

2019-2020

Challenge to Excellence Parent/Student Handbook



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Parker, CO 80134

303-841-9816

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July							August							September						
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28	29	30	31																	
October							November							December						
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20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
January							February							March						
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				
April							May							June						
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5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24/31	25	26	27	28	29	30	28	29	30				
Aug 1 - 2 New Teacher Orientation							Sept 2 - Labor Day/No School							Dec. 20 - Grading/Plan Day						
Aug 1 - C2E Registration Day/Open House 9am - 3pm							Sept 20 - No Students/Professional Dev.							Dec 23 - Jan 6 Winter Break						
Aug 5 - 7 No Students/Professional Development							Oct 14 - 18 Fall Break							Jan 6 - Teacher Work Day						
Aug 6 - Meet the Teacher 4:30-5:30 p.m.							Oct 25 - Half Day* Conferences 12:00pm Dismissal							Jan 20 - MLK JR. Day						
Aug 8 - Students First Day of School							Nov 11 - No Students/Professional Dev.							Feb 14 - No Students/Pro. Dev.						
Aug 27 - Back to School Night (parents only) 6pm - 7:30pm							Nov 25 - 29 Thanksgiving Break							Feb 17 - Presidents Day						
														Mar 16 - 20 Spring Break						
														Mar 27 - Half Day* Conf. 12:00pm Dismissal						
														Apr 16 - Professional Dev.						
														Apr 17 - No School						
														May 21 - 8th Grade Graduation 6 pm/C2E Gym						
														May 22 - Students Last Day *12:00pm Dismissal						
														May 25 - Memorial Day						
														May 26 - Teachers Last Day						

Key:	- C2E Registration Day - 9am-3pm
	- No Students/Teachers Only
	- Meet the Teacher 4:30 - 5:30 p.m.
	- Back to school Night (parents only) 6:00 pm-7:30 pm
	- No Students/School Closed
	- No Students
	- School in Session
	- Half Day* - Parent/Teacher Conferences 1:15pm-6:00pm
	- End of quarter
	- 8th Grade Graduation
*	- Half Day* - 12:00pm Dismissal

SECTION I: SCHOOL OPERATIONS

SCHOOL HOURS

The school day is from 8:00 a.m. to 3:00 p.m. You may drop your students off from 7:40 a.m. to 8:00 a.m. Morning Kindergarten students will be dismissed at 11:00 a.m. Afternoon Kindergarten students may arrive between 11:50 and 12:00. Afternoon carpool will begin at 3:00 p.m.

Early Release Days

Students will also be released early on October 25, 2019 and March 27, 2020 for parent/teacher conferences as well as on May 22, 2020 for the last day of school. On early release days, students will be dismissed at 12:00 p.m. Morning Kindergarten students will be released at 11:00. There will be no afternoon kindergarten classes on those days. Lunch will not be served.

Fees

We do not allow students to be dropped off before 7:40 a.m. If you pick your student(s) up after 3:15 p.m. and the student(s) are not enrolled in C2E's Before and After Care, families will be charged \$1.00 per minute, per child. Late fees also apply to the half day kindergarten program. We do not have staff available to supervise children before 7:40 a.m. or after 3:15 p.m.

ATTENDANCE

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

Law requires school attendance for every child between the ages of six and sixteen years. Attendance in class is an integral part of the successful educational process. Students are required to be in attendance every day school is in session during each academic year.

Parents, guardians, and legal custodians of students between the ages of six and sixteen are obligated by state law to ensure the child's attendance. Per District policy, students who have four or more unexcused absences in a one-month period, or ten or more unexcused absences from school or from class in a school year are considered to be "habitually truant".

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

a. Email attendance@c2e.org before 8:00 A.M. to inform the school regarding the absence, include the student's name, date of absence, specific reason for the absence (if student is ill, please provide symptoms) and teacher's name in the email.

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

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

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

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

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

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

2. Make-up work due dates are proportional to excused days missed at a ratio of 1:2. For every *one* day of excused absence, the student has *two* days before the makeup work is due. This includes weekends and holidays so that a student doesn't fall too far behind.

3. Due to the fact that Specials/Electives are primarily participation classes; students are allowed one (1) absence per Specials/Electives class per quarter. Any subsequent absences during that quarter will receive a zero whether it is an excused absence or not. This applies for grades, 4th, 5th, 6th, 7th, and 8th. Your child should refer to the Specials or Electives teacher's posted information (usually on their website) about make up options and timelines to complete work. Also, students will be marked down in the weekly class participation grade if he/she arrives late for class or is removed early from class. Again, your student/s may contact the Specials/Electives teacher of the class to determine how to make up the points.

b. **Unexcused absences** are those with or without prior knowledge and approval of the parents but for reasons not acceptable to the principal. The principal will not excuse absences for family vacations scheduled during regularly scheduled school days. Please plan vacations during school holidays.

