



Policies will be updated as needed. Check website at [www.sandiegounified.org/schools/challenger](http://www.sandiegounified.org/schools/challenger) for current information.

**My Class Schedule:** Fill in this table and find a Study Buddy for each period. Tip: *Study Buddies are great to have when you have a question about an assignment or you need to get more information when after being absent.*

Period	Subject/Course	Teacher	Room
Advisory	Study Buddy Name:		
1	Course Name:		
	Study Buddy Name:	Website:	
2	Course Name:		
	Study Buddy Name:	Website:	
3	Course Name:		
	Study Buddy Name:	Website:	
4	Course Name:		
	Study Buddy Name:	Website:	
5	Course Name:		
	Study Buddy Name:	Website:	
6	Course Name:		
	Study Buddy Name:	Website:	

**Circle your assigned lunch period:** 1<sup>st</sup> Lunch 2<sup>nd</sup> Lunch Tip: *Do not share your lunch PIN with other people.*

**People You Show Know**  
Principal: \_\_\_\_\_  
Vice Principal: Ms. Sara Cline  
My Counselor: \_\_\_\_\_

**Do not bring  
valuable items to school.**  
The school is not responsible  
for lost or stolen items.

Cell phones & electronic  
devices must be  
**turned off and out of sight**  
during the school day.

**Office Hours** 6:30 AM - 3:00 PM

- Students may enter campus 6:45 AM (Gates open at 6:45; supervision starts at 6:50)
- Breakfast service: 7:00-7:10 AM
- Students must be in seat when bell rings at 7:15 AM.
- Students should be off campus by 2:10 PM unless in a supervised activity such as tutoring, club or PrimeTime.

**Regular Day Bell Schedule**

Advisory 7:15-7:32  
Period 1 7:37 - 8:30  
Period 2 8:35 - 9:28  
Period 3 9:33 - 10:26  
1st Lunch 10:31 - 11:01 / Period 4 10:31 - 11:24  
Period 4 11:06 - 11:59 / 2nd Lunch 11:29 - 11:59  
Period 5 12:04 - 12:57  
Period 6 1:02 - 1:55

**Minimum Day**

**Bell Schedule (Single Day)**  
Period 1 7:15 - 8:00  
Period 2 8:05 - 8:45  
Period 3 8:50 - 9:30  
Period 4 9:35 - 10:15  
Period 5 10:20 - 11:00  
Lunch 11:05 - 11:35  
Period 6 11:40 - 12:20

**Minimum Day**

**Bell Schedule (Odd/Even)**  
Period 1 or 2 7:15-8:45  
Period 3 or 4 8:50-10:15  
Lunch 10:20-10:50  
Period 5 or 6 10:55-12:20

**Minimum Days**  
Sept. 17-Single Day  
October 21-Odd Day  
October 22-Even Day  
January 13-Odd Day  
January 14-Even Day  
March 17-Odd Day  
March 18-Even Day  
April 22-Single Day  
June 15-Single Day

*Please remind your parents to  
make alternative  
transportation arrangements.*

IMPORTANT DATES 2020-2021			
FALL SEMESTER		SPRING SEMESTER	
August 31	School Opens	January 18	Martin Luther King Birthday—No School
September 7	Labor Day – No School	February 12	Abraham Lincoln’s Birthday—No School
September	Picture Day (- Makeup)	February 15	George Washington’s Birthday—No School
September	Back-to-School Night	March 29-April 2	Spring Break
November 11	Veteran’s Day – No School	May 28-31	Memorial Day Weekend – No School
November 23-27	Thanksgiving Break – No School	June 15	Last Day of School
December 21- January 1	Winter Break – No School		

Grading Periods for 2020-2021		
Grading Period Ends	Type of Report	Report Sent Home
October 16, 2020	Progress Report – 6 weeks	Friday, October 23, 2020
December 4, 2020	Progress Report – 12 weeks	Friday, December 11, 2020
January 22, 2021	Report Card – 18 weeks – on permanent record	Friday, January 25, 2021
March 5, 2021	Progress Report – 6 weeks	Friday, March 12, 2021
April 23, 2021	Progress Report – 12 weeks	Friday, April 30, 2021
June 15, 2021	Report Card – 18 weeks – on permanent record	

## EVERYTHING YOU SAY AND EVERYTHING YOU DO, SENDS A MESSAGE

As a Challenger Middle School student, you are in an age group that is both fascinating and complex. You are no longer a “baby,” but you are not yet an adult. You are experiencing biological, physical, behavioral and social changes. Relationships with your friends and family take on new meanings. This time period, called adolescence, can be joyful and painful at the same time. However, it is always a time of growth. You will be dealing with more complex intellectual tasks. You will be expected to behave in a more mature manner and you will be held more accountable for your actions. In other words, you are growing up. We want you to use your innate curiosity, imagination, energy, and idealism to make your school an exciting place to learn and play.

