

ACKNOWLEDGMENT OF RECEIPT OF PARENT/STUDENT HANDBOOK

Student Name:

Homeroom Teacher:

Grade:

I have received a copy of the Challenger Student Handbook. I have discussed this information with my child(ren) and understand the school's expectations.

Parent/Guardian Signature:

Date:

The **Daily Events** section of this agenda book serves as a reference and may be **subject to changes or deletions**.

PRINCIPALS' MESSAGE

Welcome to the Challenger Intermediate School! This handbook is designed to help you become aware of some of the guidelines and school policies we ask you to follow for a successful school year. The staff is looking forward to helping you learn and grow by providing a positive learning environment that promotes success.

ABSENCES AND TARDIES

Any time a student will miss school all day or part of a day, we ask that a parent/guardian notify the attendance secretary in advance, either in writing or with a telephone call before 9:00 a.m. We encourage parents to request homework assignments when students are absent. Requests must be made **by 11:00 a.m.** in order to give teachers time to get them assembled. Assignments will be ready for pick-up by 3:00 p.m. **Arrangements can also be made to send homework with another student.**

At the end of each quarter Perfect Attendance awards will be given to any students that have not accumulated any absences or unexcused tardies.

AWARDS

Students will be eligible to receive quarterly recognition in the following areas:

1. **Perfect Attendance**-The student has been in attendance every day during the nine week period, and has not been tardy to school more than 2 hours (**this applies to excused tardy only**).
2. **Honor Roll**-The student has earned all "A's and B's" on their report card during the nine week period.
3. **Principal's Honor Roll**-The student has earned all "A's" on the report card during the nine week period.

BEHAVIORAL EXPECTATIONS

The schools will provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity. Rules and regulations are developed in each class and enforced with this thought in mind. School rules apply on the bus, school grounds, and at any event where our school is represented, regardless of location. There are six school-wide rules:

- 1) Treat others with respect and dignity at all times.
- 2) Follow directions given by our schools' staff.
- 3) Keep your hands, feet, books, and objects to yourself.
- 4) No rude gestures, put-downs, obscenities, or swearing. **Harassment will not be tolerated!**
- 5) Do not interfere with other students' learning.
- 6) No gum is allowed at the Intermediate Schools.

STUDENT BEHAVIOR CODE

DISRUPTION OF SCHOOL

A student shall not use any conduct to cause the substantial and material disruption or obstruction of any lawful function of the school. Neither shall a student urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school.

The unacceptable conduct shall include but not be limited to: (1) occupying any school building, school grounds or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building, corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room; (3) setting fire to or damaging any school building or property; (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; (5) preventing of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct class; (8) written or verbal threats against self, other student(s) or staff member(s).

A student shall not cause or attempt to cause damage to private property or attempt to steal private property either on the school grounds or during a school activity. (JCDA-R)

VERBAL/PHYSICAL ASSAULT ON A SCHOOL EMPLOYEE OR STUDENT

A student shall not cause, attempt to cause, or verbally lead another to believe he/she may cause physical injury or bodily harm to another student, school employees and volunteers, or persons employed by vendors and other providers of contracted services:

- (1) On the school grounds or property during, before or after school hours.
- (2) On school grounds or property at any other time when the school is being used by any school personnel or school group.
- (3) Off the school grounds at a school activity, function or event.

If it is reasonably believed the act was self-defense or an action was necessary to protect some other person, then it will not be considered an intentional act under this rule. Retaliatory, aggressive behavior will not be considered self-defense. Violation of this policy will lead to suspension or expulsion of the offending student. (JCDA-R)

CAMERA USE

Cameras and camera phones may be used at school, on school property or at school activities or functions only if they are not disruptive and are in compliance with school policy for electronic devices. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area or locker room. Cameras shall not be used to record confidential material, such as tests.

Cameras shall include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras, videophones, internet web cameras and any other device capable of, taking, storing, transmitting or viewing pictures or images.

BULLYING

Goddard USD 265 will not tolerate behavior that infringes on the safety of any student and/or disrupts the educational process. A student shall not bully, intimidate or harass another student through words or actions, written, drawn, or spoken. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; threats; verbal assault, such as teasing or name-calling; and social isolation or manipulation either in person or on the internet, while on the school district's property or as an educational disruption brought to the school district through a personal or commercial internet communication.

This policy applies to students on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at designated school bus stops and at school-sponsored activities whether on or off campus. This policy also includes conduct occurring off campus which manifests itself at school and results in a disruption of the educational process. Students who violate this policy are subject to disciplinary action set forth in the student behavior code.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle or transmit any object that can reasonably be considered a weapon:

- (1) On the school grounds during, before or after school hours;
- (2) On school grounds at any other time when the school is being used by any school personnel or school group; or any group authorized by the school; or
- (3) Off the school grounds at a school activity, function or event.

