

Challenge to Excellence Charter School Parent/Student Handbook 2011-2012

TABLE OF CONTENTS

2011-2012 School Calendar & Dates to Remember.....page 1

Section I: School Operations page 2

- 1) School Hours
- 2) Attendance
- 3) Attendance Hotline
- 4) Drop Off/Pick Up/Fee for late pick up
- 5) School Closure/Severe Weather
- 6) Cumulative Records
- 7) Teacher Requests
- 8) Volunteer Policy
- 9) Birthday and Other Parties
- 10) Class Parties
- 11) Lost and Found
- 12) Lunches

Section II: Academic Program page 8

- 1) Grading Policy
- 2) Homework Policy
- 3) Report Cards
- 4) Messages for Students
- 5) Thursday Folders

Section III: School Rules page 10

- 1) Student Behavior Guidelines
- 2) Student Code of Conduct and Discipline
- 3) Civility Policy
- 4) Dress Code
- 5) Library
- 6) Restrooms
- 7) Telephone Use
- 8) Thefts
- 9) School Property
- 10) Lockers and Cubbies
- 11) Returned Checks
- 12) Grievance policy

July							August							September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24/31	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
October							November							December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23/30	24/31	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4					1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
29	30	31					26	27	28	29				25	26	27	28	29	30	31
April							May							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24/31	25	26	27	28	29	30

Aug 4 - C2E Registration
 Aug 11 - Meet your teacher open house 4-6pm
 Aug 15 - Students First Day
 Aug 17 - Back to School Night-parents only- 6pm
 Sept 5 - Labor Day
 Sept 23 - teacher training

Oct 14- Grading day
 Oct 17-21 Fall Break
 Oct 27- 1/2 day Parent/teacher conferences
 Nov 4- Teacher training
 Nov 21-25 Thanksgiving Break
 Dec 29-30 Winter Break
 Jan 13- Grading Day
 Jan 16 - MLK Day
 Jan 20 - Teacher training
 Feb 20 - Presidents Day
 Mar 5 - Teacher training
 Mar 23 - Grading Day

Mar 26-30 Spring Break
 Apr 5- 1/2 day Parent/teacher Conferences
 Apr 20 - School Closed
 May 28- Memorial Day
 Jun 1- Last day for students
 Jun 4- Last day for teachers

Key:

- No Students/Teachers Only
- C2E Registration Day
- No Students/School Closed
- No Students
- School in Session
- Half Day/Parent/Teacher Conferences 12:30-6:30pm
- Back to school Night parents only
- End of quarter

*revised 2-08-11

Probable CSAP Testing Dates

3rd Grade Reading = Mid February

3rd - 8th Grade Testing = First 3 weeks of March

SECTION I: SCHOOL OPERATIONS

SCHOOL HOURS

The school day is 8:00 a.m. to 3:30 p.m. You may drop your students off from 7:40 till 8:00 a.m. Morning Kindergarten students will be dismissed at 11:20 a.m. Afternoon Kindergarten classes begin promptly at 12:00 p.m..

Early Release Days

C2E will have early release days on October 27, 2011 and April 5, 2012 for parent/teacher conferences. On early release days, **all** students and morning kindergarten will be dismissed at 12:00 p.m. There will be no afternoon kindergarten classes on those days. Lunch will not be served. No After Care will be provided on Early Release days.

Fees

We do not allow students to be dropped off before 7:40 a.m. If you pick your student(s) up after 3:45 p.m. and the student(s) are not enrolled in C2E's Before and After Care, families will be charged \$1.00 per minute, per child. We do not have staff available to supervise children before 7:40 a.m. or after 3:45 pm.

ATTENDANCE

By state law, boards of education are required to adopt written policies setting forth attendance requirements. C2E complies with all Douglas County and Colorado State policies and procedures regarding attendance.

Law requires school attendance for every child between the ages of six and sixteen years. Attendance in class is an integral part of the successful educational process. Students are required to be in attendance every day school is in session during each academic year. **Parents, guardians, and legal custodians of students between the ages of six and sixteen are obligated by state law to ensure the child's attendance.** Students who have four or more unexcused absences in a one-month period, or ten or more unexcused absences from school or from class in a school year are considered to be "habitually truant" under state law.

(1) If a student is absent, the parent should:

a. Call the school **attendance hotline at 303-841-9816 ext. 2**, before 8:00 A.M. to inform the school regarding the absence, stating the student's name, date of absence, reason for the absence and teacher's name.

b. If the student is absent due to illness **three or more consecutive days**, a note from a medical doctor stating the medical reason for the absence will be required.

c. Once your child has been absent for **three of more consecutive days** you may request homework by emailing your child's teachers. Teachers are not required to gather homework before the 3 day mark. Please email your child teacher and allow 24 hours for materials to be gathered in advance. Teachers cannot get homework immediately upon your arrival and it must be prearranged for pick up.

(2) Regular attendance is important to academic achievement. **Parents are requested to refrain from planning vacations, trips, doctor appointments, etc. when school is in session and during the CSAP testing window. The Director does not excuse absences for vacations.**

(3) An absence consists of failure to appear and remain at school throughout the **entire** school day unless dismissed by the proper authority.

a. **Excused absences** are those resulting from: temporary or extended illness, injury, or physical, mental, or emotional disability; family emergencies, funerals, absences excused by the principal through prior requests of parents and guardians; absences which occur when a student is in custody of a court or law enforcement authority, and any other absence approved by the principal.