As an adolescent, you now have more control over how you apply yourself to your school work and on the kinds of friends you make. As an intelligent and thinking adolescent, be aware of health hazards to avoid such as involvement with drugs, alcohol, tobacco, and sexual activity. This involvement diminishes your quality of life. Be kind and gentle to yourself, seek the advice and wisdom of your parents/guardians regularly, and talk with your teachers and school counselors.

If you use the suggestions listed below, you will be well on your way to “getting set” to succeed in middle school.

- Attend school every day and be on time to class.
- Stay organized, write down all assignments, complete all homework, AND turn the homework in on time.
- Listen carefully, follow directions, and come to class with all the needed materials.
- Schedule time each evening to prepare for the next school day.
- Choose your friends wisely.
- Seek help from your teachers and counselors as soon as you need it. Don’t wait until you are overwhelmed.
- Involve your parents/guardians in your school work and school activities.
- Participate in extracurricular activities.
- Improve your computer skills.
- Show respect and consideration for others.

- Make an appointment to talk with your counselor about school, friends, careers, study skills, or any other topics or concerns.
- Strive to do your personal best!
- READ, READ, READ.

### Responsibility

Middle school students are expected to be respectful and considerate of others. You, and you alone, are responsible for your behavior. The saying “Everything you say and everything you do, sends a message” means that you are responsible for yourself. Are you what you are saying and doing reflecting the kind of person that you would like to be? Think of ways to improve your behavior:

- in your classroom
- on the lunch court
- on school grounds
- during school activities
- on the PE fields/courts
- in your community

If you need assistance in working on ways to improve yourself as a person, contact your counselor. The counselor is trained to help students resolve personal problems.

Counselors are assigned as follows:

- Last Names A-L: Ms. Hosking
- Last Names M-Z: Mrs. Vo

### Safety

Every student has a right to a safe school environment. Each student is expected to behave in a safe manner. If you should ever feel unsafe at any time, please tell any adult in your school or at home.

### Expected Student Behavior

Students are expected to behave respectfully at all times. A quality educational environment requires rules, procedures, and consequences. A student who exhibits negative behavior that interrupts the learning environment or jeopardizes the safety of other students or staff will face the possibility of consequences in accordance with district and state policy. Administrators have the duty and are given the authority to assign consequences for any behavior that is considered inappropriate.

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## ORGANIZATIONAL STRATEGIES

The habits and skills developed during middle school lay a foundation for personal and academic growth for years to come. In many ways, the lessons learned during these important years mold students’ attitudes for a lifetime. Establishing effective work habits now will benefit students in high school, college, jobs, and other future endeavors.

**Always Be Prepared** - When you go to school, you should be well prepared. Your homework, planner, and any notebooks or binders should be kept in one location - mostly likely your backpack. Your PE clothes, lunch, and musical instrument should also be with your backpack. Know what textbooks you need to bring to school the next day. Put all of these items in one area of the house. If you take a notebook out to do homework, put it right back in that same spot when you are done. When items are scattered, it takes longer to get them together, and makes it easier to forget them. Choose the clothes you want to wear the night before. Mornings can be very busy with the whole family trying to get ready at the same time. Take some of the stress off and get prepared the night before.

**Use Your Planner** - Challenger provides a planner and expects all Challenger students to use it. Using the planner is an extremely important part of getting your schoolwork organized and can also help you organize your outside activities. If you write your homework assignments down in the planner on a regular basis, you will always know your assignment for each class. Teachers have assignments posted in the classroom to be entered into your planner. You can also write what you learned that day in your planner so when you go back to look at your notes, you’ll see your progress in the class. Each box in your planner should have something written in it by the end of the day. Develop the habit of writing down all assignments and reviewing and checking when assignments are due; then, get set to reap the positive rewards of being a successful and excellent student.

**Organize Your Notebooks and Binder** - Write your name, date, and subject in notebooks clearly. Use dividers to separate your binder by subject. Label your notes and worksheets. Keep extra loose-leaf paper for homework and class notes.

**Do A Weekly Backpack Check** - Maintaining a neat and organized backpack can help you do well in school. Check it on the weekend to make sure you have everything ready to start the week. Throw away trash. Leave items at home that you do not use so your backpack doesn’t become too heavy.

## HOW STUDENTS CAN IMPROVE THEIR GRADES

### Progress Reports

Every six weeks, students will receive a progress report which indicates their current grades, and serve as a means of assessing academic and citizenship progress. The scholarship grade is based on academic achievement; the citizenship grade is based on general behavior, attitude, class participation, and work habits. The final semester report card is cumulative and will be distributed at the end of eighteen weeks. ***It is the students' responsibility to bring the progress report home to share with parents.***

Students are encouraged to use the suggestions listed to improve their achievement in school to help students bring home a progress report that reflects their hard work and accomplishments.

### When the report card arrives

- Set aside a specific time to discuss the report card with your parents.
- Show that you understand the school's learning objectives.
- Reflect on your progress, effort, work habits, and attendance.
- Follow through with teachers and a counselor if there is concern about academic progress.

