



CHALLENGE SCHOOL

2018 - 2019

Student-Parent Handbook

9659 E. Mississippi Avenue

Denver, CO 80247

(720) 747-2100

<http://challenge.cherrycreekschools.org>

Table of Contents

GENERAL INFORMATION.....5	Grade Reports 13
School Day5	Honor Roll 14
Daily Schedules5	Connections..... 14
Storm/Emergency Information6	Cool Force and Shadowing..... 14
Delayed Start Schedule7	Immersion 15
Student Drop Off and Pick Up.....8	Parent/Teacher Conferences..... 16
Teacher Communication9	Math Placement 16
Deliveries9	PowerSchool & Schoology 17
Lost and Found 10	Schedule Requests and Changes..... 17
Visitor Policy..... 10	Teacher Requests..... 17
Animals on Campus 10	Letters of Recommendation/Transcripts 18
ATTENDANCE11	STUDENT EXPECTATIONS..... 18
Attendance Policy11	PBIS Framework..... 18
Illness and Emergency Absence11	Bullying Ladder..... 20
Dismissal During the School Day11	Student Dress Standards 21
Prearranged Absence11	Common Agreements..... 21
Tardy Policy 12	Lunch Time 21
ACADEMICS12	Playground 22
Homework Policy 12	Hallways 22
Make-up Work 12	Field Trips 22
Grading Periods 13	Money and Valuables 22

Personal Electronic Devices.....	22	Lunch Money	30
Cell Phone.....	23	Library.....	31
Academic Dishonesty	24	Clinic.....	31
Closed Campus	25	Medication Policy	32
After School Supervision.....	25	Mental Health.....	32
Snacks at School	25	Wolf Watch.....	32
Bicycles, Skateboards, and Rollerblades	25	ACTIVITIES AND ATHLETICS.....	32
Enforcement of Student Behavior Rules.....	26	Clubs and Activities	32
Unacceptable Behaviors & Consequences...27		Athletics	32
STUDENT SERVICES	27	PARENT INFORMATION.....	33
Student Computer and Internet Use.....	27	PTCO	33
Wireless Connectivity & Access Guidelines.28		AAC	33
Locks/Lockers.....	29	PASS	33
Lunch	29	Volunteer Hours	33



Noah Tonk
Principal
Challenge School

August 13, 2018

Dear Challenge Students and Families:

Welcome to the 2018 – 2019 school year! The faculty and staff at Challenge are excited for the new school year. Each new year brings opportunities for friendships, meaningful learning, and tremendous growth. We value the partnership we develop with families on our journey to make each child successful. Through that partnership and students' hard work and effort, we are confident each child will achieve.

Our mission at Challenge is to *inspire* students' love of learning, *empower* students to excel, and *challenge* students in all areas of development. To accomplish the mission, our teachers excel at providing hands-on, concept-based, rigorous learning opportunities to engage students. Students can expect to work individually and collaboratively to accomplish their goals. We value all aspects of children and their development, we focus on social and emotional growth in addition to academic growth. We have high expectations for our students, and we are committed to helping them achieve those standards in a safe, nurturing, and supportive environment.

Within this handbook, you will find information, expectations, and procedures for most aspects of our school. Please take the time to review the handbook as a family as it is a great resource for a successful school year.

On behalf of the faculty and staff at Challenge, we are looking forward to an exceptional school year with you.

Sincerely,

Noah Tonk
Principal

GENERAL INFORMATION

School Day

The Challenge School day is from 8:00 A.M. until 3:00 P.M. for all students.

Elementary students are to line up and enter the building on the south side. Middle school students are to line up and enter the building at the main entrance. Supervision of students on the playground is not available prior to 7:45 A.M. The school doors will open at 7:50 A.M. Students and parents may not be in the building prior to 7:50 A.M. unless they are in the Wolf Watch Program, eating breakfast in the cafeteria, or have made prior arrangements with a teacher.

After school supervision ends at 3:15 P.M. so please be sure you pick up your child on time. Arrangements must be made for sibling/carpool members of students who are participating in after-school activities to be picked up on time at dismissal. Students who are not participants in the activity may not wait at school unsupervised until the activity is finished. The Challenge School Before and After School program is available for those families who need an extended school day.

Daily Schedule: Team A

Connections/Literacy	8:00 A.M. - 9:25 A.M.
Recess/Snack	9:25 A.M. - 9:40 A.M.
Social Studies/Science	9:40 A.M. - 10:35 A.M.
Math	10:38 A.M. - 11:45 A.M.
Encore	11:49 A.M. - 12:34 P.M.
Spanish/Literacy	12:37 P.M. - 1:07 P.M.
Lunch/Recess	1:10 P.M. - 1:50 P.M.
Read Aloud	1:50 P.M. - 2:10 P.M.
Pack-up	2:15 P.M. - 2:20 P.M.
Centers/Recess	2:20 P.M. - 2:40 P.M.
Closing/Show & Share	2:40 P.M. - 3:00 P.M.

Daily Schedule: Team C

Connections	8:00 A.M. - 8:35 A.M.
Language Arts	8:35 A.M.-10:05 A.M.
Recess	10:05A.M.-10:25 A.M.
Math	10:25A.M. - 11:35A.M.
Literacy/Spanish	11:40A.M - 12:10 P.M.
Lunch	12:10P.M - 12:40 P.M.
Encore	12:45 P.M. - 1:30 P.M.
Science/Social Studies	1:35P.M - 2:20 P.M.
Mini-Course	2:20 P.M. - 2:50 P.M.
Pack-up & Dismissal	2:50P.M - 3:00 P.M.

Daily Schedule: Team B

Connections/Literacy	8:00 A.M. - 9:25 A.M.
Recess/Snack	9:25 A.M. - 9:40 A.M.
Social Studies/Science	9:40 A.M. - 10:35 A.M.
Math	10:38 A.M. - 11:45 A.M.
Encore	11:49 A.M. - 12:34 P.M.
Spanish/Literacy	12:37 P.M. - 1:07 P.M.
Lunch/Recess	1:10 P.M. - 1:50 P.M.
Jobs/DEAR/Read Aloud	1:50 P.M. - 2:10 P.M.
Mini-Course	2:15 P.M. - 2:50 P.M.
Pack-up & Dismissal	2:50 P.M. - 3:00 P.M.

Daily Schedule: Team D

Connections	8:00 A.M. - 8:35 A.M.
Period 1	8:38 A.M. - 9:35 A.M.
Period 2	9:38 A.M. - 10:35 A.M.
Period 3	10:38 A.M. - 11:35 A.M.
Lunch	11:38 A.M. - 12:08 P.M.
Period 4	12:10 P.M. - 1:07 P.M.
Period 5	1:10 P.M. - 2:07 P.M.
Mini-Course	2:10 P.M. - 3:00 P.M.

Daily Schedule: Team E

Connections	8:00 A.M. - 8:35 A.M.
Period 1	8:38 A.M. - 9:35 A.M.
Period 2	9:38 A.M. - 10:35 A.M.
Period 3	10:38 A.M. - 11:35 A.M.
Period 4	11:38 A.M. - 12:35 P.M.
Lunch	12:37 P.M. - 1:07 P.M.
Period 5	1:10 P.M. - 2:07 P.M.
Mini-Course	2:10 P.M. - 3:00 P.M.