1. Students are responsible to make up work covered or assigned during his/her absence. Assignments that are not made up will negatively affect the student's grades. Teachers are NOT obligated to have work prepared for the student beforehand as it interferes with teaching responsibilities and is often not possible due to the nature and content of the subject. All make-up work will be assigned on the day the student returns from the absence.

2. Due to the fact that Specials are primarily participation classes; any absences will receive a zero whether it is an excused absence or not, for grades, 4th, 5th, 6th, 7th, and 8th. Your child may contact the Specials teacher of the class missed to determine how to make up this grade. Also, students will be marked down in the weekly class participation grade if he/she arrives late for class or is removed early from class. Again, your student/s may contact the Specials teacher of the class to determine how to make up the points.

b. **Unexcused absences** are those with or without prior knowledge and approval of the parents **but for reasons not acceptable to the principal.**

The director will not excuse absences for family vacations scheduled during regularly scheduled school days. Please plan vacations for school holidays.

(4) **Tardiness** is a failure to appear on time in class and is considered a form of absence. Repeated tardiness shall be reported to the school office and a conference scheduled with the parents.

School starts and attendance is taken at 8:00 a.m. Students take between three to five minutes to get to class from the time they are dropped off. If your child is not going to make it to class on time, you must park in the designated parking spaces and sign your child in at the front office. If you do not sign them in, they will have an unexcused tardy. Every effort should be made to have them here and in their seats by 8:00 a.m. Please remember, for your convenience, the front doors are opened at 7:40 a.m.

If you need to pick up your child from school early, please do so before 3:00 p.m. *Due to class transitions at the end of the day, students cannot be retrieved from class after 3:00pm.*

***Please Note* Dates for Fall, Winter and Springs breaks are listed on the calendar above. Please schedule your vacations during those times. Absences due to vacations will be unexcused.**

Students who are absent from school may not attend after school events or practices on the day of their absence.

ATTENDANCE HOTLINE

Attendance Hotline (303) 841-9816 ext. 2

Please provide the following information when you call:

- Day of the absence being reported
- Student's full name
- Name of the student's teacher and grade
- **Reason for the absence (if no reason is given the absence will be marked unexcused)**
- Name and relation of the person reporting the absence

****Leaving early for appointments, etc. requires a parent to come in and sign a child out. No child will be called out of class after 3:00 p.m., for any reason, as teachers and students are packing up and preparing for the end of the day.**

DROP OFF/PICK UP

Please turn on to Carlson Drive from Pine Lane to access our school. This will bring you around so that you make a **right** turn into our school drive. You may drop your students off between 7:40 and 8:00 a.m. The school will not provide supervision for students before 7:40 a.m. or after 3:45 p.m. If you need to drop off earlier than 7:40 a.m. you will need to sign up for the before school care program. We do not allow students to be dropped off before 7:40am.

Designated Drop Off/Pick Up Lane

Under no circumstances are you to leave your car unattended in the drop off/pick up lane.

If you need to enter the school for any reason, even a quick pick up, you must park your car in a designated parking spot. The carpool lane must always be available for emergency vehicles. Leaving unattended vehicles interferes with emergency services and endangers every child in the building. Please do not park in the Fire lane. Violators may be ticketed and/or towed. Additional parking can be located north of the turf field.