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

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

If you need to pick up your child from school early, please do so before 2:40 p.m. Due to class transitions at the end of the day, students cannot be retrieved from class after 2:40 p.m.

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

Students who are absent from school for more than ½ of a day may not attend after school events or practices on the day of their absence.

ATTENDANCE EMAIL

You may report an absence via email or through the attendance document in the Directory on Tap app.

Attendance Email attendance@c2e.org

Please provide the following information when you email:

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

****Leaving early for appointments, etc. requires a parent to come in and sign a child out. No child will be called out of class after 2:40 p.m., for any reason, as teachers and students are packing up and preparing for the end of the day.**

If your student will be arriving to school after 8:30 a.m., please call the MAIN OFFICE at 303-841-9816 with their hot lunch order. Please do not send this information via email as the information may not be received in time.

DROP OFF/PICK UP

Please turn onto Carlson Drive from Pine Lane to access our school. This will bring you around so that you make a **right** turn into our school drive. You may drop your students off between 7:40 and 8:00 a.m. The school will not provide supervision for students before 7:40 a.m. or after

3:15 p.m. If you need to drop off earlier than 7:40 a.m. you will need to sign up for the before school care program. Otherwise, C2E does not allow students to be dropped off before 7:40am.

Designated Drop Off/Pick Up Lane

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

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

Lightning Dismissal

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

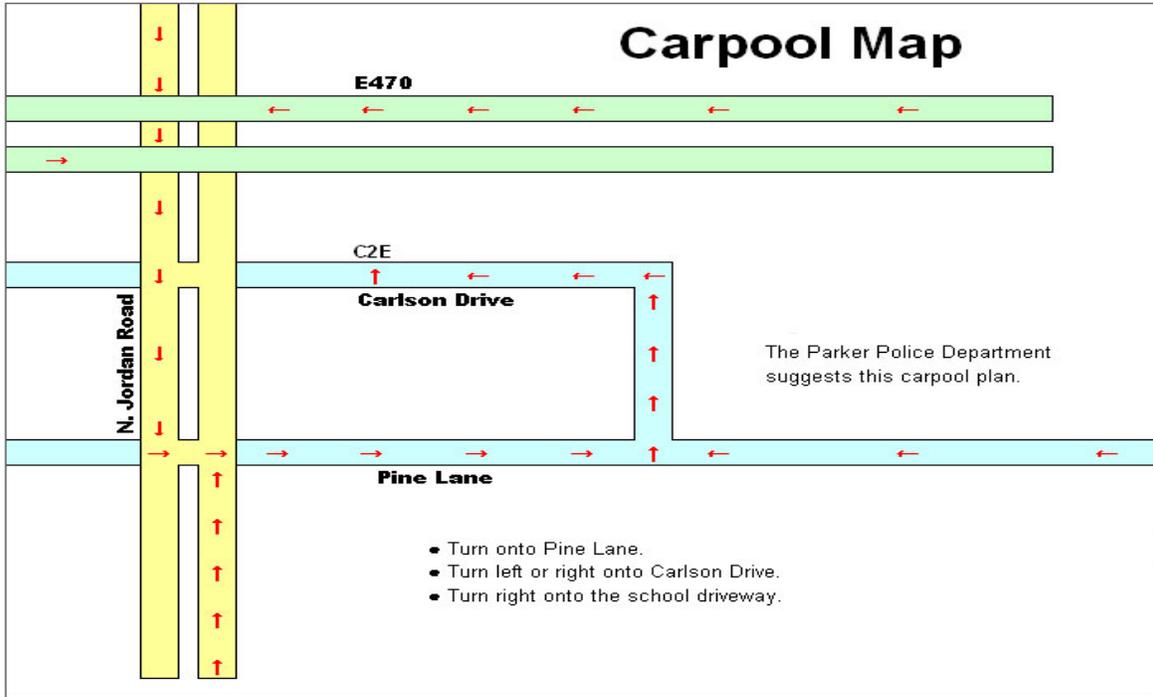


Students who walk home from school will not be dismissed until lightning has not been spotted for 30 minutes.

Students Who Carpool

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

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



INCLEMENT WEATHER - SCHOOL DELAY AND/OR CLOSURE

In the event of severely inclement weather or mechanical breakdown, school may be closed or have a starting time delayed one and a half (1.5) hours. The same conditions may necessitate early dismissal. It is recommended that families have a plan for such emergency closures. The District provides a telephone hotline and website access for each area of the District dedicated solely to weather-related schedule changes. The hotline will provide weather-related change information by 5:30 a.m. daily. Only exceptions to normal school schedules will be announced. If it is announced that the Douglas County School District, or the Ponderosa, Legend, or Chaparral feeder areas are closed, then Challenge to Excellence is closed as well.