Violation of this policy will lead to suspension or expulsion of the offending student.

ELECTRONIC DEVICES

The use of electronic communication devices by pupils on school property during the school day is prohibited. This includes, but is not limited to, pagers, cellular phones and other communication equipment that has potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited. (JCDA-R)

CELL PHONE VIOLATION

The use of cell phones by pupils, during the school day, at the Challenger Intermediate School is prohibited. **Students that bring a cell phone to school must have it turned off when they enter the building and stored in their lockers between the hours of 7:40 and 2:54.** Students found to be in possession of a cell phone or using a cell phone during these hours are subject to the following disciplinary action:

- 1st offense:** The cell phone will be seized and returned to the student at the end of the school day.
- 2nd offense:** The cell phone will be seized and returned to the student at the end of the school day. The student's parents will be notified. A detention will be assigned.
- 3rd offense:** The cell phone will be seized and returned only after a parent conference has been held. 1-3 days of In School Suspension will be assigned.

USE OF TRAINED DOGS TO PROMOTE DRUG FREE SCHOOLS

In order to promote a drug free environment, the Board of Education authorizes the use of dogs specifically trained to detect drugs and to search the facilities and the grounds of USD #265 including any vehicles on USD 265 property. (JDDA-R)

NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS AND CONTROLLED SUBSTANCES

A student shall not possess, sell, use, transmit, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any unprescribed controlled substance, drug look alike, drug paraphernalia, or alcoholic beverage of any kind:

- (1) On the school grounds during, before or after school hours;
- (2) On school grounds at any other time when the school is being used by any school personnel or school group; or any group authorized by the school; or
- (3) Off the school grounds at a school activity, function or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. It shall be considered a violation of the rule for a student to possess, use or distribute any prescription drug for which the student does not have an authorized medical prescription from a physician. Additionally, it shall be considered a violation of the rule for a student to distribute a drug for which they have an authorized medical prescription from a physician to any other student(s)

It shall not be a violation of this rule for a student to possess or use a needed over the counter medication in a quantity that does not exceed the reasonable personal needs of an average user of said medications. It shall be a violation of this rule for a student to sell, transmit or distribute an over the counter medication to any other student(s).

Violation of any provision of this behavior code may result in suspension and/or expulsion and possible criminal prosecution.

REPEATED SCHOOL VIOLATIONS

A student shall not fail to comply with a reasonable request of school personnel during any period of time when the student is properly under the authority of school personnel. (JCDA-R)

TOBACCO

District property is to be tobacco-free. The Board of Education believes that a tobacco-free policy is important in establishing an appropriate learning and working environment for students, teachers and the public. The use of tobacco products in any form is prohibited at all times in or on all district real estate (including parking lots) or personal property (including vehicles) whether owned, leased or rented, or at any school-sponsored event. Any student who violates the terms of this or any other tobacco policy shall be subject to the following disciplinary action:

- 1st Violation:** Discipline report, mandatory parent conference and appropriate law enforcement officials will be contacted and a citation issued.
- 2nd Violation:** Up to a three-day out of school suspension, appropriate law enforcement officials will be contacted and a citation issued. A student found in second violation of the tobacco policy may be offered a tobacco cessation program as an option to suspension.
- 3rd Violation:** Up to a five-day out of school suspension, appropriate law enforcement officials will be contacted and a citation issued. A hearing for a long-term suspension will be held.

Any student who violates the terms of this or any other tobacco policy shall be subject to the above discipline in accordance with district policy and Kansas law (K.S.A. 79-3321:3322). Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action that is provided for in Kansas law or district policies. (JDDDB)

FIGHTING

- 1st offense:** 1-3 days In School Suspension
- 2nd offense:** 1-3 days out-of-school suspension.
- 3rd offense:** 3-5 days out-of-school suspension and a hearing may be held for a long-term suspension or expulsion from school.

CONSEQUENCES OF VIOLATIONS

Violation of any provision of this behavior code may result in IN SCHOOL SUSPENSION, a short-term suspension of up to 10 days and/or long-term suspension or expulsion. (JDD-R)

Kansas Law 72-8902 (A-1) states: "A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year."

