



16995 E. Carlson Drive
Parker, CO 80134
303-841-9816
Fax: 303-840-3246
Website: challengetoexcellence.org

MISSION STATEMENT

To prepare students for a complex social, global and economic future by delivering a comprehensive educational program with a challenging curriculum that combines the basic skills with a strong focus on standards-based education. The curriculum will integrate reading, writing, math and science through the applied technologies to result in students who are:

Critical thinkers

Problem solvers

Life-long learners and achievers

Flexible and adaptable

Empowered

Academically well-rounded and proficient and

Respectful and responsible participants in the school and community.

INTRODUCTION TO THE SCHOOL

DEFINITIONS OF COMMUNICATION

Governing Council:

Writes, revises and monitors school policy (policy governance) and bylaws to achieve the school's mission and goals for its **stakeholders**. Maintains the Charter and monitors Director's performance of implementing school policy.

Director:

Responsible for everyday interaction with all **stakeholders** (parents, staff, students, district and community). Works closely and reports directly to the **Governing Council** on the implementation of school policy and achievement of the mission and goals.

Staff:

Engaged in everyday interaction with **school community** (students, parents, Director, and other staff).

School Advisory Council (SAC):

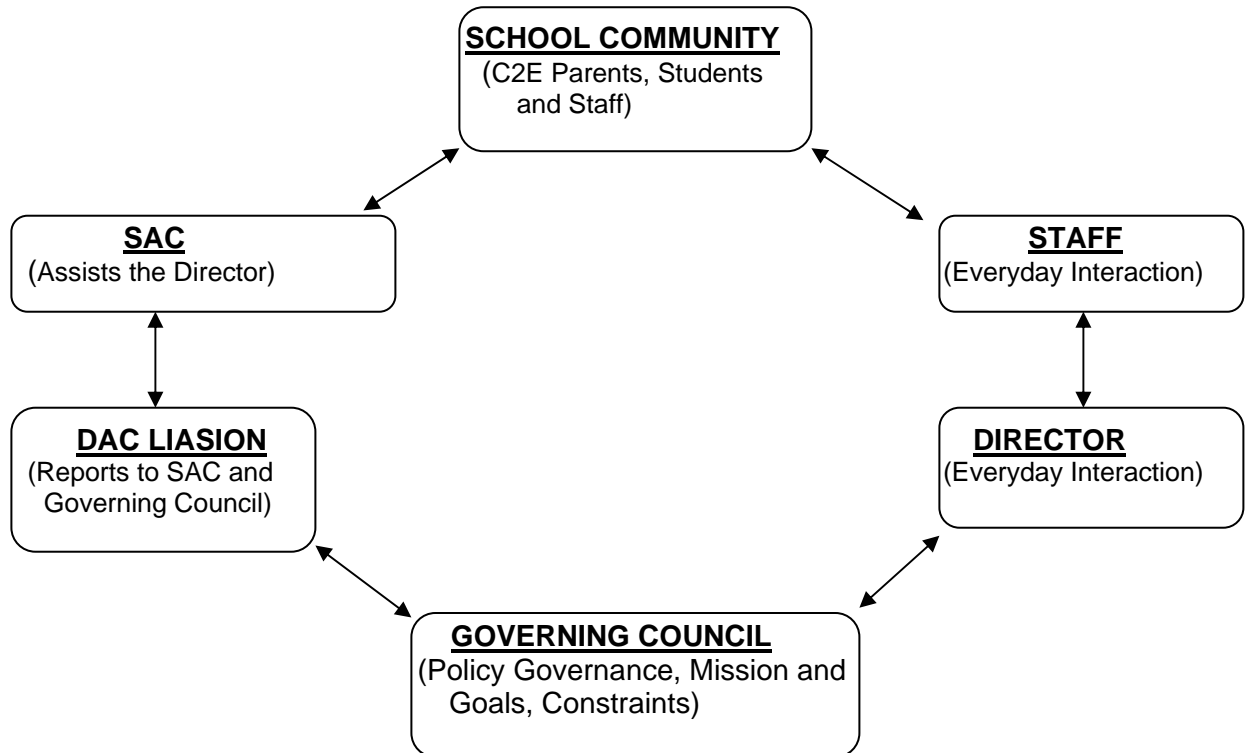
Utilizes data provided by the **Director** and acquired through various queries, polls, etc. to assist the Director in achieving the Schools Goals and to provide information to the **Governing Council** for consideration as it pertains to Policy.

