



# **Procedures Manual**

**Non-Collegium (CCS) Service Providers**

**November 2013**

## Notice

This manual has been prepared to inform you of procedures you are expected to follow. This manual applies to all non-Collegium Charter School (CCS) service providers who provide services to CCS students while the student is on CCS's campus. CCS relies on the accuracy of the information contained on the *Request Form for Involvement of Non-Collegium Service Providers with Collegium Students*, as well as the accuracy of other data presented throughout the initial process of consideration for access to Collegium and our students and during a provider's work with our students. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the service provider from Collegium.

The policies in this manual are to be considered as guidelines.

- Collegium, at its discretion, may change, delete, suspend or discontinue any part or parts of the policies in this manual at any time without prior notice as school conditions, employment legislation, and economic conditions dictate.
- Any such action shall apply to existing as well as to future providers.
- Providers are not employees of Collegium, and as such, may not accrue any benefits or privileges typically provided to employees.
- No statement or promise by a Collegium supervisor or administrator, past or present, may be interpreted as a change in policy nor will it constitute an agreement with a provider.

Should any provision in this manual be found to be unenforceable and invalid, such finding does not invalidate the entire Manual, but only that particular provision.

This manual replaces (supersedes) any and all other or previous manuals for Non-CCS Service Providers, or other CCS policies communicated whether written or oral.

## **Mission Statement**

The Collegium Charter School Community will work tirelessly to ensure the brightest possible futures for our students, to nurture them, to empower them to recognize in themselves uniqueness and talent, to instill in them a firm academic foundation, critical thinking, and respect for diversity, to foster in them scholarship and responsibility, and to develop in them the desire for a lifetime filled with optimism, generosity, character, and confidence. Our goal will continually be to prepare each student for the rigors of college life, and to hold our students and ourselves accountable for our mutual success.

## **History**

Collegium Charter School was founded in January of 1999 by a dedicated group of West Chester residents lead by Bill Winters, Anne Rich, and Beth Jones. As interest in the school grew, so did the involvement. The three were joined by many parents who committed themselves to the opening and growth of the school. The founders' goal was to open a school that provided an educational choice for families offering strong academics as well as programs not readily available in the local school districts. The school opened on September 29, 1999 with 39 students in kindergarten through sixth grade attending on its first day. The second year saw tremendous growth; over 500 students enrolled in kindergarten through seventh grades. Collegium celebrated its first High School Graduation on June 16, 2006. Collegium's population continues to grow – with students enrolled in kindergarten through 12<sup>th</sup> grade. Collegium's new Middle & High School building (535) opened in Exton in August 2005. A new elementary building (500) opened adjacent to 535 in December 2007. A second elementary building (515), located between 535 and 500, opened in August 2008. Collegium opened its fourth building (150) in August 2012, adjacent to the 515 Building.

### ***Collegium Charter School ~ The Smart Choice for Your Child's Education***

- *Full-Day Kindergarten*
- *Tuition-Free Public School*
- *Spanish Language Instruction*
- *7½-Hour School Day*
- *Strong "Specials" Programs*
- *Computers in the Classrooms*
- *Secured Facilities*
- *Explicit Phonics Instruction*
- *Personalized Education Plans for Kindergarten-Fifth Grade Students*
- *"Looping" Elementary Classes ~Two years with same teacher and class*
- *Extra-Curricular Activities: Music, Drama, Athletics, Leadership, Technology, etc.*
- *Focus on Academics*
- *We Prepare Your Child for College*
- *200-Day School Year*
- *Highly Qualified Faculty and Staff*
- *High Behavioral Expectations*
- *Uniforms*
- *Required Parental Participation*
- *Differentiated Instruction*

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## What Collegium Charter School Expects From You

CCS needs your help in making each school day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly, and pleasantly and to seek assistance if necessary to ensure success. Secondly, you are expected to cooperate with administration and CCS employees and exhibit a positive attitude.

How you interact with employees, CCS students and their families, and how you accept direction can affect the success of your placement at Collegium and our students' success. Consequently, whatever your position, you have an important role; **perform every task to the very best of your ability.**

## Confidential Information

All providers are required to maintain the highest levels of confidentiality pertaining to student information and records, employee information and records, and CCS proprietary information. Your relationship with CCS assumes an obligation to maintain confidentiality, even after you leave your current role. At the end of this manual is a *Receipt and Acknowledgment Page* that includes a *Confidentiality Agreement*, which generally provides that you will not disclose or use any CCS confidential information, either during or after your time at CCS. Curriculum and other proprietary materials developed by CCS are the property of CCS and may not be used, sold, or in anyway used or distributed without the written permission of CCS's CEO.