Students are not allowed at school or at school activities while suspended. Assignments need to be completed so that students will understand the information covered during their absences.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or school employee, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by an employee to a student, or to another employee, or made by any student to another student or school employee when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual

involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. (See KN)

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

RACIAL HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which: Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school; Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school. Racial harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

K-8 ATTENDANCE POLICY (ABSENCE/TARDY)

Each regularly enrolled pupil at Goddard USD 265, grades K-8, shall attend school in accordance with the compulsory school attendance law (see JBD-R). Absences, which accompany valid excuses, (see JBD) will be excused. An absence is unexcused without a valid excuse. The principal shall be responsible for determining the validity of offered excuses for absence from school. Unexcused absences may result in disciplinary action appropriate to each grade level, which includes, but is not limited to, detention, in-school suspension, or Saturday School. Unexcused absences may also result in a student being reported to appropriate authorities. Students with excessive absences may be required to provide additional documentation.

The following are deemed as valid excuses within the limits of the attendance policy: personal illness, death in the family, doctor or dental appointments, court proceedings, religious observances, school activities, and other absences which are deemed necessary by the parents and approved in advance by the administration.

Administrators will communicate with parents to ensure every effort is made to encourage regular school attendance by all students. Letters will be mailed, per compulsory school attendance law, when students receive three (3) consecutive unexcused absences or five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year (see JBD-R and JBE). In addition, a letter will be mailed when any student accumulates 10 or more absences, excused or unexcused, in one semester.

CHANGE OF ADDRESS

Parents/guardians are to inform the Student Services secretary whenever there is a change of address, telephone number, or other enrollment information.

CHARACTER

Good character involves understanding, caring about, and acting upon core principles such as caring, honesty, fairness, responsibility, attitude, tolerance, citizenship, trustworthiness, leadership, and respect for self and others. The staff members of Challenger believe today's students need to learn life skills to successfully manage tasks, form relationships, solve everyday problems, and adapt to the demands of simply growing up. We stand committed to character development for every student's academic, emotional and social growth.

CHEATING POLICY

Cheating is defined as using someone else's work or answers (on daily work, projects, or tests) rather than your own. This may include, but is not limited to, illegally copying, sending or distributing any copyrighted material or software, or plagiarizing any published work (JU). Both the person copying answers and the person supplying answers will be

considered as having cheated on work.

1. All work will be collected and both parties will receive zeros on work, including tests.
2. Students will fill out a form letter explaining the incident. Parents will receive a copy of the letter. The letter is to be signed by parents and returned to the teacher. If the letter is not returned, the student and teacher will contact his/her parent to explain the incident.
3. Repeated incidents of cheating will result in an administrative referral.

CONFERENCES

Student/Parent-Teacher Conferences are planned twice during each school year. October 26, 27, 28, and February 22, 23, 24, are the dates set aside for this year. However, if you have questions or concerns, please feel free to call Challenger at 794-4040 to schedule a conference any time throughout the year.

COUNSELOR

A school counselor is available for personal, social, and educational counseling, both individually and in groups. The counselor visits with students about concerns, keeps student records, and administers and interprets various assessments.

DRESS CODE

Students need to take pride in their personal appearance and all attire must be such as to contribute to a neat appearing student body which promotes a positive atmosphere for learning (JCDB). We want students to be dressed and groomed appropriately for the school setting. Because of different interpretations of what is or is not appropriate, the administration reserves the right to ask anyone whose appearance is disruptive and/or not in good taste to make necessary adjustments. All rulings by the administration will be final. Dress codes also apply to any student activities under the direction of the school. Here are some guidelines to help students with decisions regarding appearance:

- 1) Walking shorts reaching to mid-thigh may be worn all year round. Short-shorts, gym shorts, boxers with front openings, or swimsuits are not to be worn. Cut-offs may be worn if trimmed appropriately.
- 2) No mesh, see-through, halter, crop, low cut or tops that expose the midriff are to be worn. Spaghetti strap shirts may not be worn without a shirt under them. All shoulder straps must be at least one inch wide.
- 3) Sweat/jogging suits may be worn only if they are neat in appearance. Pajamas and slippers may not be worn.
- 4) Biking shorts or similar snug fitting shorts or pants may not be worn even under other loose fitting clothes.
- 5) Sagging of pants is not allowed.
- 6) Apparel containing text or graphics that promote or suggest violence or other inappropriate content is not to be worn.
- 7) In order to maintain a safe school environment, the wearing of clothing color, apparel or accessories in any manner that denotes gang affiliation will not be allowed. Students are to store coats and large equipment bags in their lockers.
- 8) Chains are not allowed at the intermediate schools. These include, but are not limited to, wallet and watch chains. Jewelry deemed dangerous, such as wristbands and neck collars with spikes, are not allowed.
- 9) Hats, bandanas and other head apparel may not be worn in the building.

The building principal reserves the right to disapprove any apparel that he or she feels may create a disturbance or is inappropriate in the school setting.