Lightning Dismissal

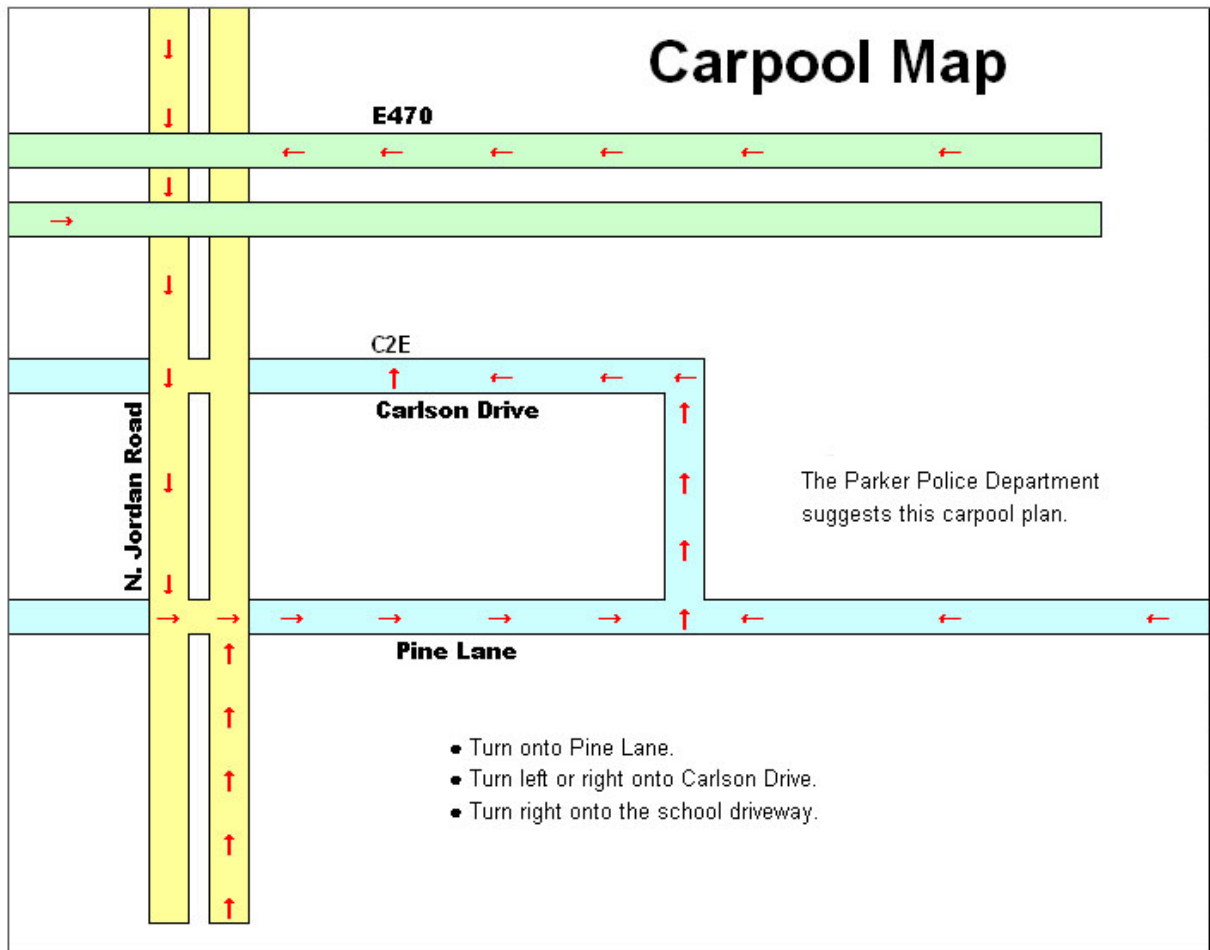
When lightning has been spotted in the area, for each child's safety, C2E follows the Douglas County Lightning Dismissal procedure which requires parents to walk to the front door and retrieve their children. If you are uncomfortable leaving your vehicle, please park in a designated parking space and wait for the storm to pass. As soon as 30 minutes have passed without lightning being spotted, normal dismissal will resume. A lightning flag is posted on the front of the building to inform parents of lightning dismissal.

Students who walk home from school will not be dismissed until lightning has not been spotted for 30 minutes.

Students Who Carpool

If you are organizing a carpool, please complete the carpool form with all the necessary information on who you have authorized to pick up your child. Please make sure all students in your carpool know your carpool name.

On the occasional times that you arrange different pickups for your child you must send a written note to the school office. Without a signed parental note, we will not allow your student to leave with anyone other than you or an authorized driver.



SCHOOL CLOSURE/SEVERE WEATHER

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed one hour. The same conditions may necessitate early dismissal. It is recommended that families have a plan for such emergency closures. The District provides a telephone hotline and web site access for each area of the District dedicated solely to weather-related schedule changes. The hotline will provide weather-related change information by 5:00 a.m. daily. Only exceptions to normal school schedules will be announced. If the Ponderosa, Legacy or Chaparral feeder areas are not mentioned, then the school is operating on a regular schedule.

Challenge to Excellence lies within the Ponderosa, Chaparral and Legend Feeder areas. **When any one or all of these feeder areas is listed as delayed start, Challenge to Excellence will be operating on a one hour delayed schedule. If any one or all of these feeder areas is listed as closed, Challenge to Excellence will be closed.**

Weather Hotline: 303 – 387 – SNOW (7669)

District Internet Address: www.dcsdk12.org

Announcements will also be made as early as possible on local television and radio stations:

Channel 2 (evenings only), Channel 4, Channel 7, and Channel 9. Radio stations: KOA 850 AM, KYGO 98.5 FM, KOSI 101.1 FM, KEZW 1430 AM, KHOW 95.7 FM, KRXY/MIX 107.5 FM, KCFR 90.1 FM, KXKL (Kool) 105.1 FM, KKHK 99.5 FM, and KGME 1390 AM (Spanish).

CUMULATIVE RECORDS

In order for parents to receive copies of their child's Cumulative Records, they must fill out a Release of Confidential Records form. The cost for the copies is 25 cents per page.

TEACHER REQUESTS

We do not accept teacher requests for class placements. It is important that we place the children based on who their current teacher recommends and that we look to make sure the classes are balanced in terms of boys/girls. If there are attributes in a teacher or characteristics about your child you would like us to consider while making class placements, you may put that in writing to us before the end of each school year. Requests with specific teacher's names will not be honored.

VOLUNTEER POLICY

Challenge to Excellence Charter School's charter requests each family donate a minimum of 20 hours of volunteer time per year. Parents who enroll at C2E agree to comply with volunteer hour requirement. During Online Check-In a volunteer interest form will be available to each family that allows them to sign up for areas of interest/expertise. This allows the volunteer coordinator to match needs with volunteers. Requests for volunteer help will also appear periodically in notices and newsletters.

The school's parents/volunteers are responsible for recording their volunteer hours using <https://www.v-volunteer.com> unless signed in by office staff. Families will be responsible for fulfilling the time commitment by June 1 of each year.

In order to facilitate families whose schedule precludes actual volunteer time, C2E offers the choice of donating a \$10.00 per hour, tax deductible donation in lieu of volunteer time. Should your family choose this option, please turn all checks, made payable to Challenge to Excellence Charter School, in to the school office. Upon receipt of your donation, office staff will post your volunteer hours.