District Advisory Council (DAC):

Attends all district scheduled Conventions and Forums of the **District Advisory Council** and reports back to the **School Advisory Council**. Informs **Governing Council**.

INTENTIONAL COMMUNICATION FOR PARENT FEEDBACK

FLOW CHART



Governing Council Members

Julia Cooper – Chair
Paulette Gleason – Vice Chair
Lou Ann Woodward – Secretary
John Teska – Council Member
Brandon Warren – Council Member
Scott Powers – Council Member

Administration

Linda Parker – Director/Principal
Donna Mitchell – Business Manager
Mary Belshe – Building Resource Teacher
James Curtis – Athletic Director
Eileen Wood – Office Manager/Assistant to the Principal
Kristin Holstun – Office Assistant
Jayme Nannestad – Office Assistant

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C2E
2008-2009 School Calendar

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	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	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	2	3	4							1		1	2	3	4	5	6
5	6	7	8	[9]	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	[18]	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29/30	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	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	[12]	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								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						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	[22]	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30/31	28	29	30				

August 4 - Teachers First Day Back
 August 11 - Students First Day Back
 May 22 - Students Last Day
 May 27 - Teachers Last Day

Aug 4 - Inservice Week
 Aug 21 & 22 - Goal Setting
 Conferences
 Sept 1 - Labor Day
 Sept 26 - Inservice
 Oct 10 - Grading Day
 Oct 16 & 17 - Conferences
 Oct 20 - Fall Break
 Nov 4 - Half Day/Inservice
 Nov 26 - Thanksgiving Break
 Dec 19 - Grading Day
 Dec 22 - Winter Break

Jan 19 - MLK Day
 Jan 23 - Half Day/Inservice
 Feb 16 - Presidents Day
 Mar 9 - Inservice
 Mar 13 - Grading Day
 Mar 19 & 20 - Conferences
 Mar 23 - Spring Break
 Apr 20 - Inservice
 May 25 - Memorial Day
 May 26 - Grading Day
 May 27 - Grading Day

Key:

- No Students/Teachers Only
- Half Day/Teacher Inservice
- Half Day/Conferences
- No Students/School Closed
- No Students
- School in Session
- [] - Notes end of grading period

If for any reason the school district must close schools, this calendar may be amended by the Governing Council to provide additional school days on Saturdays, during vacations or at the end of the present calendar.

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 7:45 till 8:00 a.m. A before and after school program is available from 6:30 a.m. till 6:00 p.m. In addition, C2E welcomes Springboard After-School Program which will be available from 3:30-6:30 pm. Please see the Springboard link on the C2E website for program information and tuition information. Morning only Kindergarten students will be dismissed at 11:20 a.m.

Early Release Days

On early release days, all students will be dismissed at 12:00 p.m. Lunch will not be served. After school care will not be available on these days. If parents need the early dismissal of students for appointments, etc., the student will need to be signed out before 11:30 a.m. As with full day dismissals, students will not be called out of class after 11:30 a.m.

Fees

We do not allow students to be dropped off before 7:45 a.m. If you pick your student(s) up after 3:45 p.m. and the student(s) are not enrolled in one of the after school options, you will be charged \$1.00 per minute, per child. We do not have staff available to supervise children before 7:45 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 seven 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 seven 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 reason for the absence such as illness, or for an appointment.

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.

(2) Regular attendance is important to academic achievement. **Parents are strongly discouraged from planning vacations, trips, doctor appointments, etc. when school is in session.**

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

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

a. 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.