EARLY DISMISSAL

Parents should have a plan for students to follow in case it becomes necessary to send them home before the regular dismissal time. This plan should be reviewed periodically with the students. In situations that warrant an early dismissal from school, the Goddard school district will attempt to broadcast emergencies through local radio and TV stations.

INCLEMENT WEATHER - NO SCHOOL

When inclement weather threatens to cause school to close, please listen to one of the radio or TV stations listed. Information should be on the air after 6:00 a.m., depending on the situation. The radio stations notified are: KFDI-AM 1070,

KFDI-FM 101.3, KEYN-FM 104, KQAM-AM 1410, KFH-AM 1330, KICT-FM 95, KRZZ-FM 96.3, KZSN-FM 102, KKRD-FM 107, KNSS-AM 1240, and B-98. Television stations notified are: KSNW-TV 3, KAKE-TV 10, and KWCH-TV 12. If school is closed, school office telephones will have a recording with that information.

EMERGENCY SITUATIONS

FIRE PROCEDURE

When an alarm for fire is given, all persons should move in an orderly manner through the prescribed exits and keep moving until they are at least 100 feet from the building. The signal will be high-pitched beeps and flashing lights on the fire alarms in classrooms and hallways. If students are playing on the playground at the time of an alarm, they are to stop at once and line up in an orderly fashion. The all-clear signal will be the ringing of a bell or hand signals. Fire exits will be assigned the first day of school.

TORNADO/SEVERE STORM AND HAZARDOUS SPILLS PROCEDURE

Notification for a tornado or severe storm emergency will be **short rings of the bell system or intercom, if possible**. Students will move to their designated shelter areas, sit with their backs to the wall with their heads down on their legs. If needed, double rows may be formed. Students on the playground are to line up in an orderly fashion and proceed into the building.

FIELD TRIPS

Teachers may schedule field trips to enhance classroom instruction. Prior to any field trip, your student's teacher will send home a permission slip for your signature.

No student will be allowed to leave the building on a field trip without a signed permission slip on file. These slips must be on file **by the designated deadline. Students will not be allowed to call home the day of the field trip.** Faxed permission will be considered on an individual basis and according to the circumstances involved. The parent or guardian will be required to contact the building administrator before faxing the information (for verification and security purposes). Students must ride the bus to and from the field trip.

HEALTH SERVICES

Challenger has the services of a health nurse. Eye examinations and hearing tests will be coordinated through the nurse's office.

The school nurse and teachers do not provide medicine, treatments, or make diagnoses. **They only provide first aid and cannot give medication of any kind without a USD 265 Medication Policy completed by a doctor and placed on file in the nurse's office.** Students are not allowed to carry medicine in their pockets or keep medicine in their lockers. For more information contact the school nurse.

In order to protect from possible serious complications and to protect other students from possible exposure to diseases, students who are ill should not come to school. It is the duty of the school to send home any student who appears to be ill or is suspected of having an infection or contagious disease. School health rooms are to care for those students who become ill or injured at school. Students who become ill or injured at school must check out through the nurse's office. **Students should not call parents from a classroom.**

It is the responsibility of the parents to make arrangements to have ill or injured students picked up either by the parents or by persons the parents designate.

No child will be dismissed from school until parents or other designated responsible persons are contacted at home or work. Emergency numbers should be made available to the office and updated regularly.

HOMEWORK POLICY

Homework is a part of the educational program at the school and will be assigned with consideration of the maturity level of the student, the organization of the classroom, and any other activities in which the student might be involved.

Our teachers understand that family time is important and do not endorse the idea of homework as punishment. Parents/guardians are asked to assist the staff by ensuring that their students have a quiet area at home with a desk or table so that students can do their best on homework assignments. The student has one day for every day of an excused absence to complete homework and make-up work.

GRADES AND GRADING

Report cards and progress reports will be given to the students according to the calendar which is located on the USD #265 website. The grading scale is as follows:

A	=	95 – 100	C	=	73 – 76
A-	=	90 - 94	C-	=	70 – 72
B+	=	87 - 89	D+	=	67 – 69
B	=	83 - 86	D	=	63 – 66
B-	=	80 - 82	D-	=	60 – 62
C+	=	77 - 79	F	=	0 – 59

All assignments are to be completed and handed in on time. The following guidelines will be used when a student has late, missing, or incomplete work.

5th Grade Grading Policy:

- Parents will be contacted throughout this process as we work with our students to help them complete their assignments.
- All homework is due at the beginning of the class period.
- Any homework assignment (69% or below) can be redone and turned in the next day. The student can receive up to 70% on the corrected work. The student will be allowed the opportunity to stay after school for help or take the work home to be completed that night.