### During the school year

- Keep up with your assignments and use good study habits.
- Understand your parents' and teachers' expectations for schoolwork, class participation, behavior, and school attendance.
- If necessary, find out about tutorial help available at the school.
- Remember that reading, writing, and arithmetic skills are mastered through practice.
- Remember that homework is always a regular part of improving academic skills and there is always homework.
- Don't wait for report card time if you are concerned about academic progress. Make an appointment to talk to your teachers or counselor.
- Monitor your grades on PowerSchool.

### Throughout the Year

- Set both short, medium, and long-term goals.
- Make reading a regular part of your life. Visit the library regularly.
- Participate in extracurricular, community, and volunteer experiences.
- Understand and acknowledge that you are valued as an individual at home and at school

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## ACADEMIC LANGUAGE SCRIPT: Use this sentence starters to get help and work with others.

### Requesting Assistance

- Could you please help me?
- I'm having trouble with this. Would you mind helping me?
- Could you please show me how to do this. . . , write this. . . , draw this. . . , pronounce this. . . , solve this?

### Interrupting

- Excuse me, but... (I don't understand.)
- Sorry for interrupting, but. . . (I missed what you said.)
- May I interrupt for a moment?
- May I add something here?

### Asking for Clarification

- Could you repeat that?
- Could you give me an example of that?
- I have a question about that: . . . ?
- Could you please explain what \_\_\_\_\_ means?
- Would you mind repeating that?
- I'm not sure I understood that. Could you please give us another example?
- Would you mind going over the instructions for us again?
- So, do you mean. . . ?
- What did you mean when you said?
- Are you sure that...?

### Probing for Higher Level Thinking

- What examples do you have of . . . ?
- Where in the text can we find...?
- I understand . . . , but I wonder about. . . .
- How does this idea connect to . . . ?
- If \_\_\_\_\_ is true, then . . . ?
- What would happen if . . . ?
- Do you agree or disagree with his/her statement? Why?
- What is another way to look at it?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- Why is \_\_\_\_\_ important?
- How do you know that? Can you give an example?
- Is there another way to look at this?

### Expressing an Opinion

- I think/believe/predict/imagine that . . .
- In my opinion . . .
- It seems to me that . . .
- Not everyone will agree with me, but . . .

### Responding

- I agree with what \_\_\_\_\_ said because...
- You're right about that, and I also think...
- That's an interesting idea. I wonder...? I think... Do you think?
- I thought about that also, and I'm wondering why...?
- I hadn't thought of that before. You make me wonder if...? Do you think?

### Building on What Others Say

- I agree with what \_\_\_\_\_ said because . . . .
- You bring up an interesting point, and I also think . . . .
- That's an interesting idea. I wonder . . . ? I think. . . .

### Do you think . . . ?

- I thought about that also, and I'm wondering why . . . ?
- I hadn't thought of that before. You make me wonder if . . . ? Do you think . . . ?
- \_\_\_\_\_ said that. . . . I agree and also think. . . .
- Based on the ideas from \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, it seems like we all think that..."
- That's an excellent point, and I would add...

### Soliciting a Response

- Do you agree?
- \_\_\_\_\_ (name), what do you think?
- Can someone else ask a question or offer an opinion?
- \_\_\_\_\_ (name), what did you understand from that answer?

### Disagreeing

- I don't really agree with you because . . .
- I see it another way. I think . . .
- My idea is slightly different from yours. I believe that . . . I think that . . .
- I have a different answer than you . . .

### Offering a Suggestion

- Maybe you/we could . . .
- Here's something you/we might try.
- What if you/we . . . ?

### Classroom Reporting

- \_\_\_\_\_ explained to me that . . .
- \_\_\_\_\_ pointed out that . . .
- \_\_\_\_\_ mentioned that . . .
- \_\_\_\_\_ shared with me that . . .
- \_\_\_\_\_ brought to my attention that . . .
- \_\_\_\_\_ pointed out something (interesting, intriguing, surprising).

## TIME MANAGEMENT & SETTING PRIORITIES

### Plan Your Time

Do you feel that you don't have enough time to do all the things you really want or need to do? No one has more time than you. We all have the same amount of time—24 hours each day. Some people use it better than others. Success in school depends on how well you plan and manage your time. Plan your time so that you can get your work done and still participate in outside activities. Your schedule should be balanced to allow time for your academic and social needs.

First, make copies of the Time Planning Chart below. Use it to keep a record of how you spend your time for one week. At the end of the week, look at the chart and ask yourself these questions:

- What are the three main ways I spend my time
- Do I like the way I am spending my time?
- What would I like to change?

Second, use the Weekly List of Priorities to plan next week. Plan a schedule for all the things you must do and those things you would like to do. Use the five steps for planning your time listed to the right to help you outline your schedule.

**Steps For Planning Your Time**

1. List everything that you have to do for a whole week.
2. Give every job or activity a time and place. Write this on a time chart.
3. Make changes in your schedule as the week passes, if needed.
4. Check off each item on the schedule after you have completed it.
5. Reward yourself when you finish a very hard task.