Challenge to Excellence lies within the Ponderosa, Chaparral and Legend Feeder areas. **When any one or all of these feeder areas is listed as delayed start, Challenge to Excellence will be operating on a 1.5 hour delayed schedule. If any one or all of these feeder areas is listed as closed, Challenge to Excellence will be closed.**

Weather Hotline: 303 – 387 – SNOW (7669)

District Internet Address: www.dcsdk12.org

Announcements will also be made as early as possible on local television and radio stations: Channel 2 (evenings only), Channel 4, Channel 7, and Channel 9. Radio stations: KOA 850 AM, KYGO 98.5 FM, KOSI 101.1 FM, KEZW 1430 AM, KHOW 95.7 FM, KRXY/MIX 107.5 FM, KCFR 90.1 FM, KXKL (Kool) 105.1 FM, KKHK 99.5 FM, and KGME 1390 AM (Spanish).

If Douglas County announces that Morning Kindergarten is closed, then it is closed at C2E as well. Full day kindergarteners and afternoon kindergarteners do attend on these days.

SCHOOL COUNSELING

School counseling is a service provided by C2E and any student needing support will participate.

CUMULATIVE RECORDS

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

TEACHER REQUESTS

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

VOLUNTEER POLICY

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

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

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

BIRTHDAY AND OTHER PARTIES

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

CLASS PARTIES

C2E will provide a period of time for room parties/holiday parties throughout the year. **Many students have severe allergies to different foods.** Please contact the classroom teacher BEFORE bringing any of these items to class parties. All foods brought for class parties should be low sugar/low fat. A suggested list of healthy treats will be provided at the beginning of the school year. Again, we ask that treats be store bought with a listing of all ingredients. There are many students with allergies that we must be able to see a listing of ingredients should they have an adverse reaction.

LOST AND FOUND

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

LUNCHES

Students can bring a sack lunch or purchase a DCSD hot lunch for \$2.85. More information regarding the hot lunch program is available at www.challengetoexcellence.org under the parent pages tab.

SECTION II: ACADEMIC PROGRAM

GRADING POLICY

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

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

Honor Roll

Challenge to Excellence will recognize the academic achievements of its middle school students. Students earning a Grade Point Average of 3.75 or above each quarter will be on the honor roll.

Eighth Grade Continuation Activities

In order to maintain academic excellence at Challenge to Excellence, all 8th grade students must maintain a C average or better in all coursework (during 4th quarter) in order to be invited to participate in the 8th grade Finishing Well Trip. **Any 8th grader not maintaining this minimum**

grade in all coursework will be excluded from the 8th grade reward trip. All 8th graders moving on to high school will be included in the continuation ceremony.

HOMEWORK POLICY

We believe the purpose and benefits of homework are to:

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

Four types of homework will be given:

* *Preparation:* Assignment prepares students for the next day's lesson.

* *Practice:* Assignment provides review and reinforcement of previous lesson.

* *Extension:* Assignment expands on concepts that are being studied in class.

* *Creative:* Assignment allows students to develop inventive ideas related to a topic being studied.

The Teacher's Role

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

The Student's Role

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

- **Place:** Quiet desk or table with good lighting.
- **Tools:** Writing utensils, technology tools, dictionary, calculator, etc.
- **Time:** A regularly scheduled time.
- **Routine:** System for making sure assignments are returned.

Request and complete assignments missed when absent.

Talk with the teacher if more challenging work is needed.

The Parent's Role

- Provide an environment that supports good study skills.
- Encourage students to use all of allotted time by reading, studying facts, spelling, etc.
- Resist the temptation to do a student's work when excessive frustration is exhibited. Instead, stop the homework and contact the teacher or write a note on the work.

- Contact the teacher or send a note if family obligations prevent a student from completing homework on time. Under extenuating situations extensions may be granted. Contact the teacher to request homework for illness or travel at least twenty-four hours in advance.

Homework Guidelines

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

- Kindergarten 0-10 minutes
- First grade 10-20 minutes
- Second grade 20-30 minutes
- Third grade 30-40 minutes
- Fourth grade 40-50 minutes
- Fifth grade 50-60 minutes
- Sixth grade 60-70 minutes
- Seventh grade 15-30 minutes per subject
- Eighth grade 15-30 minutes per subject

REPORT CARDS

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

MESSAGES FOR STUDENTS

The school will be happy to get an “urgent” message to your child as long as it is received no later than 2:30 p.m. The office does not deliver messages that are not urgent.

C2E's MONTHLY NEWSLETTER

Each month C2E publishes a monthly newsletter. This is C2E's primary form of communication with families so it is vitally important to read and check this information regularly. C2E's Monthly Newsletter will be published the first school day of each month.

Each Monday parents will receive an email reminder that provides links to the Monthly Newsletter and the weekly Community Flyers. All this information can also be accessed on the school website at any time as well.

COMMUNITY FLYERS

Each Week C2E Publishes Community Flyers. Submissions must be approved through the Douglas County School District Communications Office. Once you receive an approval code send that along with the community flyer to Mary Hernandez at mlhernandez@c2e.org.