For late and/or missing assignments:

- 10% will be deducted from the score on the day after the work was due.
- 25% will be deducted from the score on the 2nd day after the work was due.
- 50% will be deducted from the score on the 3rd day after the work was due.
- A zero will be assigned as the grade on the 4th day after the work was due.
- Partial credit may be given for late work received after the 4th day

6th Grade Grading Policy:

- Parents will be contacted throughout this process as we work with our students to help them complete their assignments.
- All homework is due at the beginning of the class period.
- Any homework assignment (69% or below) can be redone and turned in the next day. After completion of the assignment, the student's grade may improve to a 70%. The student will be allowed the opportunity to stay after school for help or take the work home to be completed that night.

For late and/or missing assignments:

- 25% will be deducted from the score on the day after the work was due.
- 50% will be deducted from the score on the 2nd day after the work was due.
- A zero will be assigned as the grade on the 3rd day after the work was due.
- Partial credit may be given for late work received after the 3rd day

We encourage parents to request homework assignments when students are absent. Requests must be made by 11:00 a.m. in order to give teachers time to get them assembled. Assignments may be picked up by a sibling or neighbor if parents are unable to get to the school.

LATE ARRIVALS OR EARLY DISMISSALS

Any student arriving late to school should always check in at the office before proceeding to class. Students leaving during the day need to check out through the office and check back in if returning later that same day. Notes pertaining to early dismissals or any absences should be turned into the office.

LOCKERS

Each student will be issued a locker. The purpose of the locker is to store coats and book bags. Homeroom teachers will assign lockers to students near their classrooms. It is important not to share locker combinations with anyone other than the teacher.

According to BOE policy JCAB-R, students are to be held accountable for anything found in their assigned locker. No one should be sharing a locker. In accordance with BOE policy JCAB-R, searches of lockers can be conducted by school administration at any time.

LOST OR DESTROYED TEXTBOOKS

Textbooks that are damaged but repairable will require a repair fee. If the book is damaged beyond repair or lost, a replacement fee will be charged. The textbook replacement fee will be prorated on the basis of the full years remaining on a six year book life. If lost textbooks are recovered in the same condition as when issued, funds paid will be refunded.

LOST OR DESTROYED LIBRARY BOOKS

Students will be charged a repair fee for library items with repairable damage. Library books are purchased with special binding to endure a long shelf life and are not replaced on a cycle. Therefore, if a book is destroyed or lost, the full replacement cost will be charged. Building principals shall attempt to collect the justifiable value owed by a student of school property lost, damaged or destroyed by a student. If, after buildings' attempt to collect, the amount remains unpaid, a report will be made to the district police department for collection.

LUNCH PERIOD

It is required that all students remain at school during the lunch period. All students will go to the lunchroom regardless of whether they bring their lunch, eat in the lunch program, or do not eat. If students do check out through the office for lunch with their parents, they are expected to return within the allotted lunch time before class resumes. Students will behave in a respectful and considerate manner while in the cafeteria. The cafeteria supervisor or homeroom teacher will discipline students who do not follow lunchroom rules.

CAFETERIA RULES

1. Running to lunch, cutting in line, eating in line or climbing under the rail is not permitted.
2. When finished eating, students are to return trays and go back to seats in the cafeteria.
3. No food, drinks, or cafeteria items are to leave the cafeteria.
4. Throwing food, or any other items, is not permitted.
5. Students must be in the designated cafeteria area during their lunch periods unless excused by the cafeteria supervisors.
6. Being disrespectful to the cooks will not be tolerated.

Violations of these rules may result in students cleaning tables or eating in isolation. Continual violations may result in further disciplinary action being taken.

BREAKFAST

Challenger offers a breakfast program for all students. Breakfast is served beginning at 7:25 A.M. The kitchen will remain open until 7:45 A.M. Students who are still eating breakfast are still expected to be in homeroom by 7:50 A.M. All breakfast items must remain in the cafeteria and cannot be taken to homeroom. Breakfast can be purchased with the students' lunch cards.

MEDICATION POLICY

PRESCRIPTION MEDICATION

Under certain conditions, the school nurse or nurse-designated person may give prescribed medication at school. This can be done only upon **written** request from both the parent or guardian and the attending physician. If at all possible, medication should be taken prior to coming to school or after leaving school under parental supervision. It is the responsibility of the parent/guardian to have given the initial dose of medication to the child to assure there will be no adverse reaction. Prescription medication must be brought to the school by the parent in the **original** prescription container. It is the responsibility of the parent/guardian to assure that the medication and dosage in the container is the same as on the affixed prescription label. The following information must be listed on the label:

- Name of student
- Prescription number
- Name of medication, strength and dosage
- Date prescription was filled
- Prescribing physician's name
- When applicable – expiration date and storage directions

A **Request to Administer Medication at School** form will be used and will require parental and physician signatures and phone numbers. Prescription bottle directions are not a substitute for a doctor's written signature.