Some weeks are busier than others. Sometimes it is hard to rank activities, all of which are important. By following the plans, you should be able to complete your major tasks. Then, review your lists. Use the weekly chart to plan another week. Do you see improvements? Sometimes everything will not fit into your schedule and some activities may need to be postponed. Choose the things that are most important and do those things first. This is called "setting priorities."

### Setting Priorities

Start with your more important tasks and move down the list. Stay on task - don't let yourself get sidetracked. Stick to those tasks that must be completed and have the most impact on your success. Use the following tips to help set priorities:

- Rank each task in 1, 2, 3, order. Start with #1- the most important task and continue on down the list.
- When doing homework, start with the subject in which you need the most improvement.
- Check off finished tasks.
- If you frequently find that you cannot finish all the tasks on your list, you may need to prioritize your optional activities and eliminate some that are low on your priority list.

Review your choices and ask yourself if your choices are wise ones. You may wish to review your list and plans with your parents and/or teachers. With good planning, you will be well prepared when a big project must be done.

**TIME PLANNING CHART**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
7:00							
8:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							

**Weekly List of Priorities**

Things I **always do** every week

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Optional** things I would like to do if I have time this week

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Things I must do this week **for school**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Things I must do this week **for home**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## GOAL SETTING

There are lots of different types of goals, but one of the most common ways of categorizing goals is to break them down into short-term, medium-term, and long term goals.

**Short-term goals** are things you want to do today, tomorrow, or within the next few weeks and sometimes months.

**Medium-term goals** are things you want to achieve in the next few months or sometimes even within the next year.

**Long-term goals** are things you want to do later on in life, whether it is next year, 10 years or even longer.

There is no hard and fast rule to define these different types of goals. A good way to think of them is that short-term means soon, medium-term means a bit longer, and long-term means much later.

Often these different goals are linked. You might start off with a long-term goal of something you want to achieve when you are older. Once you have a long-term goal you then think about how you are going to make this happen. You will develop medium-term goals to make your long-term goal manageable. Short-term goals are then developed in order to achieve medium-term goals which are what you need to do to achieve your long-term goals.

Once you know your destination, you need to plan the steps it will take to get there. It's not as if you're just going to wake up one day and be there. You have to figure out how you're going to get there by setting goals. Goals break up a huge task or journey so you can get to your destination. And, breaking your goal into manageable steps means you will be able to see which direction you should be moving.

There are **FIVE** things to consider when setting effective **SMART** goals. Follow these steps to make sure you can meet your goals.

**Specific** – Focus less on **WHAT** you want to achieve than on **HOW** you are going to achieve it. The more specific and detailed your goal is, the more success you will have in achieving it. Example: “By the end of summer, I’m going to complete a 5K run, while keeping up with my brother.”

**Measurable** – A measurable goal makes it clear when you have achieved it. Example: Trying to complete a 5K run while keeping up with your brother is measurable if you know how long it takes your brother to run a 5K. Once you can run while keeping up with your brother, you know you have met your goal.

**Achievable** – Your goal needs to be reachable. You will need to be able to put in the effort, skill, and courage to reach the goal you have set for yourself. Example: In order to achieve your goal, you will need to put in the effort to run and train with your brother. If you never see your brother and cannot spend quality time training, this goal will not be achievable.

**Realistic** – The goal you set for yourself must be sensible and practical in order for it to be achieved. Example: If your brother is a champion runner, and you have never run before, it would not be realistic for you to want to try to keep up with him during your first 5K run.

**Timely** – Your goal needs to have a time-bound restriction in order to be met. Example: If the 5K run is in the summer, you will need to give yourself enough time in advance to train and practice. Giving yourself a deadline will ensure that you continue to set short-term goals to help reach your long-term goal by summer.

### SMART Goal Tips

1. Develop several goals. A list of goals give you several things to work on over a period of time. It also prevents you from burning out on a specific goal.
2. Goals are not wishes. “I want to” lacks the power that the statement: “I will” has.
3. Share your goals with someone who cares. Sharing your intentions with your parents, best friend, or teacher will help you reach success.
4. Write down your goals and track your progress.
  - **Think** - Sort out ideas
  - **Record** - Write down deadlines
  - **Act** - Plan your time accordingly
  - **Check** - Make sure you're moving in the right direction
5. Review and revise your list. If your goals are not working out, state them in a different way...Do not give up!