SECTION III: SCHOOL RULES

STUDENT BEHAVIOR GUIDELINES

We believe that all children can act appropriately and responsibly when given guidance and opportunity. Our goal is to guide children through the problem-solving process as inappropriate situations arise. The DCSD Behavior Expectations are standards for staff members and students. The goal of our discipline system is to promote responsible and respectful student behavior. If our school is to reflect the principles of the democratic society in which we live, it must provide students with freedom of choice for making responsible decisions as well as carefully defined limits that allow the school to be a safe and orderly place of learning. Students must have a clear understanding of what is expected and know the logical consequences will follow both appropriate and inappropriate behavior.

Our school has adopted a PBIS (Positive Behavior Interventions and Supports) approach to discipline. As a school we are establishing the following founding concepts as the basis for our behavior expectations:

- P – Pride
- R – Respect
- I – Integrity
- D – Determination
- E – Empathy

You will see Mammoth PRIDE everywhere as we educate our students in these expectations.

Cafeteria Rules

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

General Rules

1. Educational technology is an integral part of learning at Challenge to Excellence. Educational technology tools may be allowed at the discretion of the classroom teacher or Administration for educational purposes. Any use of electronics without the expressed consent of the classroom teacher will be confiscated. Any approved device that is used for any purpose other than stated in Challenge to Excellence Technology policies will result in loss of privilege and will be confiscated. Further penalties may also follow. The use of additional electronics will be handled on a case by case basis.

2. Cell phones are permissible on campus **for grades 6-8, due to participation in after school clubs and athletics**. All cell phones will remain turned off and locked in students' lockers or backpacks. Teachers may allow the use of cell phones as a tool for learning, however, any use outside of staff directions will result in consequence, as stated in C2E technology policy. Students bring cell phones to school at their own risk. The school assumes no responsibility for lost or stolen cell phones. **Students caught with a phone, in the bathroom, in class, the playground, or anywhere on campus during school hours (without express staff permission), will have the phone confiscated and taken to the Main Office. A parent/guardian will be required to pick up confiscated items at the front office during regular business hours.** Students needing to use the phone during the day should be sent to the front office to use a school phone.

Field Trips

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

Absences on Field Trip Days

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

Playground Rules

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

County School District guidelines, students will participate in outdoor recess if the temperature is above twenty degrees Fahrenheit.

STUDENT CODE OF CONDUCT AND DISCIPLINE

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

CIVILITY POLICY

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

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

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

Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school property promptly by the Principal or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the school employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on school premises, the offending person will be directed to leave promptly.
3. If an individual refuses to leave upon request or returns before the appropriate period of time, the Principal or designee may notify law enforcement officials.

4. If any individual abuses the privilege of communicating via e-mail, that privilege may be revoked by the Principal. Abuses are enumerated in paragraphs 1 and 2, but also include inappropriate use of the "copy to:" feature, excessive size or frequency of email.
5. In the event the Principal concludes that an individual has abused the privilege of communicating with staff via e-mail, he/she will inform the abusing party in writing that all future communication will take place in writing and be transmitted through the Principal's office via either email or the US Postal Service.

Safety and Security

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

DRESS CODE

Purpose for Dress Code

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

Violations

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

ALL STUDENTS

General Requirements

- The students are required to wear dress code clothing in P.E. **and** to after school activities.
- Middle School students may change into P.E. clothes that follow dress code guidelines.
- All before and after school activities on campus, or off campus (i.e. field trips) where the students are representing C2E require dress code attire.
- Clothing shall be appropriately tailored (within one full clothing size of the child's measured size).
- Clothing must be worn as designed and may not be worn in a manner considered offensive or sloppy.

- C2E recommends French Toast, Land's End, Educational Outfitters or Dennis Uniforms for exact compliance to the C2E dress code.
- Dennis Bel-Aire plaid (C2E's school plaid) can also be found at Frenchtoast.com (green plaid).

Shirts and Sweatshirts

- Long or short sleeved collared polo shirts or turtlenecks of any solid color; except fluorescents. **The C2E logo is the only acceptable logo on any polo shirt worn at C2E. Any student wearing a polo with icons on the shirt will be deemed out of dress code and will be referred to the office to call home for a uniform shirt.**
- Polo shirts must have no more than four buttons and be without pockets.
- All shirts **must** be tucked in. **Only a white undershirt may be visible above collar or below sleeves. Printing or graphics on an undershirt may not be visible through the polo.**
- Girls may wear white button-up blouses with rounded (peter-pan) collars.
- Button-up cardigans, v-neck or crew neck pullover sweaters (long-sleeve or vest) are acceptable in navy and crimson/red (the school colors) or white.
- "Cardigan" is defined as a pull-over or button down sweater, without a hood or zippers
- Solid colored (navy, crimson/red or white) Sweatshirts, Hoodies, and Fleecewear are allowed **only** if they display the school logo.