Information concerning a student's academic or behavioral performance is considered confidential. It is not to be discussed with those who do not require this knowledge to perform their professional duties. Confidential information is to be discussed in secure locations within the school building (i.e. IST meetings, IEP meetings, Principal's office, other closed door meetings.)

To further clarify, providers may not discuss confidential student information with parents of other students. This includes, but is not limited to, disciplinary situations involving more than one student. Consequences given to a student may not be communicated to parents of other students.

If you are questioned by someone outside the school and you are concerned about the appropriateness of giving them certain information, do not answer. Instead, politely refer the request to CCS's Director of Student Services.

Providers may not use student names or distribute student photos/videos in print or electronic media without permission from CCS's Director of Administrative Services. Providers are reminded to be very careful when posting on social media sites. Providers may not divulge confidential information or share information in a manner that would permit the reader to determine the identity of a student or family. No one is permitted to remove or make copies of any CCS curriculum, reports, or documents without prior written approval. Disclosure of confidential information could lead to removal from CCS, as well as other possible legal action.

## Background Check

All providers must comply with CCS and Pennsylvania requirements, such as, but not limited to, providing CCS with a valid (within one-year of the start date) *FBI Fingerprinting Clearance* via the PA Department of Education (not DPW), *PA Child Abuse History Clearance*, *PA Criminal Record Clearance*, and, if applicable, PA State certification or license. Clearances are considered valid if dated within one-year of a provider's start date and remain valid during continuous service at CCS. If a provider has a break in service longer than 4 weeks (not including summer break), updated clearances must be provided that are dated within one-year from the re-start date. Clearances must be provided in advance of the start date; they are not "accepted at the door." In accordance with PA requirements, providers must complete an *ACT 24 Form* prior to providing services on CCS's campus. Within seventy-two (72) hours of any arrest or conviction of a reportable offense listed in ACT 24 P.S. Section 111(e), providers are required by law to notify CCS's Director of Administrative Services of the arrest or conviction. If an CCS administrator has a reasonable belief that a provider was arrested or has a conviction for an offense required to be

reported under 24 P.S. Sec. 1-111, and the provider has not notified the administrator as required under 24 P.S. Sec. 1-111, the administrator shall immediately require the provider to submit to the administrator a current report of criminal history record information as required by 24 P.S. Sec. 1-111. These requirements must be completed prior to beginning gaining access to CCS's campus unless otherwise notified, and the confirming information must be submitted to CCS's Director of Student Services by the date provided. Any associated costs are the responsibility of the provider.

## Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously.

**Providers, who violate any of the following behavior standards, demonstrate other inappropriate behavior, or who do not comply with CCS policy will be subject to appropriate discipline and may be removed from Collegium's campus. The severity of CCS's response action will be based upon the circumstances and may include termination of the provider's access.**

Some examples of unacceptable workplace behavior include, but are not limited to:

- Verbal, physical, or sexual abuse of students, employees, or visitors
- Inappropriate relationship with a student, including but not limited to outside of CCS meetings, use of social media, etc.
- Endangering in any way (through neglect and/or an unintentional or intentional action, etc.) the well-being or safety of students, employees, or visitors
- Theft or embezzlement
- Acts involving dishonesty or breach of trust, such as fraud
- Lying, misrepresenting the intent and/or actions of others
- Conviction of a felony
- Possession, selling, or use of illegal substances while on school premises or while on duty
- Use of any substance (illegal, prescribed, and over-the-counter) that has the potential to impair a provider's ability to safely perform the functions of his/her job
- Violation of CCS's Substance Abuse Policy/Rules
- Violation of the policies and procedures set forth in this manual and instructions from CCS administrators or employees
- Failure to comply with Mandated Reporter Procedures
- Impeding the implementation of a student's *Individualized Education Program (IEP)*, *504 Service Agreement*, *Behavior Plan* or other student-specific programming
- Falsification of records
- Abuse, destruction, waste, or unauthorized use of equipment, facilities, materials, etc.
- Inappropriate demeanor with parents and students or other staff members
- Insubordination
- Profane, abusive, or vulgar language
- Unacceptable performance
- Unprofessional conduct while on CCS's campus
- Inability and/or unwillingness to perform duties to the expected levels of performance
- Threatening a student, parent, or employee
- Altercations with any student, employee, or visitor
- Sleeping while on campus
- Failure to comply with regulatory requirements or safety rules and regulations
- Violation of student, parent, employee or school confidentiality
- Failure to provide honest and accurate information to CCS
- Possession, use and/or distribution of dangerous or unauthorized materials, such as explosives, firearms, knives or other dangerous weapons while on CCS premises
- Fighting, threatening violence, intimidation, or harassment toward any individual directly or indirectly associated with CCS
- Smoking on school grounds
- Attempts to disrupt or undermine the interests of CCS or to encourage others to do so