BIRTHDAY AND OTHER PARTIES

Students who bring birthday treats to school will be able to distribute the treats at the end of the school day or at appropriate breaks in classroom activities. C2E has embraced healthy choices for staff and students. We encourage you to provide sugar free healthy treats, or you may choose to donate a book to the school library in your child's name in lieu of treats. The office does NOT deliver flowers or balloons to students during the school day.

CLASS PARTIES

C2E will provide a period of time for room parties/holiday parties throughout the year. **Many students have severe allergies to different foods.** Please contact the classroom teacher BEFORE bringing any of these items to class parties. All foods brought for class parties should be low sugar/low fat. A suggested list of healthy treats will be provided at the beginning of the school year.

LOST AND FOUND

Labeling garments, boots, gloves, etc., and bringing money to school only when necessary can prevent losses. Losses should be reported to the teacher immediately. All found items are to be turned into the school office. Due to lack of storage the lost and found items will be disposed of on the last day of each month. If your child's items and garments are labeled with their name, we will return those items to them should they be found on campus.

LUNCHES

Students can bring a sack lunch or purchase a DCSD hot lunch for \$3.00. More information regarding the hot lunch program is available at www.challengetoexcellence.org under the parent pages tab.

SECTION II: ACADEMIC PROGRAM

GRADING POLICY

Grades will be based upon the percentages in the following chart. Kindergarten through third grade earns performance grades, Outstanding, Satisfactory, Needs Improvement (O, S, N). Fourth grade through Eighth grade earn letter grades as follows:

93 - 100	A
86 - 92	B
78 - 85	C
70 - 77	D
Below 70	F

Honor Roll

Challenge to Excellence will recognize the academic achievements of its middle school students by posting an honor roll in the foyer, outside the office. Students earning a Grade Point Average of 3.75 or above each quarter will be listed on the honor roll.

Eighth Grade Continuation Ceremonies

In order to maintain academic excellence at Challenge to Excellence, all Eighth grade students must maintain a C average or better throughout the school year in all coursework in order to be invited to participate in traditional continuation ceremonies, traditionally known as Eighth Grade Graduation. **Any 8th grader not maintaining this minimum average grade in all coursework will be excluded from graduation ceremonies and the 8th grade reward trip.**

HOMEWORK POLICY

We believe the purpose and benefits of homework are to:

- Reinforce the skills students are learning.
- Teach responsibility, organizational skills and time management.
- Provide opportunities for extensions of learning and creativity.
- Help parents to understand and be involved in the student's learning.

Four types of homework will be given:

- * *Preparation:* Assignment prepares students for the next day's lesson.
- * *Practice:* Assignment provides review and reinforcement of previous lesson.
- * *Extension:* Assignment expands on concepts that are being studied in class.
- * *Creative:* Assignment allows students to develop inventive ideas related to a topic being studied.

The Teacher's Role

- Provide parents and students with a clear statement of expectations.
- Inform students and parents of grading expectation.
- Give students the necessary information and time needed to complete homework.
- Provide students with feedback.
- Provide students and parents with an outline of due dates, materials needed and expectations for long-term projects.
- Teach students the necessary skills for successful completion of assignments. Modify or differentiate assignments as needed for individual students.
- Give a clear understanding of how assignments will be graded.

The Student's Role

Ask teachers and parents for help when an assignment is not understood. Establish a system so work can be completed and returned on time.

- **Place:* Quiet desk or table with good lighting.
- **Tools:* Writing utensils, dictionary, calculator, etc.
- **Time:* A regularly scheduled time.
- **Routine:* System for making sure assignments are returned.
Request and complete assignments missed when absent.
Talk with the teacher if more challenging work is needed.

The Parent's Role

- Provide an environment that supports good study skills.
- Encourage students to use all of allotted time by reading, studying facts, spelling, etc.
- Resist the temptation to do a student's work when excessive frustration is exhibited. Instead, stop the homework and contact the teacher or write a note on the work.
- Contact the teacher or send a note if family obligations prevent a student from completing homework on time. Under extenuating situations extensions may be granted. Contact the teacher to request homework for illness or travel. Provide as much advance notice as possible.

Homework Guidelines

The following guidelines help parents and students understand the amount of time a typical student might spend nightly on homework. Since not all students have the same environment or work at the same speed, any concerns should be discussed with the teacher to make accommodations if necessary.

Kindergarten 0-10 minutes
First grade 10-20 minutes
Second grade 20-30 minutes
Third grade 30-40 minutes
Fourth grade 40-50 minutes

Fifth grade 50-60 minutes
Sixth grade 60-70 minutes
Seventh grade 15-30 minutes per subject
Eighth grade 15-30 minutes per subject

REPORT CARDS

Report cards are issued at the end of each quarter. **They will be available on Parent Portal.** Any money that is owed to the school, such as for library materials, athletic equipment, or lost, damaged books, must be paid before the end of the school year. You may check for outstanding fees on Parent Portal at any time. All records and/or report cards will be withheld until such payment is made.

MESSAGES FOR STUDENTS

The school will be happy to get an "urgent" message to your child as long as it is received no later than 3:00p.m. The office does not deliver messages that are not urgent.

THURSDAY FOLDERS

Each week a Thursday Folder will be made available on the C2E website. You will receive email notification on Thursdays when the folder is ready for viewing.

Submitting items to be included in the Thursday Folder

All items going home in the Thursday Folder must be reviewed and approved by School Administration. Items must be submitted to the office via electronic MSWord document for review by **Tuesday at 8:00 a.m.** in order to be placed in the next Thursday Folder.