Storm/Emergency Information

School Closures: Should inclement weather or emergency situations result in the closing of district schools, or in an adjustment to school start or dismissal times, the information will be posted on the district web site <http://www.cherrycreekschools.org>, relayed to the media listed below, and communicated via Blackboard Connect messaging.

Television Channels:	2-WB2, 4-KCNC, 7-KMGH, 9-KUSA, FOX 31
FM Radio Stations:	KBCO-97.3, KBPI-106.7, KJMN-92.1 KOSI-101.1, KXKL-105.1, KYGO-98.5
AM Radio Stations:	KHOW-630, LOA-850, KTLK-760
Facebook Page:	https://www.facebook.com/challengeschoolwolves/

In the event of a closure,

- School Day Care programs at the schools will be canceled and closed.
- All Activities scheduled in district facilities are canceled.
- In-district sports events and team practices are postponed.
- If a league event is scheduled in the district, the host district determines whether it is postponed.
- In the event of a closure or delayed start, ALL field trips will be canceled.

Delayed Start: When early morning conditions are not deemed serious enough to close school, but are likely to cause delays, a “delayed start” announcement will be posted on the district web site, relayed to the media listed below, and communicated via Blackboard Connect messaging.

For the Challenge School, a delayed start means school will begin promptly at 9:00 A.M. The purpose of a delayed start is to allow more time for the safe transportation of students to school. Therefore, carpool drivers should still leave at their normal time. Adult supervision will be available in students’ Connections/Homeroom class for all students arriving to school prior to 9:00 A.M. First period will begin at 9:00 A.M.

Delayed Start Schedule

Elementary school students who arrive at the school prior to 8:50 A.M. will be sent to their classroom; middle school students will be sent to their first period teacher.

Time	
Period 1	9:00 A.M. - 9:50 A.M.
Period 2	9:53 A.M. - 10:43 A.M.
Period 3 & Elementary Math	10:46 A.M. - 11:36 A.M.
Remainder of day is unchanged	

Please understand we are both part of a school district and a school of choice that is dependent on private transportation. We have students traveling from across the entire district, and the weather conditions may vary. Even if the school district is open, but you feel the road conditions are unsafe, please feel free to keep your child at home and call the school attendance line to report his/her absence. If during the day the weather turns poor, and safety is a concern to you, please feel free to sign your child out early, even if the school district as a whole has not adjusted the ending time for school.

Early Dismissal: If serious storm conditions or other emergency situations develop during the day, the district will monitor the situation and advise affected schools as soon as possible, of a decision to dismiss school early. When this decision is made, this information will be relayed in the same manner as school closures.

Late Dismissal for Inclement Weather: In case of dangerous weather warnings, the school may hold students past their dismissal time for safety reasons. The following plan will be used during thunderstorms, lightning, torrential rain, and/or heavy snowstorms.

1. Large neon orange poster boards will be placed in the main entrance windows, the south entrance, and the west entrance, indicating a delayed/controlled dismissal is in effect.
2. Teachers and students will be notified of the delay.
3. Students riding the bus will be dismissed to the bus at a safe time.
4. Walkers will need to call parents and discuss a plan for what to do when the weather clears.
5. Students will be dismissed and poster boards will be taken down when the weather clears.

Cold Weather: On days when the temperature is above 20°F with the wind chill, and the weather is not inclement, recess will be held outside. If it is below 20°F with the wind chill, the administration and the TAs on duty will assess the situation and determine if it is suitable to go outside for any length of time; if so, there will always be an inside option for those who wish to stay inside. Proper outerwear will be required. Students are not required to go outside at lunch as there is always an inside option.

Carpoolers: Please ensure the drivers of carpools are included in the list of adults allowed to pick up your child. In the event school would be dismissed early or late, school administration needs to know who has permission to take your child home. You may update the list of those authorized to pick up your child any time by logging into your my.cherrycreekschools.org account.

Student Drop Off and Pick Up

When dropping off your child(ren) at the Challenge School, please use the east driveway that enters into the campus from Dayton Street. As you enter the driveway, form one line and drop your child(ren) off at the location near the south corner of the building. Please cross at the crosswalk only. Student(s) should go to the designated entrance for their grade level or to the playground. Backpacks, lunch boxes and other materials should be carried around to the area where students are to enter and placed near the building until the school opens.

Please, for student safety, do not use the west driveway for student drop-off or pick-up. The west driveway is too small to accommodate traffic congestion and is **NOT** supervised. This parking lot is reserved for large carpools of 5 or more people and bus transportation only.

Rules for use of the West Carpool Lot:

- Follow the directions of staff members.
- Drivers with 5 or more Challenge School students, in the morning and afternoon, 5 days per week may use the west carpool lot.
- After submitting your west carpool lot registration for your carpool, each driver will be issued a pass. Display the pass in the car windshield **ON THE PASSENGER SIDE** at all times.
- Loading or unloading of students must be done **ONLY** while parked along the red curb **OR** while parked in a parking space. Do not stop in the middle of the traffic lane to pick up or unload students.
- Pull close to the red curb. Do not block the through traffic.
- In the morning, if the bus has not arrived yet, do not block the bus driver's ability to turn the corner to park the bus along the north curb. Stay at least 3 car lengths back from the corner along the east curb.
- Fill in the space toward the car in front of you.

- Getting into the trunk is OK along the curb, as long as you keep moving within a reasonable amount of time.
- If the car in front of you moves away, pull up to allow other cars to use the curb.
- Do not leave your car while parked along the red curb; This is a fire lane. You must remain in the driver's seat. We are allowed to use these fire lanes ONLY for loading and unloading at the beginning and the end of the school day.
- If you park in one of the spaces, please walk your children across traffic to the sidewalk or to the car.

Students may be picked up at 3:00 P.M. from the east parking lot. For safety reasons, please form one line of cars for pick-up. Do not park and leave your car in the pick-up lane; use of the carpool lane for stopping may to be used if there are open spaces in the parking lot prior to 2:50 P.M. Please do not park along curbs unless no spaces are available. If you must park along the curbs, please remain in your car. Please do not park along the east side of Dayton St. for pick-up because there is no crosswalk in from of the school along Dayton St.

Teacher Communication

As in any organization, problems, concerns and conflicts will arise. This is inevitable. The Challenge School staff is committed to working with our community through a problem solving process to reach amicable and reasonable solutions. We believe that the best place to start in resolving a problem is closest to the source. Subsequently, we ask that you use the following sequence as a method to most effectively resolve classroom or school problems.

- (1) Phone or meet with the teacher.
- (2) Conference with the teacher and/or team.
- (3) Conference with the teacher/team and the principal.
- (4) Phone and/or conference with the principal.

Hopefully, by utilizing this hierarchy to solving problems, we can best address any concerns that may arise. Community members are encouraged to use the lowest number closest to the source of concern. If a step has been skipped, the complainant will be referred to the more appropriate step. Your cooperation is greatly appreciated.

Deliveries

Delivering forgotten items and/or messages to students in class is disruptive to learning. If you bring an item to the office, we will do our best to get it to your child at a time that is not disruptive, which may be at a time later than your child is hoping for. For elementary students, we put delivered items in a crate outside of their classroom and teachers deliver those items at a time convenient to them. For middle school students, we will post a list of deliveries on the wall in the cafeteria for students to pick up during lunch or after school. If you need to get a message to a student at Challenge, please call the office and we will ensure your student receives the information. We cannot accept deliveries for students such as flowers, balloons, stuffed animals,

cookie bouquets, etc. Those should be sent to the student's home and not to school. Thank you for your cooperation and understanding of this process.