NON-PRESCRIPTION MEDICATION (INCLUDING COUGH DROPS, ANTACIDS, TYLENOL, VITAMINS, ETC.)

If supplied from home, over-the-counter medication may be taken at school with **written** parental permission. It is the responsibility of the parent/guardian to assure that the medication sent to school is the correct medication. The **medication must be in its original container** and the following written instructions to the nurse or designated school employee must be included with the medication:

- Name of student
- Name of medication
- Dosage
- Time
- Reason for medication

School employees, who administer the medication in accordance with authorized physician instructions and/or parent/guardian instructions and BOE policy, shall not be liable for damages resulting from adverse reactions. In the event of adverse reaction, the student will be treated according to standard emergency care guidelines. **No medication will be administered without proper paperwork and signatures.**

ON-LINE SERVICES/INTERNET ACCESS

Use of the computer network is a privilege, not a right. The basic rule for use of school computers is that all use must be educational and within behavior expectations. Following these policies will provide students the opportunity to use on-line services.

- 1) All computer use must support education and research.
- 2) Users will not use the computer to break any laws.
- 3) Users will not use the school network to buy items or to make money.
- 4) Use of the computer for communications not related to schoolwork is not allowed.
- 5) Students will not use the network to advertise products.
- 6) Network accounts are for authorized users only.
- 7) The district has the right to review all communications created on school computers.
- 8) Users will not use the computer to disrupt the work of others. Hardware, software, and files of others will not be modified, abused or destroyed in any manner by any user.
- 9) Users will not attempt to harm the district network or attempt to harm or destroy the data of any other user or any system on the network. This includes the creating or sending of computer viruses or similar computer code.
- 10) Hate mail or other mean and hurtful remarks in communications are not allowed.

- 11) Users must not illegally copy, send, or hand out any copyrighted files, material or software, or use any prohibited material as their own.
- 12) Use of the network to access, send or publish inappropriate material is not allowed.
- 13) Students will not use their full names or provide their home phone number or home address in any Internet Publication.
- 14) Users will not attempt to go to Internet sites that are blocked by the district.
- 15) Students will not try to use the network while they are suspended from using the district computers.

The Goddard USD 265 District reserves the right to log and monitor Internet and computer use. The district reserves the right to remove a user from the network if any of the above rules are broken.

PARTIES

No class time will be used for parties of any type without prior consent from the office. Two school wide classroom parties will be scheduled during the school year. These parties will be held for 45 minutes at the end of the day.

PERSONAL ITEMS

Students should not bring personal items (examples: radios, tape decks, cassette players, C.D. players, video games, pagers, cellular phones, laser pointers, skateboards, scooters, shoe skates) to school unless they have been requested by a teacher and are a useful part of their class work. Such items may be taken from students and kept in the office until parents pick them up. **The district is not responsible for loss or damage to any personal property even if the personal property is lost, stolen, or damaged on school grounds.**

PLAYGROUND SWINGS GUIDELINES

- 1) No twisting, hanging upside down, or jumping off of the swings.
- 2) Only one person is allowed per swing at a time.
- 3) Students are to sit on the swing, not lay on it with their torso.
- 4) Standing on the swings is not acceptable.
- 5) Children not playing on the swings need to stay clear of them.
- 6) There should be no running in front of, behind, or under anyone who is swinging.
- 7) No climbing on the swing set poles or the swing chains.

SCHOOL FOOD SERVICE

Any student can participate in the breakfast or hot/cold lunch program. Extra food items are available at an additional cost. Money for meals will be paid to the homeroom teacher and applied to the student's account in the main office. Students are encouraged to prepay meals on a monthly basis. Parents can also bring money directly to the office. Students bringing lunch from home must eat in the cafeteria with their class.

Students are required to maintain a positive balance in their meal accounts in order to purchase a school lunch or breakfast. If purchasing a meal would cause your child's account to have a negative balance, nutrition services staff will serve your child cheese and crackers in place of the school meal.

If a child is served cheese and crackers for three consecutive days due to a sack lunch or lunch money not being provided by the parent/guardian that information will be turned over to SRS and our USD 265 Police Department for action.

Families may qualify for either free or reduced meals based on total family income and number of dependents. Application forms are available in both school offices.