(5) **Unexcused absences** are those with or without prior knowledge and approval of the parents **but for reasons not acceptable to the principal**. Unexcused absences also include those resulting from suspensions and expulsions. Missed work during an unexcused absence will not be made up, thus negatively affecting the academic standing of the student. **The director will not excuse absences for family vacations scheduled during regularly scheduled school days. Please plan vacations for school holidays.**

(6) **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 at 8:00 a.m. 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 by 8:00 a.m. Please remember, for your convenience, the front doors are opened at 7:45 a.m.

If you need to pick up your child from school early, please do so before 3:00 p.m. Students can not be retrieved from class after 3:00pm.

***Please Note* The 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 will not be allowed to make up work for unexcused absences and will receive a zero for all work missed.

Students who are absent from school may not attend after school programs 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
- 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 7:45 and 8:00 a.m. The school will not provide supervision for students before 7:45 a.m. or after 3:45 p.m. If you need to drop off earlier than 7:45 a.m. you will need to sign up for the before school care program. We do not allow students to be dropped off before 7:45am. If you pick your student(s) up after 3:45 p.m. and the student(s) are not enrolled in the before and after school care program, you will be charged \$1.00 per minute, per child. We do not have staff available to supervise children before 7:45 a.m. or after 3:45 p.m.

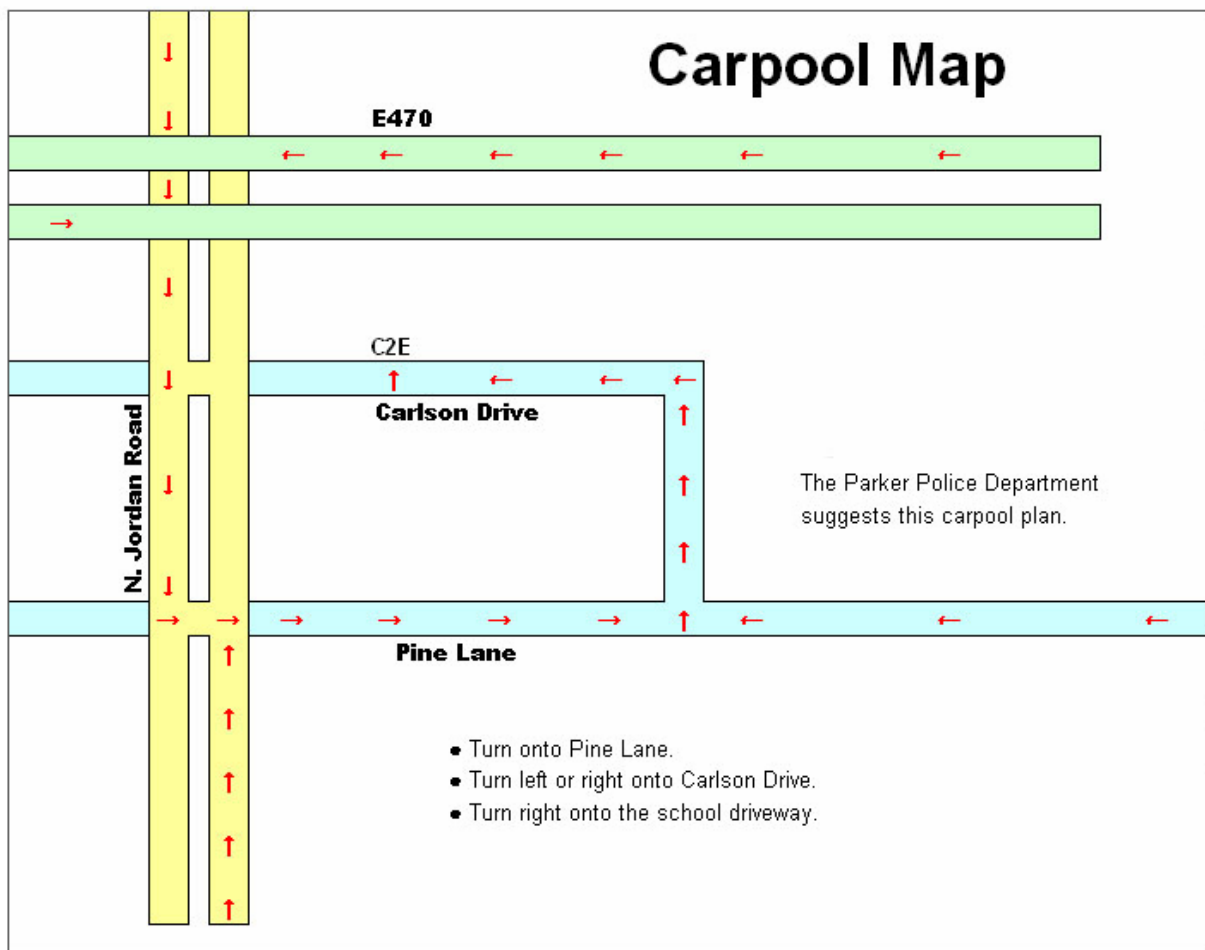
Designated Drop Off/Pick Up Lane

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 results in the school incurring fines from the city. Violators may be ticketed and/or towed. Additional parking can be located North of the turf field.

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 of these feeder areas is listed as delayed start, Challenge to Excellence will be operating on a one hour delayed schedule. If any one 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 1430AM, 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 \$1.25 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. C2E relies on parental involvement to ensure smooth daily operations. The school's Parents/volunteers are responsible for recording their volunteer hours either using Raptor or on the volunteer sheets in the office. Families will be responsible for fulfilling the time commitment by June 1 of each year.