Lost and Found

Students should mark books and personal belongings with their full name. If they lose a book or personal belonging, it is wise to first check with teachers and friends. However, if they are unable to locate the item, they should check the "Lost and Found" tubs.

Lunch containers that are left in the bins outside of the cafeteria after 3:00 P.M. on Fridays will be placed in the lost and found bins.

Smaller items, such as jewelry, keys, purses, eyeglasses, etc. will be in the main office. Calculators are returned to the math department. Books will be returned to the appropriate department or teacher. Identification of items will be required before being returned. It is a good idea to put your child's name on all items as this is the most likely way for them to find items or have them returned. Challenge School is not responsible for lost items and unclaimed items will be donated to charity monthly.

Visitor Policy – Students and Parents

- All visitors must enter through the main doors, show ID, and sign in at the front office. If parents are in the building at any time, they must be signed in.
- Parents who visit the school must respect the overall educational experience for students. Engaging teachers in conversation of a personal nature during class time or disrupting or distracting a lesson will not be tolerated. If a conference is needed, please call the teacher for an appointment when they can focus on the concern and not be distracted from teaching.
- Former students of the Challenge School may visit only during the last half hour of the school day (2:30 P.M. to 3:00 P.M.).
- Shadowing for children interested in attending the Challenge School is not permitted because it is too disruptive to the students' regular day.

Animals on Campus

For a variety of reasons, family dogs and pets are not allowed on school grounds. An exception to this is if arrangements have been made with a classroom teacher for having a "pet" visit a classroom for a specific educational purpose. If this is the case, the parent should arrive with the animal right before the presentation and leave with the pet immediately afterwards. Another exception is for animals that are used to assist a person for medical or health reasons.

ATTENDANCE

Attendance Policy

One criteria of a student's success in school is regular and punctual attendance. The following shall be considered excused absences:

1. A student who is temporarily ill or injured, or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is absent in observance of an established religious holiday.
6. A student whose absence is approved by the building principal at the request of the parent or guardian.
7. A student who is suspended or expelled.

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Continued unexcused absences and/or repeated tardiness may be considered cause for disciplinary action.

Illness and Emergency Absence

A parent or guardian should call the Challenge School attendance line at 720-747-2195 to report an absence. If the student is absent for more than one day, parents are asked to call each morning. The attendance line has a 24-hour voice mail; a message may be left any time, day or night.

Dismissal During the School Day

If a student must be excused during the school day, a parent or guardian must sign the student out in the main office before the student leaves the premises.

Prearranged Absence

If a parent is planning to take a student out of school for any reason, such as religious instruction/service or holidays, or for a medical/dental appointment, notification in writing or by telephone/message should be given to the main office one week in advance. If a child knows he/she will be absent from school, he/she is encouraged to ask teachers for make-up work ahead of time to prevent falling behind in class; however, given the dynamic environment in many classrooms, it may not always be possible for teachers to provide work in advance. In that case, students will follow the normal policy for make-up work.

Tardy Policy

A student is considered tardy when he or she not in class and ready to learn by 8:00 A.M. Excessive tardies will result in an office referral with appropriate consequences.

ACADEMICS

Homework Policy

Homework is a part of any school experience, and should be developmentally and intellectually appropriate. Having a clear understanding of homework expectations by teachers, students, and parents is essential for consistency in student learning. The amount, length, and type of homework will vary according to age, individual needs of the students, and the class. Students in grades kindergarten through second will receive homework on an “as needed” basis. Third and fourth graders will have homework assigned on a regular and predictable schedule. Fifth through eighth graders will receive homework almost daily. Special projects will be assigned as they relate to the curriculum and class experience. In any event, daily silent reading should be part of all evening routines. Students will be provided daily planners to keep track of their assignments.

The purposes of homework are to:

- Reinforce concepts and skills learned during the class period.
- Provide practice with newly learned skills.
- Develop independent study habits.
- Develop positive habits in planning for and meeting deadlines.
- Teach efficient use of time.
- Learn to use home and community resources.
- Make up work missed due to absence.
- Provide enrichment beyond what is possible in the classroom.
- Provide additional practice in research skills and the ability to communicate ideas in verbal and written form.
- Review material learned earlier in preparation for tests and other class work.
- Provide feedback about learning.

Make-up Work

Students are responsible for any work missed because of an absence. Under normal circumstances, students will have the same number of days to complete the makeup work as they have been absent. If a student is absent one day, the homework that is missed should normally be made up at the end of the second day after they have returned. If a student is absent three days, the homework and class assignments should normally be made up at the end of the fourth day following their return. Special circumstances may require more time and teachers may extend this time on an individual basis.

It is very important that both students and parents realize that many of the activities such as lectures, classroom discussions, audio visual aids, and other forms of presentations cannot be duplicated and that the instructional process cannot always be made up. There are assignments that can sometimes compensate but not duplicate what has occurred in the classroom. Therefore, we encourage that absences be kept to a minimum. Recreational vacations and appointments that are scheduled during school days are discouraged. We request and seek your cooperation in this matter.

Grading Periods

Mini Course 1 ends on September 14, 2018

Trimester 1 and Mini Course 2 end on November 8, 2018

Mini Course 3 ends on December 21, 2018

Trimester 2 and Mini Course 4 end on February 14, 2019

Mini Course 5 ends on April 5, 2019

Trimester 3 and Mini Course 5 end on May 24, 2019

Grade Reports

Report cards are issued at the end of each of the three 12-week trimesters. Report cards will be a combination of letter grades or proficiency ratings, narratives and behavioral checklists.

Grades	Meaning	Weight
A+, A, A-	Excellent	4.0
B+, B, B-	Above Average	3.0
C+, C, C-	Average	2.0
D+, D, D-	Below Average	1.0
F	Failed, No credit	0
S	Satisfactory Credit	0
I*	Incomplete	0

*Incomplete must be made up within three weeks after the end of the trimester or an “F” will be awarded.

GPA is calculated based on credit earned each trimester. Mini-course and Encore (Art, Music, PE) are 0.1667 credit. Math, Science, and Spanish are 0.333 credit. Humanities, being a double block, is 0.666 points. Multiply the credit earned by the grade points to determine GPA. For example:

Mini-course 1 – A (4 x 0.1667 = 0.6668)

Mini-course 2 – A (4 x 0.1667 = 0.6668)

Connections - A ($4 \times 0.1667 = 0.6668$)

Humanities – B ($3 \times 0.666 = 1.998$)

Math – B+ ($3 \times 0.333 = 0.999$)

Science – B ($3 \times 0.333 = 0.999$)

Spanish – B ($3 \times 0.333 = 0.999$)

Art – A ($4 \times 0.1667 = 0.6668$)

Total – 7.6622 points earned, divided by 2.3318 credits earned, equals a GPA of 3.28 for the trimester.

Honor Roll

Students in grades 5 - 8 who earn a 3.5 grade point average (GPA) or above are recognized for their academic achievement by being placed on the Honor Roll. Special recognition will be awarded to these students at the end of each trimester.

Connections

Connections classes are multi-aged classes that meet daily. These classes have been developed to broaden each student's educational experiences by providing a vehicle for many of the components in the school's original proposal. Connections classes will provide community building, community service planning and reflection, team building, and time for extra help. This class is graded for students in grades 5 through 8.