Challenger Middle School Citizenship Rubric v.5

Criteria Indicator	Excellent 90-100% Consistently...	Good 80-89% Usually...	Satisfactory 70-79% Generally...	Needs Improvement 60-69%	Unsatisfactory Less than 60%
<b>RESPECT OTHERS AND SCHOOL</b>  Integrity Honesty Honorable Kind	1. Promotes teaching and learning  2. Courteous and respectful to teachers and all students  3. Uses classroom resources/equipment and time wisely and encourages others to do the same  4. Accepts and honors differences  5. Respects the property of others and encourages others to do the same	1. Honors teaching and learning  2. Courteous to teachers and students  3. Uses classroom equipment and time responsibly  4. Accepts differences  5. Respects the property of others	1. Passive towards teaching and learning  2. Unintentionally disrespectful or discourteous  3. May need reminders to use equipment and time appropriately  4. Tolerates differences  5. Unintentionally disrespects property of others	1. Disrupts teaching and learning  2. Discourteous at times, a negative influence in class  3. Careless with classroom equipment  4. Biased towards differences  5. Intentionally disrespects property of others	1. Stops teaching and learning  2. Continually discourteous, rude, disrespectful, or uncooperative/refuses to improve behavior  3. Disrespects classroom equipment and wastes class time  4. Outwardly disrespectful of differences  5. Intentionally disrespects property of others and expresses no remorse
<b>WORK ETHIC</b>  Grit Resilient Persistent Positive Attitude Reflective Academic Courage	1. Fully focused on learning  2. Exemplary attitude/role model  3. Always looking to push oneself harder and not afraid to try new things  4. Always puts forth best effort and seeks to improve	1. Focused on learning  2. Positive attitude  3. Takes on some challenges and new opportunities  4. Puts forth best effort and seeks to improve	1. Focused on learning, but sometimes distracted  2. Neutral attitude  3. Hesitant to take on challenges, but will with prompting  4. Puts forth some effort and needs guidance to improve	1. Rarely focused on learning and does not follow directions, and distracts others  2. Poor attitude  3. Reluctant and unwilling to take on challenges and try new things  4. Puts forth minimal effort and reluctant to improve	1. Does not make any effort to be on task and focus on learning  2. Negative attitude  3. Refuses to take on challenges and try new things  4. Puts forth no effort and refuses to improve

Criteria Indicator	Excellent 90-100% Consistently...	Good 80-89% Usually...	Satisfactory 70-79% Generally...	Needs Improvement 60-69%	Unsatisfactory Less than 60%
<b>READY TO LEARN</b>  Responsible Attentive Involved/Participates Fully Prepared Committed Punctual	1. Self-disciplined and prepared to learn  2. Volunteers and participates enthusiastically  3. Makes constructive contributions during class discussion and group work  4. On Time	1. Prepared to learn  2. Participates willingly  3. Contributes to class/group discussions  4. On Time	1. Occasionally unprepared to learn  2. Participates when asked  3. Seldom needs urging to contribute to class/group discussions  4. On Time	1. Frequently unprepared to learn  2. Fails to participate  3. Needs reminders to keep on task and rarely gives maximum effort during class/group discussions  4. Tardiness	1. Usually unprepared for class  2. Refuses to participate  3. Makes little apparent effort and needs frequent reminders to stay on task  4. Excessive Tardiness
<b>TEAM SPIRIT</b>  Contributes to the Learning Community Cooperative Collaborative Assists Others	1. Exhibits a high degree of cooperation and team spirit  2. Builds teamwork and sportsmanship  3. Takes initiative to help others learn  4. Maintains positive relationships with all peers	1. Exhibits a good degree of cooperation and team spirit  2. Displays teamwork and sportsmanship  3. Helps others learn, but only when asked  4. Maintains good relationships with all peers	1. Exhibits cooperation and team spirit  2. Needs reminders to work as a team and show sportsmanship  3. Helps others learn, but only when asked  4. Maintains satisfactory relationships with all peers	1. Lacks cooperation and team spirit  2. Fails to display teamwork and sportsmanship  3. Distracts others from learning  4. Engages in negative peer behavior	1. Negatively impacts cooperation and team spirit  2. Disrupts teamwork and displays poor sportsmanship  3. Stops others from learning  4. Routinely engages in negative peer behavior

## CHALLENGER VISION STATEMENT

The Challenger Middle School community educates and empowers every child to excel academically, socially, emotionally, and physically. We model integrity, persistence, critical thinking, reflection, and communication. We accept individual differences to cultivate a sense of belonging. We rise to every challenge as we prepare for high school and beyond.

## CHALLENGER VALUES

Challenger staff engaged in a meaningful journey to answer the questions, "What do we value as a learning community? What values do we impart upon our students?" Through deep discussion, reflection, and understanding of our students as learners, Challenger staff arrived at six shared values: Family, Faith, Freedom, Health, Integrity, and Love. We believe that these values are the foundations for the work that we do with students, families, and staff.



**Family** - We value family because we promote building positive, inclusive relationships. We value learning about one another, supporting each other's needs, collaborating, accepting various points of view, and keeping open lines of communication to support our learning community's goals.



**Health** - We value health because it is the gateway to physical, emotional, social, and mental well-being. We believe in fostering healthy and resilient individuals who are positive contributors to the world. We encourage self-reflection, community building, restorative practices, development of resiliency skills, and inquiry of the impacts of health upon our past, present, and futures.



**Integrity** - We value integrity because it is the basis for strong moral character. We hold high expectations, communicate in an inclusive and consistent manner, exhibit professionalism and encourage one another to be contributing members to our society. We implement instruction based on the guaranteed viable curriculum, monitor learner progress, provide support and scaffolds for learners to access curriculum, collaborate, and use data to drive our instructional decisions.