We have noticed a growing number of parents are finding it difficult to find the precious time to volunteer at school, yet really want to contribute in some way to improvements and higher standards at C2E. In light of this, we are offering the choice of serving a minimum of 20 hours actually volunteering or the option of a \$10.00 per hour, tax deductible donation in lieu of the volunteer hours.

Early in the school year, a volunteer survey will be distributed 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. Parents may donate \$10.00 per hour in lieu of their volunteer time commitment by making checks payable to Challenge to Excellence Charter School, turning the check into the school office, and recording the donated "hours" in volunteer book.

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. Schools play an important role in promoting and supporting children in the development of healthy eating habits. In an effort to promote healthy classrooms at C2E we are recommending that treats brought into classroom for sharing with other students, such as birthday and party treats, be healthy snacks such as fruits and vegetables. Typically, foods for school celebrations have included cupcakes, candy, cookies and soda. There is nothing wrong with an occasional treat, but unhealthy choices have become the norm rather than the exception.

Research shows that good nutrition can help reduce fatigue and irritability and improve readiness to learn. Research also shows that most children do not get enough fruits and vegetables and whole grains on a daily basis. Serving healthy snacks to children is important in order to support lifelong healthy eating habits and to help prevent obesity, a growing health issue across the United States. Snacks can make a positive or negative contribution to kids' diets – depending on the choices we offer. Listed below are ideas for healthy snacks ideas for classroom celebrations or for your child's daily classroom snack. Some classrooms have food allergies-please check with your child's teacher. We appreciate your assistance in our efforts to promote healthy classrooms at C2E.

- Fresh fruit- sliced, cut in half, cubed or wedges
- Vegetables- served with dips
- Fruit and cheese kabobs
- Pretzels
- Low-fat popcorn
- Graham crackers
- Fig Newtons
- Animal crackers
- Small sandwiches- ham, cheese or turkey

- Low-fat yogurt
- Yogurt parfaits
- Quesadillas
- Low-fat breakfast cereal and granola bars
- Nuts/seeds
- Dried fruit-raisins, cranberries, apricots, banana chips
- Whole grain crackers with cheese
- Rice cakes
- Angel food cakes topped with fruit
- Bagel slices with low fat cream cheese

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. Surprise parties for teachers are discouraged as they disrupt the school day for students.