Pants and Shorts

- Pants and shorts must be solid navy or khaki in color – no logos or other decorations.
- Tailored chino or Dockers style pants and shorts (no flaps on side pockets). Elastic waistlines are not allowed. The skinny jean style pant/short is unacceptable. A tapered leg or boat cut pants are acceptable.
- **Pants and shorts are to be appropriately worn at the waistline.**
- Pants and shorts should have no more than 4 pockets.
- Shorts must be **thumb length** or longer.
- Cargo style pants/shorts or any pants/shorts made from a denim material do not comply with C2E dress code.

Belts

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

Skirts, Skorts, and Jumpers

- Skorts, skirts, and jumpers must be navy, khaki, or Bel-Aire plaid.
- Skirts may be with or without pleats.

- Lycra gym shorts that do not show below the hemline of the skirt may be worn with all skirts and jumpers that do not already have them sewn in.
- Polo-shirt style dresses do not comply with C2E dress code.
- **Shorts/skorts/skirts must be thumb length or longer.**

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

- Socks or tights must be worn at all times.
- **Socks must be white, navy or skin color.** Brand logos on socks are acceptable (logo may be neon).
- Nylon tights may be worn in place of shorts with jumpers, skirts and skorts.
- Tights must be white, navy, opaque or skin color.
- **Full length leggings (navy or white) are an appropriate substitute for tights. Leggings may not have mesh or cutouts.**

Footwear

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

Casual/Dress & Athletic Shoes

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

Snow and Rain Boots

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

Hair and Nails

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

- Boys’ hair must be neat and well-trimmed at all times and be cut to fall above the shirt collar; and cut so that bangs cannot cover eyes. **Boys’ hair may not be worn in a**

ponytail, braids, Mohawk, rat tails, tall spikes or shaved with words or symbols. Additionally, no hair accessories may be worn by boys.

- Girls' hair must be neat and well trimmed at all times **Girls may not wear their hair in a Mohawk, rat tails, tall spikes or shaved with words or symbols.**
- Nails shall be neat in appearance.
- Elementary girls may only wear nail polish that is clear or the color of their nail bed. Middle school girls are permitted to wear colored nail polish, and must have the same solid color on all finger nails. The following colors are NOT ALLOWED: Black, Metallic (of any kind), Neon, Patterned (checkered, striped, plaid, crackled, etc.) or logos/decals.

Accessories

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

Middle School Students

- Middle School Students may add grey and black colors for pants, shorts, skirts, and leggings.
- Middle School Students may add black and grey cardigans.
- Girls only may wear very light makeup, but it must be neat and natural in appearance.
- Middle School Boys may wear white or light blue button down Oxford Style shirts.

Dress Down Days for All Students

- Dress down days are a privilege and must be treated as such. Cleanliness and neatness of appearance are important at all times. The Principal has final determination of acceptability of clothing as it pertains to the educational environment.
- Clothing containing wording or images that are racial, vulgar, or offensive in any way is not allowed.
- Clothing that is tight or revealing (i.e. tank tops or spaghetti, midriffs, low rider or sagging pants) is not allowed.
- Leggings may only be paired with a top that completely covers their backside.
- Bottoms must be at least **thumb** length or longer.
- Clothing with tears or holes is not allowed.

- Open backed style shoes & flip flops are permitted on non-dress code days only.
- Hair color must be a natural color. **Hair should not be dyed any color that is not considered 'natural' for human hair**; even on dress-down days.
- **Students going on field trips must adhere to dress code, even on dress down days.**

The Principal has the final say on dress code compliance. If not specifically addressed in this dress down policy, students should comply with the general uniform policies.

LIBRARY

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

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

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

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

RESTROOMS

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

TELEPHONE USE

1. If a middle school student brings a cell phone to school, it must be locked in a locker or in a backpack and turned off. Cell phones are prohibited for elementary aged students. K-5th graders caught with a cell phone on campus will have the phone confiscated. Confiscated phones must be picked up from the office by a parent or guardian.

2. Students will be allowed to utilize the school phones for emergencies such as a cancellation of an after school activity or a forgotten lunch. They will not be allowed to utilize the any phone to coordinate a play date or to retrieve forgotten homework.

THEFTS

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

SCHOOL PROPERTY

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

LOCKERS AND CUBBIES

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

RETURNED CHECKS

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

ASBESTOS REPORT

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

TECHNOLOGY AT C2E

We believe that technology is an important tool in teaching 21st century learning and helps prepare students for the complex world they will encounter. As technology is constantly changing and adapting, policies guiding technology use must also change and adapt. If at any time, our policies change during the school year, students and parents will be notified.

Cell Phones

Cell phones are permissible on campus for grades 6-8, due to participation in after school clubs and athletics. Students bring cell phones to school at their own risk. The school assumes no responsibility for lost or stolen cell phones. Cell phones are prohibited for elementary aged students. Middle School students using cell phones that do not follow middle school or school policy will have their phone confiscated and may face other disciplinary consequences.