**Faith** - We have faith we will rise to the challenges we face through perseverance, flexibility, empathy, creativity, risk-taking, resilience, and responsiveness to feedback. We have faith we are continually building learning communities which foster confidence to face these challenges, deep understanding of content, and creative solutions.



**Love** - We choose to love and be kind to all members of our learning community. We accept others without judgment, celebrate and value learning differences, and unconditionally support and develop one another's passions.



**Freedom** - We value freedom by honoring individual expression and perspectives. We provide choices and encourage creativity, flexibility, and innovation towards the achievement of individual pursuits. We recognize that learning happens through multiple approaches and learning from mistakes. Freedom creates an environment where learners find learning enjoyable.

**School Colors:** Royal Blue and Columbia Blue

**School Mascot:** Christa the Cheetah - Named in honor of Christa McAuliffe, the teacher who perished in the Space Shuttle Challenger accident.

**School Motto:** The first teacher in space, Christa McAuliffe, was often quoted as to have said, "I touch the future; I teach." Challenger's motto is a version of that quotation. "We Touch the Future; We Teach"

### Challenger Alma Mater

Oh Challenger, we honor you as we go on through life,  
We'll think of you and what we learned as we face our life's strife.  
As we move on through the days, our thought will oft return  
To the friends we made, the joys we shared,  
They will stay throughout the years.

**CATSpectations** – Community, Attitude, Tolerance and Scholarship! The CATS Program encompasses character education, intervention systems, and student recognition in support of the following philosophy:

**Community** – Your community is your neighborhood, family, friends, school, businesses, libraries, parks, etc. Do your best to make it safe, clean, and something to be proud of. It starts with you!

**Be Caring!**

**Be Responsible!**

**Attitude** – You are in charge of your attitude each day. You can choose to react to a situation positively or negatively - the choice is up to you!

**Have Fun!**

**Be Positive!**

**Tolerance** – The world is made up of all different kinds of people. Wouldn't it be a boring place if we were all the same? Strive to respect, accept, and learn from each other!

**Be Compassionate!**

**Be Accepting!**

**Scholarship** – Always do your best and take pride in everything you do. Push yourself above and beyond people's (and your own) expectations of yourself. If you always do your best, you will have no regrets. Autograph everything you do with excellence!

**Explore Your World!**

**Learn New Things!**



**HISTORY OF CHALLENGER** - Our school is named in honor of the space shuttle Challenger. On January 28, 1986, the space shuttle Challenger disintegrated during lift-off due to equipment failure, ending the lives of all seven crew members. These astronauts: Sharon Christa McAuliffe, the first teacher in space; Francis Scobee, mission commander; Michael J. Smith, shuttle pilot; Ronald E. McNair, mission specialist; Gregory B. Jarvis, payload specialist; Ellison S. Onizuka and Judith A. Resnik, mission specialists, who trained and worked together, represented the hope and diversity of America. The name "Challenger" captures the energy and the inspiration associated with commitment to success. It dares one to go beyond one's limits, to have high expectations, to touch the future. The crew's love for their country, commitment to excellence and appreciation of education were elements that led to their success. The memory of that crew will serve as a role model for our diverse student population.

## IN CASE OF AN EMERGENCY

All district schools have developed a comprehensive school safety plan that meets state requirements. Emergency procedures are reviewed and discussed with students and staff every year. Emergency drills in case of fire, natural disaster, or other emergencies requiring a shelter in place or lockdown are practiced regularly. Challenger's goals in any emergency are to stay calm, to keep students and staff in a safe environment, account for every student and adult on campus, and facilitate an orderly evacuation to a safe area of the campus.

**Evacuation or Fire** – A continuous short bell will ring. All buildings are evacuated. Students will walk with the classroom teacher to a safe area.

**Earthquake** – A long bell will ring or an actual earthquake will occur. Students inside should move away from windows, drop to the floor and cover their heads with their hands. Students outside should move away from all buildings and overhead wires, drop to ground and cover their heads with their hands. When the area has been determined safe, an all-clear bell will sound, and students will be escorted to a safe area.

**Shelter in Place/Lockdown** - In the cases where the campus must close down all rooms for safety reasons, a long continuous bell will ring. Students need to go into the closest open room. Teachers will lock the door, turn off the lights, and shut the blinds. Students will be directed to go to the designated safe area in that room and/or lay on the ground. When the area is determined to be safe, staff or police will evacuate the school; room by room. In the event of a lockdown where police are involved, the police will assume authority for the situation and the school will follow their instructions.

**Parent Action in Case of Emergency** – Remain calm. In the specific cases of emergency where students will be dismissed early, signs will be posted with instructions. School, district, and police instructions will be followed to reunify parents with students. This may take some time, so please be patient.