SCHOOL HOURS

Students should not arrive earlier than 20 minutes before the first bell. **Students should not remain after school unless they are under the direct supervision of a staff member**

SCHOOL PROPERTY

Who owns this school? YOU do! All taxpayers pay taxes that build and maintain the public school system. Everyone pays taxes directly or indirectly; therefore, any damage done to this building, equipment, books, or buses must be paid for with your family's money.

Please show pride in our schools by discouraging or reporting any damage caused by others. REMEMBER, most trouble starts as fun! The school grounds, building, and equipment should be cared for with the greatest respect. Students are to be responsible for the replacement costs on any property maliciously damaged or destroyed.

STUDENT INFORMATION

Student information is maintained in a confidential manner. Only a student's parents/guardians, both custodial and noncustodial, may see a student's records.

We will not release student information to any other parties without parent/guardian consent or unless required by law. Parents/guardians are asked to notify the office if there is any change in address or daytime phone number. **We must have a working daytime phone number in the event of a medical or other emergency.**

ANNUAL NOTIFICATION: FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students

about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-4605

SUBSTANCE ABUSE INTERVENTION PROGRAM

Goddard USD #265 recognizes the responsibility of the school to regulate and provide a learning environment for all students. Such learning environment shall be regulated so that all student enrollees shall be free of alcohol, tobacco, and/or controlled substances. USD 265 Board policy JDDA states:

“Maintaining drug free schools is important in establishing an appropriate learning environment for the district’s students. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited.” This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

TARDY POLICY

Students are expected to be in their assigned seats or location ready to work when the bell rings.

Students arriving late to classes will be excused or unexcused by the classroom teacher.

- 1st Tardy** – Teacher warning issued.
- 2nd Tardy** – Teacher detention assigned. Student and parent notified by the teacher.
- 3rd Tardy** – Office Referral - 1 hour of Saturday detention and letter sent home.
- 4th Tardy** – Office Referral – 2 hours of Saturday detention and letter sent home.
- 5th Tardy** – Office Referral – 3 hours of Saturday detention and letter sent home.
- 6th Tardy** – Office Referral – 4 hours of Saturday detention and letter sent home.

Each successive tardy will result in 4 hours of Saturday detention.

If students fail to serve an assigned Saturday detention, the time will be doubled for the following Saturday. Failure to serve the second Saturday detention will result in In School Suspension.

The number of tardies will start over at the beginning of **each nine weeks.**

TRANSPORTATION

Students in the Goddard Schools are fortunate to have the privilege of riding the school bus to and from school daily. With this privilege comes the responsibility of proper behavior while riding the bus. Bus rules emphasize cooperation and safety precautions. We expect all students to respect and obey the rules for riding the bus.

Pupils may at any time be denied the privilege of riding the school bus because of failure to follow drivers’ instructions. The Transportation Discipline Coordinator will process violations of bus rules, and disciplinary measures will be taken. If you have questions concerning transportation, you may contact the Transportation Department at 794-4291.

School buses provide transportation only to addresses within each school’s attendance area. Transportation will not be provided to any address outside a student’s school attendance area.

Passes will be issued for students riding the second route (late) bus. Passes will not be issued to a student in order to ride

an alternate route. All students are required to ride their assigned route only. Students staying to ride the second route must be under the direct supervision of a school employee.

A bus will be provided for after school instructional or discipline purposes only as determined by the Challenger and Discovery staff. (JGGR-3)

Student Responsibilities for Safe & Proper School Bus Operation

1. The driver and/or sidewalk monitor is in full charge of students when they are riding, loading or unloading the bus. Students must obey the driver and/or sidewalk monitor promptly.
2. Students must remain seated.
3. Rough conduct or fighting will not be permitted. Students will be permitted to converse in a normal tone. Profanity is absolutely prohibited.
4. No running on the sidewalk.
5. No food or drink is allowed on the bus or loading area.
6. The use or possession of any tobacco or alcohol is prohibited.
7. Students will not open or close the bus windows without the permission of the driver.
8. Vandalism of any kind will not be tolerated.
9. Students shall stay out of the driver's seat and shall not tamper with equipment.
10. No animals, firearms, knives, or weapons of any kind are allowed.
11. Any student wishing to ride a different bus must have a note signed by his parent and the principal. Only then may they ride the bus if a seat is available.
12. All aisles, doors, and emergency exits shall remain unobstructed at all times.

SCHOOL BUS DISCIPLINE PROCEDURES

The following procedures will be used on all Goddard USD 265 school buses and in the loading area:

1. If a student breaks one or more of the bus rules, the bus driver will give a verbal warning.
2. 2nd Offense: A "bus discipline notice" will be given to the student to take home.
3. 3rd Offense: The parents will be notified by the supervisor of transportation, and the student will be suspended from riding for one to three days.
4. 4th Offense: Student will be suspended of bus privileges for five days, and the student will not be permitted to ride the bus until a conference is held with the building principal, parent, student, director of transportation, and bus driver.
5. Additional offenses may result in suspension of bus privileges for an indefinite period of time, which could include the remainder of the semester or school year.