Cool Force and Shadowing

In order for students to be successful in their Connections class, students need to actively participate in all activities and complete the following requirements:

1. Community service (Cool Force)

Students in grades 5-8 will be required to fulfill a community service component as an essential part of their educational experience. This requirement is based on a student's right to participate, his/her responsibility to serve, and the valuable resources he/she has to offer. Students in grades 5-8 must complete the following hours **outside their regular school hours**; grade 5 (5 hrs.), grade 6 (6 hrs.), grade 7 (7 hrs.), and grade 8 (8 hrs.). **These hours will be completed by May 1, 2019.**

2. Shadowing

The shadowing experience is for students in seventh and eighth grade only. In addition to the other requirements of the Connections class, all 7th and 8th grade students will be asked to complete a *shadowing* experience. Shadowing allows students time with a professional in an area of student interest in order to gather information, clarify questions and provide first-hand experiences. Students may also shadow at a high school they are planning to attend. It is the responsibility of each student to arrange their own shadowing experience with approval from their Connections teacher and their parents. Seventh grade students are required to fulfill

one half day of shadowing per year. Eighth grade students are required to fulfill one full day of shadowing per year.

Because it is extremely important to know when a student is out of the building, students should inform the attendance line when they will be out of school for their shadowing.

Immersion

Similar to Mini Courses, the Immersion Program provides a wide variety of classes for students. Unlike Mini Courses, the Immersion Program is a special four or five-day-week experience of study. These classes are intended to provide students an opportunity to participate in an in-depth study that will enrich and extend their educational experience. The Immersion Program classes tend to be more experiential in nature, and provide opportunities both in and out of the building.

Immersion Program sessions will be offered twice each school year. The first session is held in October and the second occurs in May. During these weeks of study, all other classes will be temporarily suspended. An Independent Study option is available to individual students and their families. A packet outlining the requirements will be sent home with students.

There is a fee associated with the programs. Families needing to apply for scholarships need to write a letter to the Principal. Partial scholarships will be awarded based on need.

Immersion Fundraising

When Challenge first entered into an agreement with the district about our Immersion fundraising, certain parameters/restrictions were agreed upon. The Unlimited Card sale is a fundraiser for the school, and the school agreed to make the proceeds available for use by the student based on each student's sale. The Immersion savings account was specifically set up so that the proceeds from this fundraiser could help families pay for the school-sponsored Immersions. Since the funds are actually owned by the school, they can only be used to pay for school-sponsored Immersions. Checks cannot be written to individual families since then the student's portion of the fundraiser account would be considered earned income by the government. If there any funds leftover in a student's account when they leave the school, the funds are transferred into the Immersion Scholarship Fund.

Immersion Program Chaperone Policy

The Challenge School Immersion program is an extension of the learning that occurs at school. Immersion classes are primarily academic in nature, and are intended to supplement the entire educational experience of each student. The goal of adult chaperones on Immersion field trips (day or overnight) should be to provide "global," third-party supervision, focused on the safety and security of the entire group. In furtherance of this goal and due to liability issues, chaperones on extended trips (involving air travel) will only be current school district staff members. Parents of students attending overnight field trips involving car travel may be recruited at the discretion of the Immersion teacher.

Parent/Teacher Conferences

Formal parent conferences are scheduled in the fall and in the spring (please refer to the school's master calendar). The purpose of the fall conferences will be for students to set goals for the current school year based on achievement. Each student will have documentation of his/her achievement to share with parents. In the spring, celebration conferences will be held to demonstrate the student's progress toward meeting goals established in the fall. Students are expected to attend these conferences. The method of these conferences may be modified for the younger students. Student goal setting conferences will be scheduled in October and celebration conferences in April.

The Challenge School staff believes informal conferences are also a necessary part of the educational experience and may arrange additional conferences when there is a need. Any time parents have a question or concern, they are invited to call to talk to a teacher, or the principal. If parents wish a conference, any of these people can arrange one.

Math Placement

When students enter Challenge, they are placed in math classes based on information gathered from previous schools and/or comprehensive placement tests. Once in our program, if a teacher believes a child needs to advance, the teacher will consult with parents and administration to assess him or her further.

Because of our commitment to student success in mathematics both when children are with us and when they are in high school and beyond, we do not allow students to skip math content. Our programming supports an accelerated path for all students in middle school which will allow students to complete Algebra 1 by the time they leave us in eighth grade.

If a family wants their child to skip a class in mathematics, they must schedule an appointment with the principal. At that meeting, motivation for skipping, current performance, and future placement will be discussed, in addition to reviewing these requirements:

- Students wishing to skip must take the course they want to skip from an accredited institution and only with prior approval from the principal to ensure it matches the standards students would learn in our courses.
- Students must take the district final assessment and demonstrate mastery of all standards. Please note that Geometry is the highest class offered at Challenge. If a student reaches a level above that, he/she will need to take math classes at their home high school and parents will be responsible for transportation.
- Policy for future placement will be announced in Spring 2019

PowerSchool and Schoology

PowerSchool and Schoology are tools students and parents can use to monitor assignments and progress. PowerSchool is the electronic gradebook and is used in grades 3 through 8. Middle school teachers use Schoology to post assignments, handouts, and discussions for students. Parents can access these tools through their my.cherrycreekschools.org login.

Monitoring student progress is an important role parents play in their child's education and while PowerSchool and Schoology can be helpful tools, parent overuse of these tools can change the dynamics of students' ownership in learning. To support student independence and ownership in learning, students and parents should set up a time weekly where the child logs into PowerSchool with a parent present and reviews his/her progress. Families can then celebrate together and troubleshoot any problems that arise. Students respond well to this collaborative approach of monitoring progress. A similar approach can be used for Schoology. If assignments are posted and a child needs support in accessing them, parents should coach their child through logging in and finding them.

Schedule Requests and Changes

When we place students, careful consideration is given for each child. We value the close relationships teachers and students develop and know what those relationships are the springboard for learning. In grades one through four, students stay with the same teacher for the two years they are assigned to that team. In grades five through eight, most students will have the same humanities teacher, and many times, the same math and science teacher.

There are several contributing factors to the placement of students in a classroom. In addition to developing long-term relationships, other factors considered include: class size, grade level balance, gender balance, ability of students, learning styles, and class dynamics.

Mid-year placement changes are disruptive on many levels and only take place when a student has had a dramatic shift in academic needs that make a new placement necessary. **Requests for a change of placement for a student for any other reason will not be honored mid-year.**

Teacher Requests

If you feel the need to make a specific teacher request, please follow these procedures:

- Parents should explain their child's needs in writing by sending an email to the principal by March 15, 2019. Please describe the needs of your child and we will do our best to match those needs with teachers. Please do not request a teacher by name.

- You may make a request to not have a specific teacher if a student or sibling has had a teacher for one or more years. Please know some classes are only taught by one teacher, so we are not always able to honor this request.
- You may request that your child is not placed with another child, but know it will be your child who is moved to a different class.
- We cannot honor friendship requests.

We will do our best to honor your requests, but please keep in mind that we are a small school and that it is not always possible.