- Any conduct on or off the job which the school, in its sole discretion, believes will adversely affect the image of the school
- Violations of Collegium policies

*CCS reserves the right to suspend any provider to investigate allegations and violations of these or any inappropriate behaviors.*

## **Harassment Policy**

CCS intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated, particularly against individuals in protected classes. These classes include, but are not necessarily limited to race, color, religion, gender, age, height, weight, familial status, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within his/her hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

All adults have a responsibility for keeping CCS free of harassment. Any provider, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Director of Administrative Services or to the administration representative with whom they feel comfortable. When administration becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the school to do so.

Providers who have complaints or concerns about any type of harassment against themselves or others are required to immediately report this conduct in writing to the Director of Administrative Services or to the administration representative with whom they feel comfortable. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties.

***Any providers involved in harassment and/or sexual harassment practices will be subject to termination of services.***

## **Sexual Harassment Policy**

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of his/her position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly, and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation.

The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment include, but are not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This second category of behavior may, but does not necessarily link, improved working conditions in exchange for sexual favors.

CCS prohibits any provider from retaliating in any way against anyone who has raised any concern about sexual harassment against another individual.

CCS will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

Providers who have complaints or concerns about sexual harassment against themselves or others are required to immediately report this conduct in writing to the Director of Administrative Services or to the administration representative with whom they feel comfortable. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties.

***Any providers involved in harassment and/or sexual harassment practices will be subject to termination of services.***

### **Workers' Compensation**

Providers are not employees of CCS and, as such, are not entitled to CCS's Workers' Compensation benefits. Providers who are injured while at CCS should report the injury to their supervisor and to CCS's HR Manager immediately.

### **Corporal Punishment**

One goal of CCS is to provide a non-violent learning environment and to teach the value of peaceful conflict resolution. Therefore, CCS prohibits all methods of corporal punishment as a means to discipline a student. Corporal punishment is defined as using physical methods to administer discipline. This may include but is not limited to direct punishment, such as: spanking, swatting, slapping, hitting, pinching, kicking, punching, paddling, or pushing. This also includes indirect corporal punishment, such as: forcing to stand, walk up and down steps, or other exercises for punishment. CCS does not prohibit the reasonable use of force which Providers may be required to use to restrain, control or direct students. Reasonable use of force may be required for safety and to prevent harm to students and/or CCS Providers. This policy also does not prohibit physical exercises required for sports or physical education programs.

### **Parking Lot**

Park only in parking areas designated for you. Remember to lock your car every day and park within the specified areas. Parking your vehicle in areas designated as Student Parking will result in your vehicle being considered a student's vehicle when vehicle searches are conducted by CCS in conjunction with the police. Courtesy and common sense in parking will help eliminate accidents, personal injuries, damage to your vehicle or the vehicles of others. If you should damage another car while parking or driving on campus, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to the Director of Administrative Services. CCS cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

### **Safety Rules**

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all CCS activities. We want to protect you against injury and illness, as well as minimize the potential loss of production.

Below are some general safety rules to assist you in making safety a regular part of your work.

#### **Trash Disposal**



Keep sharp objects and dangerous substances out of the trash cans. Items that require special handling should be disposed of in approved containers.

#### **Cleaning Up**

To prevent slips and tripping, clean up spills and pick up debris immediately.

#### **Preventing Falls**

Keep aisles, work places and stairways clean, clear and well lit. Walk, don't run. Watch your step.