SECTION III: SCHOOL RULES

STUDENT BEHAVIOR GUIDELINES

School Rules

1. Maintain Safe Boundaries with others
2. Speak with Respect
3. Use appropriate Social Competencies
4. Use Self control at all times
5. Maintain Positive Interactions With Others

Cafeteria Rules

1. Enter quietly.
2. Use quiet voices and proper manners in the cafeteria.
3. Place recess equipment in the appropriate places.
4. Pick up lunch bags and deposit garbage in trash bin as you proceed through the line.
5. **No exchanging or sharing of food due to food allergies.**
6. Do not leave your place once you are seated. If necessary, raise your hand to call the monitor.
7. Absolutely no gum chewing in the cafeteria or at school.
8. Pick up any food or papers you may have dropped on the floor. Clean up any spills.
9. When dismissed, form a line by the trashcans, deposit trash, and follow teacher or monitor's direction to proceed quietly into the hallway.

General Rules:

1. Educational technology tools may be allowed at the discretion of the Technology teacher or the Principal. Ipods will be allowed upon evaluation by the Technology teacher or the Principal. The use of additional electronics will be handled on a case by case basis. Any use of electronics without the discretion of the Technology teacher or Principal will be confiscated. Any approved device that is used for any purpose other than designated by the Technology teacher or Principal will result in loss of privilege and will be confiscated. Further penalty may also follow. Teachers may consult with the Technology Department to allow students use of electronics in their classroom for educational purposes.
2. Cell phones are permissible on campus **for grades 6-8, due to participation in after school clubs and athletics, however, they have no place in the classroom.** All cell phones will remain turned off and locked in student's lockers. Students bring cell phones to school at their own risk. The school assumes no responsibility for lost or stolen cell phones. **Students caught with a phone in class, the bathroom, the playground or anywhere on campus during school hours, will have the phone confiscated and taken to the Main Office. A parent/guardian will be required to pick up confiscated items at the front office during regular business hours.** Students needing to use the phone during the day should be sent to the front office to use a school phone.
3. Students are not allowed to chew gum on campus.

Field Trips

Field trips are considered an important part of learning that extends and enriches subjects taught in the classroom. While on a field trip, all school rules and consequences apply. Students will be in uniform/dress code unless the Director gives prior approval. Parental approval is required for students to participate in a field trip. A bus or car will transport students. If by bus, a fee will be charged. Parents transporting students in a personal car must be pre-approved by Douglas County School District. Guests and siblings (excluding parents) are not allowed on a field trip. Permission slips and fees must be returned by the due date. If permission slips and fees are not turned in by the due date, the student will spend the day in another classroom.

Absences on Field Trip Days

Fees for field trips are non-refundable. When you send the field trip permission slip and fees into school, you are reserving a spot for your student. In most cases, we still have to pay for the bus and entry fees for your student whether they are in attendance or not.

Playground Rules

Students, staff, parents, and community will be thoughtful caretakers of the school property and the property of others. All rules are based on principles of safety, hands off play, and the school-wide behavior guidelines. Students will be participating daily in recess time, unless otherwise directed by the teacher. Parents will be asked to provide appropriate clothing for the student to bring to school for the weather conditions (coats, hats, and gloves). Per Douglas County School District guidelines, students will participate in outdoor recess if the temperature is above 20 degrees Fahrenheit.

STUDENT CODE OF CONDUCT AND DISCIPLINE

C2E will adhere to the policies set forth in the Douglas County Student Code of Conduct and Discipline book. The provisions of the code will apply to all students without regard to gender, ethnicity, race, religious affiliation, or disability.

CIVILITY POLICY

Members of Challenge to Excellence Administration, Staff, and school volunteers will treat parents and other members of the public with respect and expect the same in return. The school is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school grounds. This policy promotes:

- mutual respect,
- civility and,
- orderly conduct among Challenge to Excellence employees, parents and the public.

This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting Challenge to Excellence employees as positive role models to the children of this school, as well as the community, Challenge to Excellence encourages positive communication, and discourages volatile, hostile or aggressive actions. Challenge to Excellence seeks public cooperation with this endeavor.

Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school property promptly by the Director or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the school employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on school premises, the offending person will be directed to leave promptly.
3. If an individual refuses to leave upon request or returns before the applicable period of time, the Director or designee may notify law enforcement officials.
4. If any individual abuses the privilege of communicating via e-mail, that privilege may be revoked by the Director. Abuses are enumerated in paragraphs 1 and 2, but also include inappropriate use of the "copy to:" feature, excessive size or frequency of email.
5. In the event the Director concludes that an individual has abused the privilege of communicating with staff via e-mail, he/she will inform the abusing party in writing that all future communication will take place in writing and be transmitted through the director's office via either email or the US Postal Service.

Safety and Security

When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to the Director or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on School/District premises or at School/District sponsored activities.