Letters of Recommendation/Transcripts

In order to streamline this process, and to ensure that important information does not “fall through the cracks,” we have developed a process to meet the needs of our community. All requests will be handled through the main office. The student, or parent of the student, should bring in a self-addressed, stamped envelope and fill out a quick form located in the main office indicating which members of the faculty are involved in compiling information related to the request. All pertinent information or required forms should be attached. This form also requires a deadline for when the requested information needs to be returned. For records requests, please obtain a request form from the other school and submit it, along with an 8 ½ x 11 stamped, addressed envelope, to the Challenge School office clerk. The records will then be sent directly to the other school. Please allow **at least two weeks** turn-around time. The Main Office will track the requests and be sure the information is sent out in a timely manner.

STUDENT EXPECTATIONS

PBIS Framework

Challenge School is a Positive Behavior Intervention Supports (PBIS) school. Focusing on positive behaviors, in addition to teaching students specific strategies for handling bullying situations, has been shown to create a more positive learning environment and increase academic achievement.

Student Expectations	Be a Part of the P.A.C.K.
Prepared	<ul style="list-style-type: none"> • Be a good student who is ready to learn, explore, and be knowledgeable • Be reflective in learning and be able to assess strengths and weaknesses
Achieving	<ul style="list-style-type: none"> • Be an inquirer and actively enjoy learning • Be a thinker and creatively approach complex problems with reason • Make good choices and be balanced and healthy
Cooperating	<ul style="list-style-type: none"> • Be open-minded to the perspectives of others • Communicate and be willing to work collaboratively • Be a risk-taker with new roles and ideas • Respect all adults and students
Kind	<ul style="list-style-type: none"> • Be caring toward the needs and feelings of others • Include and help others • Be principled and act with honesty and integrity • Take responsibility for own actions

The Differences Between Normal Conflict and Bullying

Normal Conflict

Equal Social power between friends
Happens occasionally
Accidental
Equal emotional reaction
Not seeking power or attention
Remorse
Effort to solve the problem

Bullying

Imbalance of power or not friends
Repetitive
Intentional
Strong emotional reaction by victim
Seeking power, control
No remorse
Looking to place blame

What Can I do if I see Bullying Behaviors?

Things to say

That is unacceptable.
This is not P.A.C.K. behavior
Leave him/her alone.
That is out of line.
Stop it right now.
I'm glad you told me.

Things NOT to say or do

Kids will just be kids.
She was just kidding.
He/she didn't really mean that.
Belittling or embarrassing statements.
Just ignore it.

If you have observed a serious bullying situation, please contact a staff member as soon as possible.

Bullying Ladder of Consequences and Support:

Behavior must fit the definition of bullying, above, including requirement of repetitive behaviors toward other students, before students land on the first step of this ladder. Therefore, the “1st step” takes place after the behaviors qualify as “repetitive.”

Discipline Ladder: (will be added at a later date)

Time	Documentation	Consequence	Support
1st			
2nd			
3rd			
nth			

Student Dress Standards

Appropriate dress and grooming should affect learning in a positive way. When students are appropriately dressed for school, they are more focused on the instructional environment. The Challenge School considers dress and grooming to be a joint responsibility of both students and parents. Here are a few guidelines to help determine what should and should not be worn to school:

- Students can wear shorts to school, but they must be long enough so nothing more than the legs are exposed when standing, sitting, or bending.
- Skirts must meet the mid-thigh length requirement (in the front as well as in the back).
- Halter-tops, bare midriffs, and low cut shirts are not allowed.
- Students who wear T-shirts with inappropriate messages that distract from learning will be asked to call home for a change of clothing.
- Students should wear shoes that he/she can play and be safe in.
- Students (either boys or girls) are not permitted to wear caps, hats, bandanas, kerchiefs, or hoods in the building.
- Underwear is meant to be “under” something. No part of underwear should be exposed.
- Pajama pants should not be worn at school.
- During changing and cold weather, students should have warm clothing since they spend a part of each day playing outside.

If a student’s dress is considered to be unacceptable, he/she will be asked to change using clothes provided by the nurse, or a parent may be called to provide a change of clothing.

Common Agreements:

- Treat others and yourself with respect and courtesy.
- Use appropriate and acceptable language.
- Gum, hats, hoods or masks are not allowed at school. [Hats may only be worn outside of the building.]
- Open containers of food (including candy) and drink are not allowed in the halls or on the playground. Food and drink should be consumed in the cafeteria and at picnic tables only.
- Lockers are to be kept in an orderly fashion.
- Follow the directions of staff and adults.
- When in hallways and common areas, please keep hands to yourself. Rough-housing and overt public displays of affection are not acceptable.

Lunch Time

The following lunchroom rules will be enforced:

- Students will wipe up table spots, cleanup any mess, and push in chairs. Team E students will stack chairs at the end of lunch.
- One student per chair.
- Refrain from running and shouting in the cafeteria.
- Students should exit and enter doors closest to the cafeteria except when the whistle blows signaling the end of recess.

Middle school students (grades 5 through 8) are allowed, and expected, to store their lunch boxes in their lockers while not at lunch. Once students have finished eating, there will be a designated area for them to place their lunch boxes while at recess. When recess is over, students should retrieve their lunch boxes from the designated area and return them to their lockers.

Playground

We want the playground to be a safe environment for all. Please adhere to the following rules:

- Enjoy food and beverages at the picnic tables or in the cafeteria only.
- Touch football may be played, but no tackling.
- Lacrosse sticks may not be brought out to the playground (unless it is part of a lacrosse class).
- Rocks and sticks should stay on the ground at all times.
- Swings are for swinging only (one person at a time, swinging straight while sitting, without jumping off or kicking objects or shoes off).
- Use the monkey bars, without standing on top of them, holding on with both hands.
- When the whistle is blown, line up and wait quietly.
- Toys are not allowed on the playground.

Hallways

Students are expected to move through the halls in an orderly and quiet manner so they do not disrupt students who are engaged in learning. If a student is not moving with his or her class, he/she must have a pass.

Field Trips

Students are expected to follow school rules and expectations on all field trips. District policy requires field-trip forms with signed parental permission to be on file prior to student participation. The use of private vehicles on any trip requires the verification of appropriate insurance coverage. Additional coverage may need to be purchased depending on the nature of the trip.

Money and Valuables

It is advisable to retain a list of valuables (with serial numbers) at home before you allow your child to bring valuable articles to school. Students and parents should think judiciously before sending any valuable item, monetarily or sentimentally, to school. Care of such items will be the responsibility of the student.

Personal Electronic Devices

Students are expected to use all electronic communication devices (“ECDs”) appropriately in the educational setting and in accordance with applicable Board policy, including but not limited to Board of Education Policy JICJ, *Student Use of Electronic Communication Devices*, and Board of Education Policy JS, *Student Use of the Internet and Electronic Communications*. Personal electronic communication devices that have academic applications may be used in class at the

sole discretion of the teacher. Students are responsible for the safekeeping of their personal electronic communication devices.

Cell Phones:

Students who bring cell phones to school may use them before school starts at 8:00 A.M. and after school is dismissed at 3:00 P.M. Students may not carry cell phones during the school day. Cell phones are required to remain at home or 1) for elementary students, to remain in the student’s backpack or 2) for middle school students, to remain in the student’s locker from 7:59 AM to 3:00 PM.