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 is provided above.

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 hot lunch.

SECTION II: ACADEMIC PROGRAM

GRADING POLICY

Grades will be based upon the percentages in the following chart. Kindergarten through third grade earn performance grades, Outstanding, Satisfactory, Needs Improvement, Unsatisfactory, (O, S, N, U). 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.

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 quarter. 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 sent home via email with important information from the office, the council, and the classroom. Please make sure and review all information included in this folder as it is our best way of keeping you informed.

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

ASSEMBLY RULES

1. Walk quietly and sit down where directed.
2. Keep hands and feet to yourself.
3. Watch for the signal and get quiet immediately.
4. Be attentive during the assembly.
5. Clapping to show appreciation is great. No booing, whistling, hooting or other rude behavior will be tolerated.

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 to the playground or classroom.

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 strictly 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 administrator 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. An Incident Report (copy below) should be completed for the situations as set forth in paragraphs 1 and 2; a copy of this report goes to the Director or designee.
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 via e-mail, he/she will inform the abusing party in writing that all future communication will take place in writing transmitted via the US Postal Service. As an alternative or in addition, the Director may, as his/her discretion, arrange face to face meetings to discuss the party's concerns or a pupil's educational program.

Safety and Security

6. 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 the monthly dress down day. Repeated violations of dress code will result in out of school suspension and/or appearance before a 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).
- Gum is not allowed anywhere on the C2E campus.

Shirts and Sweatshirts

- Long or short sleeved collared Polo shirts and turtleneck shirts (no sweaters) of any solid color; except fluorescents.
- Polo shirts must have three or four buttons only and be without pockets.
- All shirts **must** be tucked in.
- 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 are purchased through the school and 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-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 should have a 5" inseam and should not go past the knee.
- **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.
- Socks must cover the ankle.
- 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.**

- *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 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.

- 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 (no bold color nail polish).

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.
- 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

- 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 are permitted on non-dress code days only (no open-toed or high heels).

Students going on field trips must adhere to dress code, even on dress down days, unless the Director approves otherwise.

ELECTRONICS

All electronic devices (i.e. I-pods, palm pilots, C.D. players) are not allowed in the school without the permission of the Director. If an electronic device is found, it will be confiscated until the end of the school year. Cell phones will be permitted in the building for **middle school students only**. However, **student cell phones are not permitted inside any classroom** as they distract students from educational endeavors. **Should your child need to carry a cell phone to school, it must be turned off and locked in their school locker during the entire school day.** Students caught with a cell phone in class, on the playground or in the school bathrooms will have the cell phone confiscated for the remainder of the school year and could face suspension. C2E assumes no responsibility for student cell phones on campus. Students carry cell phones to school entirely at their own risk.

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

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 turned off and locked in a locker. 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.

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 is 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 4 will be provided a cubby consisting of a shelf and an area to hang jackets, etc. Students in grades 5 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 \$6.50 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.

CHALLENGE TO EXCELLENCE COMMUNICATION AND PARENT PROTOCOL

Including Public Complaints (complaints regarding curriculum and staff).

PARENT COMMUNICATION WITH STAFF

Good communication is one of C2E's goals.

1. Between the hours of 8:00 AM and 4:00 PM, teachers are responsible for the supervision of students; therefore, during these hours 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 Governing Council.
4. Teachers provide regular 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 at the school.

PUBLIC COMPLAINTS

C2E 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 Governing Council. C2E 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 Principal
- C. Director
- D. Governing 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 Principal 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 C2E's policies and legal parameters. Please refer to the grievance section in the C2E Charter Contract.

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 Governing 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.

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 herself 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 Governing Council of C2E.

COMMUNICATION WITH THE GOVERNING COUNCIL

Communication at Governing 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. If a parent has a complaint against the Governing 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 C2E'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: _____