DRESS CODE

Purpose for Dress Code

A strict dress code is enforced. *The goal of the policy is to ensure neatly dressed students as befits a serious educational endeavor and to avoid the distractions of status, protest and other inappropriate clothing/hairstyles.* Middle school students have additional dress options not provided to elementary school students. **The Director has the final decision of acceptability for ANY dress code issues in question.**

Violations

When students arrive in the morning, staff and volunteers will do a visual check to ensure dress code compliance. If a student is out of dress code attire, they will be directed to the office to call a parent to bring clothing that complies with the dress code. *The student will not be allowed to attend class until they are in compliance with dress code and therefore, **parents of enrolled students agree to promptly bring clothing articles that comply with dress code when their child is deemed to be out of dress code.*** The student will receive a dress code infraction and may be unable to participate in upcoming dress down days. Repeated violations of dress code will result in out of school suspension and/or appearance before the peer court.

ALL STUDENTS

General Requirements

- The students are required to wear dress code clothing in P.E. **and** to after school activities.
- Middle School students may change into P.E. clothes that follow dress code guidelines.
- All before and after school activities on campus, or off campus (i.e. field trips) where the students are representing C2E require dress code attire.
- Clothing shall be appropriately tailored (within one full clothing size of the child's measured size).
- Clothing must be worn as designed and may not be worn in a manner considered offensive or sloppy.
- C2E recommends French Toast, Landsend, Educational Outfitters or Dennis uniforms for exact compliance to the C2E dress code.
- Dennis Bel-Aire plaid (C2E's school plaid) can also be found at Frenchtoast.com (green plaid).

Shirts and Sweatshirts

- Long or short sleeved collared Polo shirts or turtlenecks of any solid color; except fluorescents. **The C2E logo is the only acceptable logo on any polo shirt worn at C2E. Any student wearing a polo with icons on the shirt will be deemed out of dress code and will be referred to the office to call home for a uniform shirt.**
- Polo shirts must have three or four buttons only and be without pockets.
- All shirts **must** be tucked in. **Undershirts may NOT be visible above collar or below sleeves.**
- Girls may wear white button-up blouses with rounded (peter-pan) collars.
- Button-up cardigans, v-neck pullover sweaters (long-sleeve or vest) are acceptable in navy and crimson/red (the school colors) or white.
- Sweatshirts, Hoodies, and Fleecewear are allowed only if they display the school logo.

Pants and Shorts

- Pants and shorts must be solid navy or khaki in color – no logos or other decorations.
- Tailored chino or Dockers style pants and shorts (no flaps on side pockets).
- **Pants and shorts are to be appropriately worn at the waistline.**
- Pants and shorts should have no more than 4 pockets.
- Shorts must have a 5" inseam.
- **Cargo style pants/shorts or any double seamed pant/short do not comply with C2E dress code.**

Belts

- Students in 3rd grade and above must wear belts with any clothing that contains belt loops or originally had belt loops (even if belt loops cannot be seen under sweatshirts or hoodies).
- Belts must be solid black, brown, or navy.
- Belts and belt buckles must be free of any design, decoration (i.e. holes, studs, rhinestones) or patterns.
- Belts must have modestly sized, standard buckles.

Skirts, Skorts, and Jumpers

- Skorts, skirts, and jumpers must be navy, khaki, or Bel-Aire plaid.
- Skirts may be with or without pleats.
- Lycra gym shorts that do not show below the hemline of the skirt may be worn with all skirts and jumpers that do not already have them sewn in.
- **Shorts/skorts/skirts must be no shorter than two inches above the knee.**

Tights (Girls Only) and Socks (Boys and Girls)

- Socks or tights must be worn at all times.
- Socks must be white, navy or skin color.
- Nylon tights may be worn in place of shorts with jumpers, skirts and skorts.
- Tights must be white, navy, opaque or skin color.

Footwear

All footwear must have a closed toe and heel. Sandals, clogs, slippers and open dress shoes are not permitted. Shoes with wheels in the bottoms are not allowed. **No boots of any kind are allowed to be worn in the building. Students may not wear any type of "croc" to school.**

Casual/Dress & Athletic Shoes

- Shoes must be free of designs/decorations (i.e. cartoon characters, glitter, stripes) and must be non neon in color.
- Brand logos on shoes are acceptable.
- Traditional, white, athletic shoes with non-marking soles should be worn for gym and may be worn to school.
- Girls only may wear heels that are no more than one inch in height. Black "Mary Jane" style shoes or flats are allowed.
- Multi colored/patterned shoes of any type are not allowed.

Snow and Rain Boots

- Snow boots, hiking boots and rain boots such as galoshes are permitted during extreme weather, but are **not** allowed in the classrooms. Each student must bring acceptable shoes to be worn in class and during school activities.

Hair and Nails

Hair - must be kept neat, groomed, and clean cut. Hairstyle and accessories must be non-distracting. Hair color must be a natural color. **Hair should not be dyed any color that is not considered 'natural' for human hair**; stripes; carvings or other distracting hair color changes are not permitted. Hair pieces (such as feathers) are not permitted.

- **Boys'** hair must be neat and well-trimmed at all times and fall above the shirt collar; bangs cannot cover eyes. **Boys' hair may not be worn in a ponytail, braids, Mohawk, rat tails, tall spikes or shaved with words or symbols.**
- **Girls'** hair must be neat and well trimmed at all times **Girls may not wear their hair in a Mohawk, rat tails, tall spikes or shaved with words or symbols.**
- Nails shall be neat in appearance.
- Girls only may wear nail polish that is clear or natural looking.