In order to support this new policy, the teacher will call the office to have the phone removed and placed in a locked location in the front office. The next step will depend upon how many times this has happened with each student:

1st Time:	Phone is brought to the office and the student may pick it up at the end of the day. Office staff will notify parents.
2nd Time:	Phone is brought to the office and will be held in the office until a parent picks it up. The student must call home and inform the parent.
3rd Time:	Phone is brought to the office and will be held in the office until a parent and the student can meet with Principal Tonk or Assistant to the Principal Curran to review the expectations and develop a plan together. The student can expect an additional consequence for defiance.
4th Time:	Phone is brought to the office and will be held in the office until a parent and the student can meet with Principal Tonk or Assistant to the Principal Curran. Until the end of the trimester , the student must check the phone in to the front office every day and pick it up at the end of the day. Failure to comply with this system will be treated as defiance under school discipline expectations.
5th Time:	Phone is brought to the office and will be held in the office until a parent and the student can meet with Principal Tonk or Assistant to the Principal Curran. Until the end of the school year , the student must check the phone in to the front office every day and pick it up at the end of the day. Failure to comply with this system will be treated as defiance under school discipline expectations.

Possession of a cellular phone or other ECD by a student is considered a privilege, which may be forfeited by any student who engages in misuse of a device so as to violate school rules, Board Policy or law. Inappropriate use of cellular phones or ECDs includes, but is not limited to:

- Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
- Sending an email, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.

- Using a camera device at school or a school-sponsored event to take, send, download or upload an unwanted, harassing, threatening, or embarrassing photos, audio or text of anyone.
- Using such devices to engage in scholastic dishonesty.
- Using such devices to save personal or non-school related files to a district-owned computer.
- Using such devices for any form of cyber-bullying or other unwanted or unsolicited electronic communications or other communications that otherwise causes a disruption to the learning environment.

The use of ECDs with cameras is prohibited in locations where such operation may violate the privacy rights of another person. It is the student’s responsibility to ensure that the device is turned off and out of sight during unauthorized times.

Academic Dishonesty

As stewards of our school’s population, it is incumbent upon Challenge School staff to develop the citizenship of our students. Integrity and the intrinsic motivation to do the right thing should be fostered in the school setting as part of citizenship in our democracy. Honesty and integrity should be evident in all student conduct, both academic and personal.

Most educational institutions, especially those of higher learning, have serious consequences when encountering scholastic dishonesty by students. Per Cherry Creek School District Board Policy JIDCA: Conduct and Discipline Code, “*scholastic dishonesty includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.*” Plagiarism is further defined as *the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.*

In addition, in accordance with Cherry Creek School District Board Policy JS: Student Use of the Internet and Electronic Communications, “*no student shall access, create, transmit, retransmit, or forward material, information, or software that plagiarizes the work of another without express consent or that is in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret.* In order to foster an atmosphere of honesty and integrity at the Challenge School, consequences for scholastic dishonesty may include the following:

- Academic penalty
- Detention
- Conference with student, teacher, parent, and/or administrator
- Suspension
- Revocation of privileges for the school year and beyond. The revoked privileges may include, but are not limited to:
 - Participating in field trips

- Participating in in-class celebrations
- Choosing mini-courses other than study hall
- Participating in Immersions
- Participating in end of the year activities
- Other privileges, as determined on a case-by-case basis, by school administration and other staff

The reality is that most of our school's population displays integrity and honesty in most of their academic work and daily relationships. With this very specific policy regarding those who choose not to adhere to the guidelines of citizenship in our community, we hope to inspire every student to meet challenges and strive for excellence with honesty and integrity here at the Challenge School and beyond.

Closed Campus

The Challenge School is a closed campus. Once on campus students are not allowed to leave unless their parent or guardian signs them out in the main office or other arrangements concerning an off campus activity have been made with an administrator.

Students wishing to go off campus for lunch with a parent other than his/her own parent must have a written permission slip before being permitted to leave the school grounds. **There will be no exceptions.**

After School Supervision

After school supervision ends at 3:15 P.M. so please be sure you pick up your child on time. Arrangements must be made for sibling/carpool members of students who are participating in after-school activities to be picked up on time at dismissal. Students who are not participants in the activity may not wait at school unsupervised until the activity is finished. The Challenge School Before and After School program is available for those families who need an extended school day. Parents of students who are picked up after 3:15 P.M. will be required to come into the office and sign-out their child and other children in the carpool. Parents who consistently pick up their children late may be required to sign up for Wolf Watch.

Snacks at School

Teachers may allow students to eat snacks in class. Energy drinks and other products that include energy boosts such as energy gum, energy shots, and energy strips, are not allowed at school.

Bicycles, Skateboards, and Rollerblades

While on school property, students should walk their bikes, and carry their rollerblades, scooters and/or skateboards.

Enforcement of Student Behavior Expectations

Students at Challenge are expected to abide by all student policies set forth by the Cherry Creek School District. District policies are posted on the Cherry Creek Schools website at <http://www.cherrycreekschools.org>. Written copies can also be provided upon request.

Normally, for less serious misbehavior we expect that reminders and/or brief conferences with any staff member will correct a situation. Supervising staff members may administer other appropriate corrective measures when necessary. For violation of school rules or repeated misbehavior, office referral and parent contact will be necessary. The following disciplinary action will be taken based upon the severity of the misbehavior:

- **Warning Conference:** Depending on the infraction, the student meets with an appropriate school staff member to discuss the behavior, and to identify steps to take if the student is confronted with a similar situation in the future.
- **Time Out:** The student spends a minimal amount of time in a supervised setting inside or outside the regular classroom.
- **Lunch Detention:** The student eats lunch in an area separated from the general student population.
- **Behavior Contract:** The behavior contract is a written discipline plan that lists expected behaviors and consequences for a student who is behaving inappropriately.
- **In-School Suspension:** The student is removed from the regular educational setting for an identified period of time. The time is to be used to complete school assignments and to work on changing the inappropriate behavior.
- **Out-of-School Suspension:** Suspension out of school shall be handled in accordance with Regulation [JKD-1-R](#). A re-entry meeting is to be held upon student's return to school.
- **Expulsion from School:** A student may be expelled from school for violation of school board policy that supports one of the "grounds" for expulsion in Policy [JKD-1-E](#).
- **Referral to Law Enforcement:** Students who have engaged in misconduct that might violate state or federal law must be referred to law enforcement.
- Whenever possible, Challenge School staff will use restorative practices to resolve conflict and avoid consequences.

Unacceptable Behaviors and Possible Consequences

Unacceptable behaviors including, but not limited to, those described below, are prohibited at Challenge. The Xs indicate the range of disciplinary consequences that may be applied, depending on severity and circumstances.

	Warning Conference	Time Out	Lunch Detention	Behavior Contract	In School Suspension	Out-of-School Suspension	Expulsion	Referral to Law Enforcement
Attendance and Tardies	X		X	X				
Defiance, Insubordination, Inappropriate Behavior	X	X	X	X	X	X		
Discriminatory Slurs, Name Calling, Profanity	X	X	X	X	X	X		
Horseplay, Hitting, Kicking, Pushing, Throwing Objects	X		X	X	X	X		
Dress Code	X		X	X				
Intimidation, Harassment, Bullying			X	X	X	X		X
Threats, Extortion, Violation of Criminal Law			X	X	X	X		X
Theft			X	X	X	X		X
Vandalism			X	X	X	X	X	X
Dishonest/Deceptive Behavior			X	X	X	X		X
Technology/ Electronic Communication Misconduct			X	X	X	X		X
Fights, Aggressive Behavior, Promoting a Fight				X	X	X		X
Tobacco				X		X		X
Alcohol and Drugs						X	X	X
Weapons						X	X	X

STUDENT SERVICES

Student Computer and Internet Use

In accordance with Board Policy JS, district technology devices are owned by the district and intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information.