Students in any grade caught with a phone in the bathroom, the playground or anywhere on campus during school hours will have the phone confiscated and taken to the Main Office. A parent/guardian will be required to pick up confiscated items at the front office during regular business hours. Students needing to use the phone during the day should be sent to the front

office to use a school phone. Students who do not follow the proper routes of communication could face consequences as determined appropriate by C2E Staff members.

Music Players

Music players such as but not limited to iPods and mp3 players should not be carried by students during their school day. Students in upper grades (5-8) may be invited to bring in such devices during certain classes or after school activities. Devices should only be used as outlined by the class facilitator, activity leader, or teacher and only in that class/activity. Students found to misuse the privilege will have the device confiscated for parent pick up and may have their C2E account locked or other consequences as determined appropriate by C2E Staff and administration.

Technology During Breaks

Students will not be allowed to use electronic devices outside at recess, during lunch, or other times in the school day when students are not in a session of direct learning. This includes but is not limited to playing games on personal devices, bringing cameras or recording devices, music players, or cell phones. Any student with a personal device should lock the equipment in their locker and see the section on personal devices for suggestions on keeping equipment safe. Students found with electronics or technology when not permitted will have the device confiscated. Other consequences will be determined by any of the following: adult in charge, teacher, Technology department, and/or Administration.

Student Devices

Student devices can be a useful tool during education times. As C2E provides computing devices to students, we ask that personal devices only come to school when approved by a teacher for the purpose of learning. Student devices can be laptops, ipads, tablets, or other computing devices. C2E is not responsible in any way for damaged or stolen devices, so students bring them at their own risk.

These devices must be used as a tool and not a distraction or toy during the school day. Students using a personal device must follow all guidelines and rules about technology use as listed below in the “Rules of Usage” section. Devices should only be used as outlined by the class facilitator, activity leader, or teacher and only in that class/activity. Students found to misuse the privilege will have the device confiscated for parent pick up and may have their C2E account locked or other consequences as determined appropriate by C2E Staff and administration.

Personal Device Safety

It is highly recommended that the student keep the device with them or in their locker or other secure location (such as with a teacher) when not in use. Students with a personal device are **not** allowed to let other students use their device. This rule is in place for the safety of the student and their devices. We also suggest a password protected profile, lock pattern, or lock code that is changed often (every month or so at the least). Do not share your security information with others.

It will be mandatory for any device operating or interacting with the C2E network to have virus protection or defense from potential threats in order to protect the integrity of our network. Apple devices or devices running a Mac OS are less likely to carry threats; however, they are not immune. There are several free options for virus scan should your pc need it. Tablets and devices with an app market also have free virus apps that can be downloaded. Do research and ensure the download is credible before loading to your device. C2E is not responsible for any detrimental downloads to personal devices.

Rules of Usage – All Devices

Below are the general rules and guidelines that any student must follow while using technology at C2E. These rules apply at any time and on any device, including time outside the normal school day such as before or after care. These rules may be revised as needed and teachers and staff may have additional rules for their instructional areas. In addition, we encourage all families to discuss, demonstrate, and promote good digital citizenship.

C2E uses Douglas County School District's wide area network and follow their rules for content filtering. Any breaches to their policies on appropriate content will result in the device being confiscated and student privileges revoked for device use. Students should not intentionally attempt access of sites or content they know to be normally blocked or filtered. The student's C2E accounts may also be removed or suspended depending on the severity of the breach.

C2E also follows Douglas County School District's policy on use of District Information Technology, in addition to our own policies on appropriate use. The policy can be found [here](#).

Students are to use technology as a tool for learning. Devices or equipment should not be used to play games, surf the Internet for information unrelated to their education, cyber bully (threaten, exclude, offend, or damage another person's identity or character electronically), or intentionally try to break through security of the network filters. Infractions of this nature will result in the loss of privilege and/or locked accounts.

Use of proxy servers is prohibited.

Checking personal email is not allowed at any time. Students are provided a Google Account, and it is the ONLY account that can be used while at school.

Students are not allowed to share their login information with anyone that is not a staff member of C2E or a parent. Any student who shares their information is held accountable for the actions of others on their account. In addition, any student the uses another students account for any reason, will face severe consequences.

Students must use the guidelines outlined in the student handbook for contacting parents or calling home.

Eating or drinking around C2E equipment is not allowed.

Students are not allowed to use school printers, as resources are often wasted. Most assignments or work can be submitted electronically or must be sent to a teacher for printing.

If a teacher allows for the play of games, it must be a game that is deemed educational and during the designated time of the day. If a student questions the appropriateness of a game or website, their teacher or supervising staff member should be consulted. Students are ultimately responsible for their actions; we do not accept ignorance of rules as an excuse.