Accessories

- Watches are acceptable but may not contain inappropriate language/symbols.
- Hats are allowed to be worn outdoors only and may not have inappropriate language/symbols on them.
- Sunglasses are allowed to be worn outdoors only.
- Girls only may wear one set of post earrings. Dangle earrings are not allowed.
- Body piercing, with the exception of the aforementioned earrings, is not allowed.
- Necklaces that are composed of a chain no wider than 1/8" may be worn.
- Necklaces may have a small (no larger than a 1/2" long or wide) pendant.
- Students may wear a total of 1 accessory per arm (bracelet or watch).
- Silicone or rubber bracelets of any kind are not permitted. This includes but not limited to all "Silly Band" type bracelets and advertising bands.
- For safety reasons, students will be asked to tuck necklaces inside their shirts.
- C2E is not responsible for lost or stolen accessories.

Middle School Students

- Middle School Students may add grey and black colors for pants and shorts.
- Girls only may wear very light makeup, but it must be neat and natural in appearance.

Dress Down Days for All Students

- Dress down days are a privilege and must be treated as such. Cleanliness and neatness of appearance are important at all times. The Director has final determination of acceptability of clothing as it pertains to the educational environment.
- Clothing containing wording or images that are racial, vulgar, or offensive in any way is not allowed.
- Clothing that is tight or revealing (i.e. tank tops or spaghetti, midriffs, low rider or sagging pants) is not allowed.
- Open backed style shoes & flip flops are permitted on non-dress code days only.
- Skirts or shorts worn on dress down days must be **no shorter** than two inches above the knee.
- **Students going on field trips must adhere to dress code, even on dress down days.**

The Director has the final say on dress code compliance.

LIBRARY

The C2E library serves as a source of children's literature. The collection is growing for all ages and interests. The library also contains resource and reference books to assist in student research and report writing. All teachers are able to sign up for times in the library. The students are allowed to check out 1 or 2 books (depending on their grade level) for a 1 week period. Students are reminded to turn their library books in on time so that other students will have access to them.

Overdue Books – Students with one overdue book will not be permitted to check out another book until the overdue books are returned.

Lost Books – Lost books will be assessed a replacement charge. If a book is found the money charged for the lost book will be refunded.

Damaged Books – Due to our limited funds, all books that are damaged will need to be paid for by the student to whom the book was last checked out (according to library records). The determination as to whether a damaged book may be repaired or needs to be replaced will be made by the librarians with the Director having the final authority.

RESTROOMS

Restrooms are to be used for the purpose for which they were designed and built. Students who play in or deface the bathrooms in any way will be issued appropriate consequences and parents will be held financially responsible for any damages.

TELEPHONE USE

1. **Students are not allowed to use cell phones in the school at any time.** If a middle school student brings a cell phone to school, it must be locked in a locker and turned off. Cell phones are prohibited for elementary aged students. K-5th graders caught with a cell phone on campus will have the phone confiscated and may face suspension from school.
2. Students will be allowed to utilize the school phones for emergencies such as a cancellation of an after school activity or a forgotten lunch. *They will not be allowed to utilize the any phone to coordinate a play date or to retrieve forgotten homework.*

THEFTS

Challenge to Excellence Charter School is not responsible for lost or stolen items. Lost or stolen items should be reported to the teacher. Every effort will be made to recover the article. Students are encouraged not to bring valuables to school. All items brought to school should be clearly marked for easy identification.

SCHOOL PROPERTY

All students are expected to respect our school's facilities and property. Students will be held responsible for school furniture, equipment and property, which are deliberately or carelessly defaced, damaged, or broken. Students will be charged for such damage and/or be required to restore the property to its original condition.

LOCKERS AND CUBBIES

Students in grades K through 5 will be provided a cubby consisting of a shelf and an area to hang jackets, etc. Students in grades 6 through 8 are assigned a locker. The students may lock their lockers with school supplied locks only. If the lock is lost, there is a \$8.50 replacement fee. No personal locks may be used.

RETURNED CHECKS

Checks written to the school that do not clear the bank will be re deposited and a \$10.00 return check fee will be applied.

ASBESTOS REPORT

The current C2E facility was completed in 2004 and has been certified by the builder to have been built without the use of any asbestos containing materials. An Asbestos plan is on file in the C2E Office for interested party review

CHALLENGE TO EXCELLENCE COMMUNICATION AND PARENT PROTOCOL

Including Public Complaints (including complaints regarding curriculum and staff).

PARENT COMMUNICATION WITH STAFF

Good communication is one of CTE's goals.

1. Between the hours of 8:00 AM and 4:00 PM, teachers are responsible for the supervision of students; therefore appointments are required to conference with teachers.
2. On a weekly basis, parents will receive a variety of information in their student's Thursday folder. Information that is not specific to a student will go home in the folder for the oldest or only student at the school. Thursday folder items are only to be school information; we will not send any parent information home in these folders. All classroom party information will be sent out by the teacher.
3. Periodically, there will be parent open forums with the Director and Executive Council.
4. Teachers provide weekly feedback on student progress and will ask to meet with parents if a problem arises. In addition, the school will have quarterly student-parent-teacher conferences, however, staff wants to know if parents have questions or concerns about a student's school performance, emotional, health or other issues. Therefore, parents are encouraged to make an appointment with teachers rather than waiting for conferences when these concerns arise.
5. The staff works many hours, in addition to those worked in the building, grading papers, developing lesson plans, participating in school committees, attending in-service and training, etc. Please respect their time outside of regular school hours.
 - A. Do not call staff, including teachers and administrators at home unless a staff member has given you their home number and invited you to use it. In this case, please do not share this number with anyone else.
 - B. If you have an emergency that needs staff attention outside of school hours, please call and leave a message.