Students shall use district technology in a responsible, efficient, ethical, and legal manner. No student shall access, create, transmit, retransmit or forward material or software that:

- Is not related to district objectives.
- Promotes violence or destruction of property.
- Contains obscene materials.
- Harasses, threatens, demeans or promotes hatred against another person or group.
- Is for personal profit.
- Plagiarizes the work of others.
- Uses inappropriate or profane language.
- Is knowingly false and could damage another's reputation.
- Impersonates another.
- Accesses another individual's account without written permission.
- Runs port or network scans, password-cracking programs, hacking software or unauthorized file-sharing.

The use of district computers is limited to educational and school business. Personal blogs, wikis, podcasts or other online discussions that do not pertain to school or district educational assignments should not be accessed from district computers through the district's network.

Use of Internet and electronic communication demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures will result in the loss of the privilege to use these tools and may result in school disciplinary and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Wireless Connectivity and Access Guidelines

Students may access the district's wireless network at school using their own personal electronic communication devices. Permission to access the district's wireless network in no way obligates parents to provide ECDs for their students. Access to the district wireless network is allowed for applications and activities of an academic nature. Students shall have no expectations of privacy once they have been authorized to connect to the district's electronic network.

In accordance with Board Policy JICJ, neither the school district nor Challenge are responsible for damaged, misplaced or stolen student personal electronic communication devices. Neither the district nor Challenge is able to provide ECD repair or technical support beyond connectivity.

Internet access will go through the Cherry Creek School District filter that is designed to block sites that are inappropriate for the educational environment. Students are expected to follow and adhere to all district Board of Education policies and regulations, as well as terms and conditions of the district's Internet Acceptable Use Agreement, when accessing the Internet through the district's wireless network with their personal electronic communication devices. A student's inappropriate use of a personal electronic communication device will be subject to consequences under applicable Board of Education policy and/or law.

Locks/Lockers

Cubbies/coat racks are available for grades K-4 and lockers are provided for students in grades 5-8. Once a student is assigned a locker, students may NOT move into another locker. Locker combinations should be kept confidential; students should not tell others or let others see his/her combination.

School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean out, access for maintenance, and search pursuant to Cherry Creek School District Policy JIH. Students shall assume full responsibility for the security of their lockers and/or other storage areas in the summer approved by administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school. Following are a few other pointers:

- Please memorize your combination as soon as possible. If you depend on where you wrote it down, and then can't recall where you wrote it down, it can be a hassle.
- Do not intentionally keep your locker unlocked by putting in the combination for a quick opening later. It is an invitation for others who are observant. Thefts may occur and the school is not responsible for lost items.
- Do not intentionally jam the locker mechanism open to make it quicker to visit your locker. It causes long-term damage to the mechanism. This will result in a referral.
- Do not overload the locker. It bends the locker doors that are very expensive to fix. Fixing the locker will cost you \$300.00.
- Do not write in or on your locker.
- Do not attach items to the front of your locker.
- Lockers are a privilege, not a right. Abuse can result in losing your privileges.

How do I open my locker?

1. Turn several times to the right and stop on the first number.
2. Turn left past the second number and continue until you stop on the second number.
3. Turn right and stop on the third number.
4. Pull up on the release.

After you close your locker, replace the lock, close the lock and turn the dial to the right two times.

Lunch

The school Food Service program strives to provide well-balanced meals at a reasonable rate for all children who wish to participate. Many choices are offered at Challenge School, including a-la-carte items. For the 2018-2019 school year, lunch with milk will be \$3.00 for students in grades K-4, and \$3.25 for students in grades 5-8. Breakfast will be \$1.85 per student in grades K-4, and \$2.05 per student in grades 5-8. All menu items published in the monthly menu are also

subject to change. Milk, juice and snacks are available for purchase by students who bring sack lunches to school.

Each student will be assigned a pin number at the beginning of the school year. Students wishing to use the lunch credit system are asked to deposit money in their account in the cafeteria during the first week of school. All checks should be made payable to: **Cherry Creek Food Services**. Parents can also pay for their children's meals using PayPAMS (Parent Account Management System). PayPAMS provides parents with a safe and convenient way to prepay for students' meals online. The system allows parents to add money to the meal account at any time of the day, view account balance and account history, and receive automatic email notifications of meal account balances. A nominal convenience fee will be charged to cover the cost of processing payments. The PayPAMS website is www.PayPAMS.com. As the amount of credit in a student's account is depleted, the school cashier will inform the student of the amount remaining in their account. Students are welcome to pay for their food with cash at any time. Students qualifying for free or reduced assistance will be automatically included in the system.

Parents, please speak with your child(ren) about "loaning" or buying food items for other students with their pin number. Any questions concerning the buying habits of your child can be directed to the kitchen manager at 720-747-2170.

Lunch Money

If a student is not using the credit system or has depleted his/her credit account, at a -\$5.00 balance, cereal and milk will be provided as a meal until the balance is paid in full. Parents: no child will go hungry at Challenge School unless s/he chooses to do so. Assistance is always available. Thank you for assisting us in getting this information out to your child(ren).

Library

The Challenge School Library is designed to be a welcoming, creative hub of learning. Our collection is approximately 14,000 volumes, with additional electronic books, audiobooks, and videos available through Overdrive, the district's digital library. The development of this collection reflects the school's focus on a breadth of developmental stages and learning styles, integrations of curricula, and in-depth research. Our library collection contains a wide variety of materials to meet the diverse needs of our K-8 population. Some books may be appropriate for one age group, but not for another. Please discuss with your child(ren) the selection of materials appropriate for them.

Students, parents, and staff are welcome to come to the library at any time to do research, peruse materials, use technology and read. Materials are checked out for two weeks. It is the patron's responsibility to return materials or renew them. It helps if families can assist at home to determine ways of keeping track of borrowed books. Overdue notices and bills are electronically generated by the district and need immediate attention. Two overdue notices are generated and then the book is considered lost. A bill will be issued for the lost book(s). Lost books will have a

replacement cost based on the cost of purchasing a replacement copy, plus \$2 for processing materials. A student's record will be cleared once a lost book is returned to the library. If you feel an error has been made in the checkout records, please have your child speak with the librarian immediately, or call the library at 720-747-2125.

Two book fairs are held each year during conference week (one in the fall, one in the spring), the proceeds of which go toward purchasing books for the library collection and the school's electronic research databases.

Clinic

The goal of the clinic is to help each student be comfortable at school and to help him/her find ways to be healthy.

For minor problems, such as a small paper cut or a blister from new shoes, a student may go to the clinic between classes or at lunchtime. If a student feels ill, he/she should tell his/her teacher and then go directly to the clinic – not to the restroom.

Should a student get sick at school, we will try to get them home as soon as possible. Please help by picking up your sick or injured child in a timely manner when called by the nurse. If a student has had a fever any time in the previous 24 hrs., has been vomiting during the night, or has an unexplained rash, please have him/her stay home from school the next day.