### Additional Emergency Tips for Students and Parents:

- Be sure your child has important contact information memorized - home, cell and work phone numbers for both parents. This is great information to write in your child's planner.
- Remind your child of the name and phone number for an adult to use as an alternate emergency number.
- Have an alternate plan for rides, or plan to walk to or from school. Make sure your child knows his/her own address and route to the house in case he/she needs to walk home or direct someone driving to the house.
- Post the "School Dates to Remember" flyer on the refrigerator so you know when holidays and minimum days occur.
- Notify the school of any changes in home address and home or work phone numbers.
- Be sure the school has updated contact numbers and names of adults who your child can be released to in the event of an emergency.
- Notify the school of any restraining orders and any court or custody issues that may involve the school or your child.
- Report any concerns or suspicions that you may have to a teacher, counselor or administrator. If you prefer to remain anonymous, please call the Crime Stopper Hotline at 888-580-8477 or go to [SDCrimestoppers.com](http://SDCrimestoppers.com) for instructions on how to send an anonymous text or web tip.



## CHALLENGER MIDDLE SCHOOL POLICIES AND RULES (alphabetically)

**ACADEMIC HONESTY POLICY** - One of the goals of Challenger Middle School is to teach the values of integrity, honesty, and trustworthiness. Challenger students are upstanding citizens, however, we recognize mistakes may occur. Acts of academic dishonesty may include the following:

**Cheating on Tests or Assignments** - If a student cheats or knowingly assists another student to cheat, consequences will be imposed.

**Forgery** - Forgery is imitating or counterfeiting another person's signatures.

**Plagiarism** - Plagiarism is copying another person's work, data, files, homework assignments, and/or textbook material (including any published print and electronic material) and is claiming the work as his/her own.

**Theft or Alteration of Materials** - A student is guilty of theft or alteration of materials if he/she steals, exchanges, or alters test documents, class materials, and/or teacher's records. This includes a student involved in selling, distributing or accepting stolen test materials or a student who refuses to cooperate in an investigation of cheating.

**Consequences will include one or more of the following:**

- Student will receive a zero on the assignment, quiz, or test.
- The teacher will notify parent.
- Student will receive a referral to a counselor.
- A second violation may result in an "F" and/or "U" for the grading period and referral to the vice-principal for a possible suspension.

**ALCOHOL/TOBACCO/VAPING** - Alcohol, tobacco, vaping, and other drug use and/or possession on campus, going to and from school, and school-related events is prohibited. Students found to be selling or furnishing controlled/prohibited substances, or in possession of an amount of a controlled/prohibited substance determined to be for more than personal use, can be recommended for expulsion on the first offense. Students are not to have any form of vaping items or tobacco (smokeless tobacco, chew packets, and betel) in their possession at school or school-related events.

**ASB – ASSOCIATED STUDENT BODY** - Every student is automatically a member of the Associated Student Body (ASB). The purpose of the ASB leadership class is to promote school spirit and develop leadership. Students are enrolled in the ASB leadership class via an application process. Students are selected based on grades, citizenship, and teacher recommendations. They model leadership and promote teamwork within the Challenger Community.

### Why is Cheating a Big Deal?

*You're taking credit for work or ideas that aren't your own.*

*It's dishonest and reflects poorly on your character.*

*You're not learning the skills you'll need to succeed in life.*

*If caught, you could fail the course, be suspended, or even expelled in some schools/colleges.*



**ATTENDANCE** – California Education Code 48200 requires full-time student attendance for all children between ages 6 and 18.

**Absences** – When a student is absent, the student’s parent/guardian must call, email, or send a note to the Attendance Office. The district’s automated phone message system will make automated phone calls and send automated emails when students are absent or tardy. If an absence has not been cleared after five (5) days, it will be considered “Unexcused.” Please make sure correct contact information is on file with the Attendance Office.

**Excessive Absences** - Students who have excessive absences may enter into a process called Student Attendance Review Board (SARB) which may lead to court intervention if absences continue to be a problem.

**Excused Absences** – The State of California only excuses certain types of absences which include illness, doctor or dentist appointments, injury, or personal/family emergencies. For details regarding district and state attendance policies, please check the *Facts for Parents* booklet sent home at the beginning of the school year or the district’s website, [www.sandiegounified.org](http://www.sandiegounified.org).

**Doctor Appointments, Early Dismissal** – A parent/guardian must request an early dismissal for a student by phone call, email, or note to the Attendance Office – not the child’s teacher. When you know you want your student to leave school early, please call the attendance office at least 60 minutes before you need to pick up your student. It might take a while to retrieve your student, especially from PE class, if you do not give us ample notification. Any student leaving campus early without a blue release slip is considered truant.

**Extended Absences/Contracts** – A parent or guardian must notify the Attendance Office (not the teacher) for a Contract of Independent Study five (5) school days in advance. If a contract is not obtained, this absence will be unexcused. Extended trips/personal leaves are discouraged during the school year. Contracts are only available for absences of five (5) or more days.

**Letters for Excessive Absences** - The district has a set schedule of when letters are mailed home regarding absences they consider to be more than normal. A student’s attendance record may be viewed through the PowerSchool Portal. The Attendance Office will be able to help anyone who has a question or concern.