#### **Use of Ladder/Step stools**

Do not stand on chairs, desks, boxes, wastebaskets, or any other substitutes for an approved step-stand or stepladder. Tables, boxes, and chairs aren't ladders. Make sure your ladder is tall (or long) enough. For stepladders, obey the "not a step" markings on the top steps and the shelf. Make sure you can lock the spreaders on stepladders in place. Set your ladder on a solid surface and keep it level. Open stepladders fully. If you're climbing onto a roof or a platform, make sure the ladder extends above the edge at least three feet. Always face the ladder when climbing. Carry tools in a tool belt or a bucket that you can raise and lower with a rope from the ladder. Make sure your shoes aren't slippery. Hold on with one hand while working on a ladder. Don't reach too far to the sides or behind you. Only one person should be on the ladder at a time. Don't put ladders on boxes, tables, or other unstable bases.

#### **Falling Objects**

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves. Shelves over fifty inches in height should be secured to the wall.

#### **Work Areas**

Keep cabinet doors and file and desk drawers closed when not in use. Remove or cushion torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

#### **Report Injuries**

Immediately report all injuries, no matter how slight, to your supervisor.

#### **Student Helpers**

Student helpers are not permitted to move cafeteria tables, carry or move heavy objects or use office equipment. Use caution when supervising students using cleaning equipment.

## **Weapons**

CCS believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, CCS prohibits all persons who enter school property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by CCS's Chief Executive Officer to carry a weapon on campus.

Any provider disregarding this policy will be subject to immediate removal from CCS's campus.

## **Smoking**

In consideration of the reports from the Surgeon General of the United States, Pennsylvania's School Code, and in keeping with CCS's intent to provide a safe and healthy work environment, smoking and the use of any tobacco, tobacco-related product, or product designed to mimic a cigarette (ex. e-cigarette) is prohibited throughout the work place as well as anywhere else on school grounds and/or property at all times.

## **Latex**

There are individuals at Collegium who suffer from a significant and serious latex allergy. Latex is commonly found in balloons, latex-based paint, and latex medical/food service gloves. As this allergy could potentially produce a life-threatening situation, the following procedures must be followed:

1. Latex balloons are prohibited from use without specific permission from the nurse or Director of Administrative Services.
2. Anyone planning to bring a latex product into the building or use a latex product in the building must notify the Nurse prior to the latex entering the school or being opened in the school.

3. The Nurse will determine, in conjunction with the Director of Administrative Services if the use of the latex materials is appropriate.
4. The Nurse will notify individuals who are affected by the allergy.
5. At no time shall balloons be popped without prior notification to the Nurse. If a balloon pops by accident, the Nurse should be notified immediately.

## **CCS Logo and Name Use**

The use of Collegium's name and logos must be approved by the Director of Administrative Services prior to use. The creation of any future CCS logo must be approved by the Director of Administrative Services prior to use or distribution. CCS is working towards a general theme among all logos and our goal is to design all logos consistent with the theme.

## **Dress Code and Personal Appearance**

Your appearance is very important in presenting a neat, clean, safe and professional educational environment. One of the keys to enjoying and keeping a professional and comfortably attired workplace is avoiding extreme interpretations of the dress code standards. Wearing acceptable clothing, keeping fingernails at an appropriate length, etc., are necessary to maintain professional standards, and yet we recognize the need for comfortable clothing for our teaching staff. Additionally, we recognize that certain professionals, by nature of their role, may on a regular or occasional basis have a need to wear clothing that may be more casual than the typical employee. For example, a teacher on a field trip to a farm may wear jeans or a physical education teacher may wear athletic attire.

Whenever you are in doubt about an article of clothing, remember, you are dressing as an educational professional in a professional educational organization and your appearance should reflect this.

All clothing should be in good repair, wrinkle free and clean. Some examples of acceptable clothing are: pants, shirts, skirts, dresses, sweaters, dress-shorts, capri-length pants and sensible shoes (heels under 2"). Jeans, overalls, and sweatsuits/running suits are not considered acceptable unless warranted by your position or the day's activities.

The following are examples of what is not acceptable. The list is certainly not exclusive and *decisions regarding suitability are the sole discretion of CCS*: tube tops, halter tops, tank tops, cut-off shorts, shorts that are not dress shorts, yoga pants, clothing or attire with unacceptable logos, torn or frayed clothing, excessively form-fitting clothing, revealing and/or low-cut clothing, flip flops/beach shoes, excessively long dangling jewelry, excessively tight clothing. Additionally, body piercings (except earrings and piercings widely accepted as having a cultural or religious significance) and undergarments should not be visible.