PUBLIC COMPLAINTS

CTE will resolve public complaints, including those regarding curriculum, with a process including the opportunity to be heard and ask for an appeal. The final administrative appeal will be heard by the Executive Council. CTE believes that all complaints and grievances are best handled and resolved as close to the origin of the problem as is possible. Therefore, the proper channel to follow involving complaints with instruction, discipline or learning materials will be as follows:

- A. Teacher
- B. Assistant Director
- C. Director
- D. Executive Council

Parents are asked to discuss their concern directly with the person affected first. If the issue cannot be resolved, then the parent may take it to the next level. When making an appointment with the Assistant Director or the Director, please write up a short statement regarding the issue/problem, so that an immediate investigation can begin, and so that we can allot the proper amount of time to your appointment.

As the CEO, the Director shall have full authority to take appropriate action to resolve complaints against staff members, within CTE's policies and legal parameters. The Director is the final point of appeal for conflicts between members of the Director's staff.

In the event that a complaint should involve conflict between the Director and a subordinate staff member, both parties shall make a good faith effort to resolve the issues at their interpersonal level. If this is not successful, the staff person may request a hearing. Such request must be made to the Executive Council. The request must be made in writing, with a copy given simultaneously, to the other party in the conflict. The Council shall give the Director 10 working days within which to make a written response to the complaint.

It is within the Council's discretion to:

- A. Decide not to hold a hearing, by majority vote, when it is determined that the issue/s, based upon the written information submitted by both parties, relate to the Director's authority as delineated in the Charter. The Council shall notify the parties of this decision in writing.
- B. Decide to hold a hearing on the issues, if not contrary to the Charter, by majority vote, providing the date and time to the parties in writing and set at the convenience of all parties including the Council. If such a hearing is held, it shall be held in Executive Session.

- C. Decide, by majority vote, to designate a qualified Council member (by experience and objectivity) to act as a mediator or to employ an outside mediator. In such event, the Council shall outline the parameters of the conflict to be mediated and the process for confidential reporting by the mediator.

The Executive Council is the last point of appeal. The Council has hired a professional staff to administer the school. Therefore, the Council will not hear a complaint about a staff member or other educational issue, unless the parent puts the issue in writing, including the steps taken to resolve the issue, so the Council can avoid undermining its staff or micromanaging the school. The form used for such complaints is included as Attachment F. If the written complaint clearly alleges a specified abuse of the Director's authority, as determined by a majority vote of the Council, then the Council shall hold a hearing.

If the complaint is appealed to the Council, the Council must determine if a good faith effort has been made to resolve the complaint at a lower level.

1. If the Council determines that such effort has not been made, by majority vote, the Council will remand the complaint back to the appropriate level.
2. If the Council determines, by majority vote, that a good faith effort has been made to resolve the conflict at a lower level and such effort has failed, the Council may choose one of the two options, by a majority vote
 - a. The Council may designate a member of the Council to act as a facilitator to resolve the dispute.
 - b. The Council may designate/hire an outside facilitator to resolve the dispute.
3. If the above fail, the Council will hear the complaint and make a written decision to be provided to all parties with 14 days after hearing the complaint. The Council may opt to hear the complaint without using a facilitator.
4. If any Council member is involved in the complaint or related to one of the parties bringing the complaint, such Council member shall recuse him or her self and, it is determined by a majority vote, that the Councilperson is personally involved in the dispute, that Councilperson shall be excluded from all further discussion/proceedings for the appeal.

At any point during a complaint or conflict, a parent and a staff member may have a person of their choice present. Constructive criticism, motivated by a sincere desire to improve the quality of the educational program or to improve the accomplishment of a task, is welcomed by the staff and Executive Council of CTE.

COMMUNICATION WITH THE EXECUTIVE COUNCIL

1. Individual/informal communication
 - a. The home phone number for Executive Council members will be made available to all CTE parents. Parents are welcome to call with questions and comments, however, please do not call Council members before 7:00 a.m. or after 9:00 p.m. Please remember that Council members are also parents and employees in addition to volunteer Council members, and be respectful of their time. Council members will provide a home mailing address or e-mail address to the school community, for written communication.
 - b. Do not call Council members at their place of business unless you have been invited to do so. In this case, please do not share the work number with anyone else.
2. Communication at Executive Council Meetings
 - a. Members of the public may address the Council on any topic. They must fill out a speaker's card and submit it to the Council. Those relating to a specific agenda item will be allowed 3 – 5 minutes following Council discussion on that topic.
 - b. Time for subjects not included on the agenda will be allotted during the Public Comment section near the end of the agenda. Remarks should be limited to five minutes. If the comment requests information as a response that is more lengthy than what time can be provided for at the meeting, the Council will respond in writing.
 - c. If a parent has a complaint against the Executive Council, such complaint should be put in writing and given to the Council Chair who will share it with the other members. The Council will either provide a written response or request to meet with the parent for a dialogue related to the complaint raised.

GRIEVANCE FORM: (please copy for use)

Name: _____ Phone: _____

I have read CTE's policies and procedures that relate to Complaints and Conflict Resolution and agree to abide by them.

Date Signature

School Policy or Procedure allegedly violated:

Date of alleged violation: _____

Briefly describe the alleged violation: _____

I certify that the information that I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Complainant Signature

Received by: _____ Date: _____