Written notice should be given to the homeroom teacher if a student is to be picked up that day instead of riding the bus home.

VISITORS

For the safety of our students and staff, if you are not an employee or student of Challenger School, you are **required** to STOP at the office, sign in, and obtain a **visitor's badge** before visiting any area of the building. Please be sure to sign out and return visitor badges when leaving.

WITHDRAWAL FROM SCHOOL

If a student is withdrawing from school, it is necessary for the parent to notify the office prior to the last day of attendance. All textbooks and library books, etc., belonging to USD 265 must be returned and all fees and/or fines paid.

ASSESSMENTS

Throughout the school year, students will be required to take formal assessments that provide the data Challenger uses in the school improvement process. These assessments are important indicators of student progress and may determine

future courses students are required to take.

1. State Assessments are administered during the spring months. During the 2010-2011 school year, all fifth and sixth grade students will complete the math and reading state assessments. These assessments indicate how well students are mastering the Kansas Curricular Standards that make up each subject's curriculum.

KANSAS CURRICULAR STANDARDS

The State Board of Education established standards, benchmarks and indicators for all students in the subject areas of reading, math, science, social studies and writing. The standards and benchmarks are general statements of what students should know and be able to do at various grade levels. The indicators are the specific skills students must master and these vary among grade levels. At Challenger/Discovery, the state curricular standards are taught to all students, and all students participate in state assessments as a means to measure mastery of indicators.

MATH

Standard 1: Number and Computation- The student uses numerical and computational concepts and procedures in a variety of situations.

Benchmark 1: Number Sense – The student demonstrates number sense for integers, fractions, decimals, and money in a variety of situations.

Benchmark 2: Number Systems and Their Properties – The student demonstrates an understanding of the whole number system; recognizes, uses, and explains the concepts of properties as they relate to the whole number system; and extends these properties to integers, fractions (including mixed numbers), decimals.

Benchmark 3: Estimation – The student uses computational estimation with whole numbers, fractions, decimals and money in a variety of situations.

Benchmark 4: Computation – The student models, performs, and explains computation with whole numbers, fractions including mixed numbers, and decimals including the use of concrete objects in a variety of situations.

Standard 2: Algebra -The student uses algebraic concepts and procedures in a variety of situations.

Benchmark 1: Patterns – The student recognizes, describes, extends, develops, and explains relationships in patterns in a variety of situations.

Benchmark 2: Variables, Equations, and Inequalities – The student uses variables, symbols, whole numbers, and algebraic expressions in one variable to solve linear equations in a variety of situations.

Benchmark 3: Functions – The student recognizes, describes, and examines whole number relationships in a variety of situations.

Benchmark 4: Models – The student develops and uses mathematical models including the use of concrete objects to represent and explain mathematical relationships in a variety of situations.

Standard 3: Geometry – The student uses geometric concepts and procedures in a variety of situations.

Benchmark 1: Geometric Figures and Their Properties – The student recognizes geometric shapes and compares their properties in a variety of situations.

Benchmark 2: Measurement and Estimation – The student estimates, measures, and uses measurement formulas in a variety of situations.

Benchmark 3: Transformational Geometry – The student recognizes and performs transformations on geometric shapes including the use of concrete objects in a variety of situations.

Benchmark 4: Geometry From An Algebraic Perspective – The student relates geometric concepts to number line and the first quadrant of a coordinate plane in a variety of situations.

Standard 4: Data-The student uses concepts and procedures of data analysis in a variety of situations.

Benchmark 1: Probability – The student applies the concepts of probability to draw conclusions and to make predictions and decisions including the use of concrete objects in a variety of situations.

Benchmark 2: Statistics – The student collects, organizes displays, explains, and interprets numerical (rational

numbers) and non-numerical data sets in a variety of situations with a special emphasis on measures of central tendency.

READING

Standard 1: The student reads and comprehends text across the curriculum.

Benchmark 1: The student uses skills in alphabets to construct meaning from text.

Benchmark 2: The student reads fluently.

Benchmark 3: The student expands vocabulary.

Benchmark 4: The student comprehends a variety of texts (narrative, expository, technical, and persuasive).

Standard 2: The student responds to a variety of text.

Benchmark 1: The student uses literary concepts to interpret and respond to text.

Benchmark 2: The student understands the significance of literature and its contributions to various cultures.