Streaming of music or video, unless assigned or suggested by a staff member, is prohibited as it consumes network bandwidth.

Social networks such as Facebook, Instagram, Snapchat, or any others are not permitted at any time.

All digital conversations should conform to school rules as listed in this handbook, and demonstrate qualities of good digital citizenship.

Viewing of content that is not age or school appropriate is not allowed at any time. In some instances, the sharing of inappropriate content can lead to legal/law enforcement involvement or charges.

Students cannot intentionally turn off their connection to the network or disrupt C2E's ability to monitor the computer or device via GoGuardian or any other monitoring tool we deem appropriate.

If equipment owned by C2E is lost, stolen, or damaged at any time by a student; C2E reserves the right to ask parents to reimburse the school for repairs or replacement of equipment.

All use of student devices or C2E equipment or accounts is on a one strike you're out policy, meaning **that the student will not be** given repeated warnings or chances. One breach of the rules will result in loss of privilege.

Staff members have the right to check student history or usage at any time in order to ensure the student is following rules and utilizing time and equipment for learning purposes. Students are prohibited from deleting or manipulating their browser history unless explicitly instructed by a staff member. Any deletion of history will be deemed inappropriate internet use and subject to the consequences of C2E and Douglas County's policies.

Consequences for breach of rules will be evaluated by the staff of C2E and dealt with on a case by case basis. Privileges for usage of technology at C2E can be restricted or revoked at any time if a student has misused technology. As a general rule, accounts (windows, G Suite, both, or any other account applicable) will be locked for a period of no shorter than 1 week (5 school

days). During this time it is at the discretion of teachers if work can be made up or completed in an alternative way. Teachers have the right to revoke technology privileges at any time in their classroom for any student. Other disciplinary actions may occur based upon the student and situation.

C2E respects all laws city, state, federal, and international regarding fair use and hacking. Students who misuse any technology tools provided and break any laws, will be reported to the proper authorities and face the legal ramifications of their actions. This especially applies to any students who attempt to hack.

Additional rules and stipulations regarding device usage and agreements may be specified in the C2E Device Policy Agreement (s), provided and agreed upon at the beginning of each school year.

G Suite for Education

Students enrolled at Challenge to Excellence Charter School (C2E) will be opted in for participation in a G suite account. Any student enrolled in grades second through eighth will be provided an email address ending in s.c2e.org. Students in younger grades may participate in these accounts if a teacher requests access. These accounts will be restricted to maintain student privacy and respect child privacy laws. To read further information on Google's security and privacy for G Suite accounts, please read information at the following link:
<https://www.google.com/edu/trust/>

G Suite accounts will be an integral part of educational life at C2E. Google accounts were created as an educational tool. That means that these accounts should be used for education/school related activities ONLY. Email is restricted to sending and receiving within the C2E domain, meaning mail can only be sent to and received from addresses ending in c2e.org. Use of Google Docs and other Google Apps features are reserved only for school related purposes. Google Docs and other Google Apps should *not* be used for the purpose of student to student instant messaging or chatting, as this is considered a waste of educational resources and poor digital citizenship.

G Suite accounts will be the ONLY email account that students are allowed to use in school.

If a staff member questions usage in any way, the user's C2E account will be locked for 1 week (5 school days). This lock period can and will be extended if misuse continues to occur or the offense is severe enough (as determined by the Technology Department and/or the administration). If continual misuse occurs of student Google Account, the account will permanently be removed.

Make up or alternative ways of providing information and assignments while an account is locked, is at the discretion of the teacher and/or administrator. There is a possibility that any

assignments or activities done in class may not have the ability to be made up. In many cases students will be allowed to use an alternate device such as a desktop.

GoGuardian

Challenge to Excellence has purchased GoGuardian software. GoGuardian is computer monitoring software that allows staff to better monitor student computing as well as enhance classroom instruction time.

GoGuardian has already been loaded on all student Google accounts owned by C2E. Students must not disable or interrupt this functionality while on the C2E network. Any intentional disruption to the monitoring of devices owned by C2E or devices owned by students while at C2E will be an automatic suspension of the student's computer privileges.

GoGuardian software allows C2E to:

- view and monitor student computer screens on their teacher computer
- control student computers from the teacher computer (for example, keyboard, mouse, screen)
- allow or block certain websites on student computers
- allow or block applications on student computers
- view Internet browsing history on student computers

GoGuardian software works with a student account, not just at C2E. This means that the filters in place and monitoring reports will pull activity for that student account no matter the device. We highly recommend signing out of that account when finished with school work.

GoGuardian **DOES NOT** allow us to:

- view students with the computer's camera

If you would like more information about GoGuardian, please visit their website at www.GoGuardian.com .

PARENT COMMUNICATION WITH STAFF

Good communication is one of C2E's goals.

