceptions to this rule might be in the intermediate clusters where children sometimes opt to plan their own parties. There will not be a party for every special occasion. If you wish to celebrate a special event or holiday, please contact the teacher in advance. Gifts sent to the school for individual students will be delivered at the end of the school day.

Phone Calls
Students may use the office phone when they need to contact parents for school business or in the event of an emergency. Please help your child plan ahead so phone calls for items left at home can be kept to a minimum. Students will not be called out of class to the phone; however, emergency messages will be delivered.

Phone Numbers/Addresses
No telephone numbers or home addresses of Campus School students are supplied by the school office. Students are encouraged to ask friends directly for this information. Each year CSPN will sell a school directory. Phone numbers are in the directory only when parents have given written permission.

Pre-registration
Pre-registration for students already enrolled in Campus School takes place in January of each year. New student registration information for the upcoming school year can be obtained by calling the school office or visiting our website in December.

Property Damage
Campus School students and parents will be held financially responsible for damage or any defacing of the school building or the UofM and/or Shelby County Schools property. Property will be repaired and/or replaced by the University. The child and parents will then be billed directly by the University of Memphis.

Report Cards
Report cards are issued every nine weeks. A parent/legal guardian conference with the teacher is required at the end of the first nine-week reporting period.

Retention
Retention is used to help students improve their knowledge base by providing an additional year of instruction to address inadequate skills mastery. Retention will be considered on an individual basis. Deficiencies in several factors are considered in deciding what is best for the student. Retention, however, will not be used to hold a student back because of parental wishes when a student’s performance does not warrant it or when the school feels retention is inappropriate. (Per Board Policy 5013)

Third-Grade Promotion/Retention
A student in the third grade shall not be promoted to the next grade level unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student’s grades or standardized test results. However, such student may be promoted if the student participates in a Shelby County Board of Education - approved, research-based intervention prior to the beginning of the next school year. This provision shall not apply to students who have IEPs pursuant to 20 U.S.C. §1400 et seq. (Per Board Policy 5013)

Promotion and Retention Standards (Revised 4/30/19)
1. Grades 1-5 – Promotion should be based on attainment of a grade of 70 or above in both Language Arts and Mathematics for all students in grades 1-5.

2. Grade 2 – Additional Promotion Standards (effective beginning 2020-2021 school year):

Success Criteria – In addition to the general promotion standards required for all students in grades 1-5, to be promoted to the third grade, students in grade 2 must also meet prescribed success criteria.

Required Second-Grade Retention
Any student who does not meet the Success Criteria will be retained in second grade. The student will be required to participate in interventions with a specified program of work during the summer prior to third grade (i.e., the district’s official summer school program).
Monitoring and Intervention for Students Retained in Second Grade

Students retained in second grade due to failure of meeting the Success Criteria must be closely monitored by the school and provided with structured intensive interventions (for example, RTI, before/after school interventions, etc.) as outlined by the Office of the Chief Academic Officer. If a student meets the remaining Success Criteria within 45 days of the start of school, the student may be promoted to the third grade.

Sales

Campus School does not endorse the sale of any specific type of educational materials by outside sales personnel. Parents are encouraged to notify the director of any salesperson claiming to be identified with Campus School.

School Supplies

Individual teachers or grade levels will send home a supply list at the beginning of the school year. These lists can also be found on the school website at memphis.edu/campusschool/

Special Services

The Campus School faculty is made up of 16 classroom teachers and five specialists (P.E., library/media, art, music and guidance). Campus School also offers Mandarin as a foreign language through a partnership with the Confucius Institute at the University of Memphis. Other faculty members are provided through Shelby County Schools and include four CLUE teachers, a speech therapist, an occupational therapist, an instructional resource teacher and a mental health team. We also have five educational assistants on staff.

Textbook Responsibility

Students are responsible for textbooks checked out to them and will be required to pay the replacement cost for lost or damaged books. Refer to SCS Board Policy # 6029

Transportation

Campus School students must provide their own transportation to school. Several after-school day care programs provide pick-up at Campus School. Arrangements should be made by parents for their child to participate in these programs. The school should be notified, in writing, if a child is to ride one of the day care buses. Your child's teacher must also be notified if there is a change in plans and the child will not ride on a given day.

Valuable Possessions

Please have your child refrain from bringing valuable articles to school, such as iPods, cell phones and video games, unless used as a hands-on demonstration approved by the supervising teacher. Electronic equipment, including laser pointers, is not allowed on public school campuses. Anything of monetary or sentimental value should be left at home.

Video Policy

The video policy for Campus School is:

1. Videos will be used to support the curriculum and extend learning.
2. Videos will contain appropriate content. (rated G and/or have SCS Board and/or parent approval)
3. Videos will be used appropriately for motivation and reward for student accomplishments.

Video Recording of Students and/or Teachers

Public events (including, but not limited to Family Gatherings and 5th Grade Celebration) may be recorded. Recording in individual classrooms, with the exception of class parties, requires administrative approval.

Visitor to School/Check-In

Except on occasions such as school programs, athletic events, open house and similar events at which the general public is invited, all persons with the are prohibited from entering any school building or school grounds unless they have first reported to the school office and have been granted permission to enter the school building or school grounds by the school
principal or his/her designee. Exceptions allow school district personnel and students entering the school buildings or school grounds at which they are enrolled to enter. The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the staff or students on the premises or on the premises for the purpose of committing an illegal act.

Anyone entering the school must first stop by the main office to check in and receive a badge. It must be worn and be visible at all times while inside the building. This badge must be returned to the office when the visitor checks out. When visiting students, permission must be requested and received through the main office to minimize interference with planned class activities.

**Volunteers**
Campus School welcomes volunteers. All volunteers must complete the appropriate volunteer form through Shelby County Schools (scsk12.org/face/volunteers) and follow the guidelines for the University of Memphis volunteers, including the Volunteer Registration Form and Statement of Agreement/Understanding Form. These forms can be accessed from the Campus School website.

**Speech**
Selected grade levels of children are screened each year. In addition, parent and teacher referrals can be made. Contact your child’s teacher for additional information.

**Mental Health Team**
Requests for referrals for testing or counseling can be made by parents or teachers. Parents must fill out an information form to complete the referral. Contact the child’s teacher or the guidance counselor for more information. Service is free and confidential.