Some tattoos are inappropriate for a professional school environment and should be covered up while on campus. As educational professionals, we are in contact with thousands of families from a variety of backgrounds. Some families view visible tattoos negatively. Tattoos that are visible to students and could be deemed offensive, immoral, or presenting an unprofessional appearance, as deemed by the Director of Administrative Services under the general guidelines contained within this dress and personal appearance code, shall be covered by the provider as directed.

## **Drug-Free Workplace Policy**

Providers may not:

1. Use, possess, manufacture, distribute, dispense, or sell illegal drugs or alcohol, on CCS premises, at a CCS event, or in a CCS-supplied vehicle.
2. Be under the influence of an illegal drug or alcohol on CCS premises, at a CCS event, or in a CCS-supplied vehicle. "Being under the influence" of alcohol is defined as a blood

alcohol content of .04 or above; "being under the influence" of an illegal drug is defined as testing *positive* at a specified level for an illegal drug.

3. Be under the illegal influence of a prescription medication. "Being under the illegal influence" of a prescription medication is defined as testing positive at a specified level for an illegally obtained prescription medication.
4. Use or possess an illegal drug during non-work time.

### **No Solicitation/Distribution Policy**

Non-employee visitors have a limited right of access to our facilities and should only be on school property for purposes directly related to their specific roles. Non-employees may not solicit or distribute literature on CCS property for any purposes.

### **Personal Use of School Property**

Providers may not use CCS equipment for their own personal use without prior approval by the administration member responsible for such equipment.

### **Personal Property**

CCS cannot be and is not responsible for any loss, theft or damage to your personal items while on school grounds or in use on campus.

### **Violence in the Workplace Policy**

CCS has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect CCS or which occur on CCS property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at CCS, or to create a hostile, abusive, or intimidating work environment. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on CCS's premises, regardless of the relationship between CCS and the parties involved.
2. All threats or acts of violence occurring off CCS's premises involving someone who is acting in the capacity of a representative of CCS.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destroy CCS's property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

CCS's prohibition against threats and acts of violence applies to all persons involved in CCS's operation, including but not limited to personnel, contract, and temporary workers and anyone else on CCS property. Violations of this policy by any individual on CCS property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. **Every provider is required to report incidents of threats or acts of physical violence of which**

he/she is aware. The report should be made to the Director of Administrative Services or to the member of CCS's administration with whom the employee feels most comfortable.

### **Food, Drink, and Gum**

Providers are not permitted to eat in the classrooms when students are present unless students are also eating (ex. snack time). Chewing gum is not permitted by students, unless given specific permission by an administrator. Chewing gum is not permitted by providers when interacting with students. Providers may not provide any food or drink to any CCS student.

### **Employee Restrooms**

Employee restrooms are for adult use only. Except in cases of emergency, students are not permitted to use the Employee restrooms.

### **Phones**

Instruction must not be interrupted by a ringing, buzzing, or vibrating cell phone. Family members should be provided with CCS Main Office numbers in case of emergency. Phone conversations must not occur near students. This includes hallway areas. Please take cell phone conversations into an office or faculty-only area.

### **Identification Badges**

Upon arrival at CCS each day and signing-in in the Main Offices, a provider will be issued a Visitor's Badge that is to be worn at all times while at CCS. The provider must also wear his/her employment ID at all times while at CCS. Providers must report lost/missing visitors badges to a Main Office immediately.

# Receipt and Acknowledgment of CCS Procedures Manual for Non-CCS Service Providers

Please read the following statements, sign below and return to the Director of Student Services.

## **Understanding and Acknowledging Receipt of CCS Procedures Manual**

I have received and read a copy of the CCS Procedures Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of CCS at any time.

## **Not Employment**

I understand that I am not an employee of Collegium and as such do not have any rights afforded to employees by an employer.

## **Confidential Information**

I am aware that during the scope of my work at Collegium confidential information will be made available to me. I understand that I am required to maintain the highest levels of confidentiality pertaining to student information and records, employee information and records, and CCS proprietary information. Information may not be shared with anyone who is not permitted access to the information. I understand that my obligation to keep information confidential does not end when my role at Collegium ends and I must not utilize or exploit this information in any way.

My signature below indicates my receipt of and understanding of the policies stated above and within the manual. It further indicates my willingness as a provider of services to uphold the procedures and follow the standards to the best of my abilities.

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Provider's Printed Name

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Provider's Signature & Date