1. Between the hours of 8:00 am and 4:00 pm, teachers are responsible for the supervision of students; therefore appointments are required to conference with teachers.
2. On a weekly basis, parents will receive an email that provides a variety of information via the monthly newsletter and the community Thursday flyers. All this information can also be accessed on the school website. All classroom party information will be sent out by the teacher.
3. Periodically, there will be parent open forums with the Principal and Governing Council.

4. Teachers provide weekly feedback on student progress and will ask to meet with parents if a problem arises. In addition, the school will have parent-teacher conferences, however, staff wants to know if parents have questions or concerns about a student's school performance, emotional health or other issues. Therefore, parents are encouraged to make an appointment with teachers rather than waiting for conferences when these concerns arise.
5. The staff works many hours in addition to those worked in the building grading papers, developing lesson plans, participating in school committees, attending in-service and training, etc. Please respect their time outside of regular school hours.
 1. Do not call staff, including teachers and administrators at home or on their personal cell phone unless a staff member has given you their number and invited you to use it. In this case, please do not share this number with anyone else.
 2. If you have an emergency that needs staff attention outside of school hours, please call and leave a message.

PUBLIC COMPLAINTS/GRIEVANCE POLICY

C2E will resolve public complaints, including those regarding curriculum, with a process including the opportunity to be heard and to request an appeal. The final administrative appeal will be heard by the C2E Governing Council. C2E believes that all complaints and grievances are best handled and resolved as close to the origin of the problem as is possible. Therefore, the proper channel to follow involving complaints with instruction, discipline, or learning materials will be as follows:

- A. Teacher
- B. Assistant Principal
- C. Principal
- D. Governing Council

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

As the CEO, the Principal shall have full authority to take appropriate action to resolve complaints against staff members, within C2E's policies and legal parameters. The Principal is the final point of appeal for conflicts between members of the Principal's staff.

It is within the Governing Council's discretion to:

1. Decide not to hold a hearing, by majority vote, when it is determined that the issue/s, based upon the written information submitted by both parties, relate to the Principal's authority as delineated in the Charter. The Council shall notify the parties of this decision in writing.

2. Decide to hold a hearing on the issues, if not contrary to the Charter, by majority vote, providing the date and time to the parties in writing and set at the convenience of all parties including the Council. If such a hearing is held, it shall be held in Executive Session.
3. Decide, by majority vote, to designate a qualified Council member (by experience and objectivity) to act as a mediator or to employ an outside mediator. In such event, the Council shall outline the parameters of the conflict to be mediated and the process for confidential reporting by the mediator.

THE GOVERNING COUNCIL

Governing Council is the last point of appeal. The Council has hired a professional staff to administer the school. Therefore, the Council will not hear a complaint about a staff member or other educational issue, unless the parent puts the issue in writing, including the steps taken to resolve the issue, so the Council can avoid undermining its staff or micromanaging the school.

The form used for such complaints is included as Attachment F (found at the end of this handbook). If the written complaint clearly alleges a specified abuse of the Principal's authority, as determined by a majority vote of the Council, then the Council shall hold a hearing.

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

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

At any point during a complaint or conflict, a parent and a staff member may have a person of their choice present. Constructive criticism, motivated by a sincere desire to improve the quality of the educational program or to improve the accomplishment of a task, is welcomed by the staff and Governing Council of C2E.

Communication with the Governing Council

1. Individual/informal communication
 1. The home phone number for Governing Council members will be made available to all C2E parents. Parents are welcome to call with questions and comments. However, please do not call Council members before 7:00 a.m. or after 9:00 p.m. Please remember that Council members are also parents and employees in addition to volunteer Council members; please be respectful of their time. Council members will provide a home mailing address or e-mail address to the school community, for written communication.
 2. Do not call Council members at their place of business unless you have been invited to do so. In this case, please do not share the work number with anyone else.
2. Communication at Governing Council Meetings
 1. Members of the public may address the Council on any topic. They must fill out a Speaker's Card and submit it to the Council. Those relating to a specific agenda item will be allowed 3 – 5 minutes following Council discussion on that topic.
 2. Time for subjects not included on the agenda will be allotted during the Public Comment section near the end of the agenda. Remarks should be limited to 5 minutes. If the comment requests information as a response that is lengthier than the time that can be provided for at the meeting, the Council will respond in writing.
 3. If a parent has a complaint against the Governing Council, such complaint should be put in writing (Grievance Form below) and given to the Council Chair who will share it with the other members. The Council will either provide a written response or request to meet with the parent for a dialogue related to the complaint raised.

Attachment F

(please copy for use)

GRIEVANCE FORM:

Name: _____ Phone: _____

I have read C2E's policies and procedures that relate to Complaints and Conflict Resolution and agree to abide by them.

Date

Signature

School Policy or Procedure allegedly violated:

Date of alleged violation: _____

Briefly describe the alleged violation: _____

List dates of communication (email, phone, in person) with teacher, Assistant Principal, and Principal:

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

Complainant Signature

Received by: _____ Date: _____