Medication Policy

A permission slip is required by School Board Policy *JLCA* for a student to take prescription medication and/or over-the-counter medication at school. This permission slip is included in the first day packet of registration materials. Forms are also available from the school nurse. **New forms must be completed each year.**

Over-the-counter (non-prescription) medication supplied by the parent in the original container may be given with only a parent's signature on the permission form. Prescription medication requires the doctor's signature as well as the signature of a parent. The medication must be in the original container which must bear the following information: student's name, name of medication, dosage, time and number of days, and the doctor's name.

Please check with your physician regarding the necessity to give medication during school hours. For safety reasons, do not allow your child to bring to school either unlabeled medications medication without a signed permission form. Instead, the parent is requested to bring the medication to school. Medications that are not completely used or picked up by the parent will be safely discarded.

Mental Health

The primary responsibility of the mental health program is to support students, parents and teachers in striving for personal and academic growth. This is achieved through the provision of evaluation and referral services, crisis intervention and consultation services, as well as individual counseling and guidance on academic and personal concerns, consultation, and group guidance on such topics as successful transitions, stress management and drug and alcohol abuse.

Wolf Watch

Challenge School provides the district's Extended Child Services (ECS) before-and-after-school program for Challenge School students. ECS are district-supervised programs that provide enrichment to children of Cherry Creek School District communities. Challenge School's program, Wolf Watch, strives to provide students with a safe and nurturing environment while promoting physical, emotional and intellectual development. In addition to providing childcare before and after school, our program provides care on school holidays, non-pupil contact days, and summer and winter vacations depending on demand. Before-school hours are from 6:30 A.M. to 7:50 A.M.; after-school hours are from 3:00 P.M. to 6:00 P.M.

ACTIVITIES AND ATHLETICS

Clubs and Activities

Challenge offers a variety of clubs and activities for our students. Opportunities are listed on our website and announced in our weekly email newsletter, The Friday Facts or Wolf Tracks. Some examples include Student Council (K-4), Student Senate (5-8), Robotics, Destination Imagination, Chess Club, Speech and Debate, Musical, Intramurals, Art, and Technology Student Association. The PTCO also sponsors groups such as Brownies and Girl Scouts. Private organizations also provide opportunities for students. Please check our website for the latest information.

Athletics

Challenge students in grades 6 - 8 may participate in athletics offered at their home school. If you are interested, please inform the Main Office so we may coordinate with your home school.

PARENT INFORMATION

PTCO

The Executive Board welcomes you to the Challenge School's Parent-Teacher-Community Organization (PTCO). Membership in the Challenge School PTCO includes the parents or guardians of each of our school's students, the faculty, the administration of the school, and interested members of the community. While the school program is innovative, the purpose of the PTCO remains very traditional. The purpose is:

- To promote strong relationships among parents, teachers, community, and school officials.
- To implement programs to enhance the regular curriculum.
- To encourage student and parent involvement in school.
- To provide financial and volunteer support for school programs.
- To provide for student health and safety.
- To facilitate communication between the school and the community.

The Challenge School PTCO operates as a 501(3)(c) charitable organization through the affiliation with the Cherry Creek Parents' Council. The Challenge community's strong commitment to excellence in education is evident by the number of volunteers who have served at school.

The PTCO Board encourages involvement and contribution to school. Please respond freely when the faculty asks for support or come forward with thoughtful proposals. The opportunities to serve are vast and highly flexible.

The community is invited to attend monthly meetings. Check the *Friday Facts* and/or *Wolf Tracks* for meeting dates. Attending PTCO meetings is an easy way to earn Family Service hours. Please join in making this year a year that is both productive and rewarding.

AAC

The Challenge School has instituted an Advisory and Accountability Committee to uphold the Challenge School mission. Keeping the original vision uppermost in mind, the AAC will focus its work on Challenge School goals and objectives set forth in the adopted Challenge School Proposal and will make recommendations to the principal on the development, implementation, and review of the Unified Improvement Plan based on student and school performance and achievement. The AAC will strive to represent the voices and perspectives of all members of the Challenge School community. All meetings are open to the public. Parents and staff members should feel free to attend the meetings. In addition, agendas are set prior to meetings so if you would like to suggest an agenda item you must contact the school principal at least one month prior to the meeting with your request. Check the calendar and *Friday Facts* and/or *Wolf Tracks* for meeting dates.

PASS

Partnership for Academically Successful Students (PASS) is comprised of parents and educators who collaborate to promote the success of all students. The goal of PASS is to cultivate partnerships with families of our Black and Latino students. Our work includes developing resources and action plans that support the academic achievement of our students of color. Meetings are held in the evenings and all families are welcome to attend. Please check the Challenge School website and *Friday Facts* and/or *Wolf Tracks* for a meeting schedule.

Volunteer Hours

An important aspect of the Challenge School mission includes creating a school environment in which a partnership exists between the school and the families of the students. As a result, a Family Service Requirement was created. Each family is required to donate 25 hours of service to the school each year. A myriad of volunteer opportunities are available for families to fulfill this requirement; however, it is the responsibility of each family to find ways to meet the requirement. In addition to volunteer time, service hours can be met through attending Back-to-School-Night, scheduled conferences, PTCO meetings and parent seminars.

The documentation of the family's hours is based on an honor system. The family is responsible for recording their hours online. If you do not have access to a computer, please feel free to use one at school.

Waivers are available to those for whom 25 hours is a difficult commitment. Because of the philosophy of the Challenge School, we encourage every family to contribute what they can.

How do we get involved?

Interpersonal Level – Time donated to enhance YOUR child's life

- Conferences and Back-to-School Night
- Helping with a club in which your child is a part (Chess Club, Girl Scouts, Destination Imagination, etc.)

Intrapersonal Level – Time donated to enhance the lives of MANY students

- Volunteer in the classroom or at the school
- Drive, chaperone, or coordinate Immersions

Community Level – Time donated to benefit the ENTIRE Challenge Community

- Chairing an event, PTCO committee, or a Community Service committee
- Working an event or project, or performing a support role where needed
- Donating needed funds or items
- Attending meetings: PTCO, Accountability, etc.

Recording Family Service Hours

Your dedication and involvement makes the Challenge School the unique educational community that it is!

Not only is your annual Family Service Hours' requirement of **25 hours** highly valued by the school, it is a great modeling opportunity for you as parents to your children!!!

Your volunteer time makes a difference! Service hours are intended to involve parents at the family and community level. Some **volunteer activities that always qualify** toward service hours include:

- Time spent for each parent-teacher conference.
- Attending Check-In, Back to School Night and PTCO meetings.
- Hours spent as an Immersion Driver or Chaperone.
- Actual drive time required to deliver/pick up items for an activity or event that is not part of your daily Challenge commute.
- Actual time spent to volunteer or attend any “at school,” “at home,” or other school activities/events as solicited or coordinated through Challenge staff or PTCO, or as posted in the volunteer opportunities listing on the service hours website.

The following is a list of **activities that do not qualify** for service hours:

- Drive time to/from meetings, activities or events.
- Homework time with your children.
- Student volunteer time (Cool Force addresses student volunteer efforts – family service hours are intended for parent involvement).
- Costs incurred – submit to the administration (or PTCO if applicable) for approval and reimbursement.
- Donations or funds of any kind – these are considered humanitarian. Certain charitable donations can be claimed on your taxes – please consult an accountant to determine which donations may qualify.

Recording your hours is on the “honor system.” Please use your best judgment when entering your time. Service hours are audited for accuracy at least three times throughout the year to assist families in staying on track to meet the service goal.