**Tardies and Truancies** – All students are expected to be in class and in their seats when the bell rings. Students who are tardy will not be admitted to class without a tardy slip from the attendance office. If a student is tardy or truant, he/she may receive consequences such as lunch-clean up, detention, or in-school suspension. In an effort to notify parents, an automated phone call will be made.

**Tardy Sweep** - Unannounced sweeps will take place during the school year. During a tardy sweep, teachers are instructed to close their doors when the bell rings and send students who are tardy to the auditorium. All students who are tardy to school on the day of a tardy sweep will be issued detention.

**Why is Regular Attendance Important?**  
*Students who attend classes are more likely to succeed.*  
*Frequently absent students often slow down classmates.*  
*Missing class increases the risk of falling behind.*  
*Chronic truancy is linked to higher dropout rates.*

**BACKPACKS** – Students are encouraged to use backpacks, rolling backpacks, or tote bags to carry books. Challenger does not have lockers for books. Many textbooks are available online. Web links and passwords are available from teachers. Teachers will instruct students when to bring textbooks to school. Please do not leave backpacks unattended, and do not leave valuables in backpacks.

**BALLOONS, FLOWERS, BIRTHDAY CAKES** – Birthday cakes/food, flowers, balloon bouquets, or other gift items are not allowed on campus. Do not bring them to school or have them delivered.

**BICYCLE, SKATEBOARDS, AND NON-MOTORIZED SCOOTER SAFETY** – Students riding bicycles, skateboard, or non-motorized scooters to and from school must wear a helmet. Students must walk bicycles, skateboards, and non-motorized scooters on school grounds. All bikes, skateboards, and non-motorized scooters must be locked in the bike racks. Students are responsible for securing their bikes, skateboards, and non-motorized scooters with a personal lock. All bike riders, skateboarders, and non-motorized scooter riders must obey all traffic laws and school regulations, or face bicycle/skateboard/non-motorized scooter suspension. The school is not responsible for security for these items in the event of theft or damage. (Vehicle Code 21212).

**BULLYING/CYBERBULLYING/HARASSMENT/INTIMIDATION POLICY** – In accordance with district policy, bullying, cyberbullying, harassment, or intimidation in any form are prohibited at school or school-related events (including off-campus events). Bullying, cyberbullying, harassment, or intimidation are considered inappropriate behavior and will result in disciplinary action. Bullying is defined as any severe or pervasive act, including written or electronic communications, including but not limited to sexual harassment, hate violence or harassments, threats, or intimidation that causes: a student to fear harm to his or her person or property; substantial harm to a student’s physical or mental health; substantial interference with a student’s academic performance; or substantial interference with a student’s ability to participate or benefit from school services, activities or privileges. Cyberbullying includes the transmission and/or posting of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a phone, computer, or any wireless communication device. Cyberbullying also includes assuming the person’s identity in order to damage that person’s reputation. This may include any off campus conduct during non-school hours which poses a threat or danger to the safety of students, staff or district property or disrupts the orderly delivery of the educational program.

**Why Should I Care About Bullying and Violence?**

*They contribute to a negative learning environment.*  
*Repeatedly abused students may skip school or drop out.*  
*Witnesses may feel unsafe and unable to focus in class.*  
*An incident that seems minor can escalate quickly.*

**How do I report Bullying?**

At Challenger Middle School, teachers, counselors, staff members, and administrators want students to feel safe at all times. When a student believes that he or she is being bullied, there are several ways to report the unacceptable behavior:

1. Students are encouraged to tell the nearest teacher or staff member if they are being bullied.
2. Students can fill out a “Request to See Your Counselor” form (green form located in the Counseling Center and in any classroom).
3. Students can fill out the white half sheet entitled “Report Harassment of Bullying” and put it into the “Stop Bullying box located in the library or give it to any staff member.
4. Students can access the district form to report bullying through the Challenger website: [www.sandiegounified.org/schools/challenger](http://www.sandiegounified.org/schools/challenger) (the link is “Report Bullying” and is at the bottom left side of the homepage)

**WHAT IS HARASSMENT?**

Any Form of Unwanted, Deliberate, or Offensive Behavior That Someone Has Asked Another to Stop

**WHAT YOU SHOULD DO IF YOU ARE BEING HARASSED AT SCHOOL**

**1. TELL THE PERSON TO STOP**

Speak clearly  
Say it loud enough for the person to hear  
“LEAVE ME ALONE!”  
“STOP HARASSING ME!”  
“STOP BOTHERING ME!”  
“I TOLD YOU YESTERDAY- STOP THAT!”  
**DO NOT** add to the problem by name-calling or insulting the aggressor

**2. IF IT CONTINUES, REPORT IT**

Tell the truth to your teacher, counselor, parents, administrator, school police officer, security personnel or another trusted adult.  
School staff will talk to the aggressor about the inappropriate behavior and consequences will be assigned.

**3. IF IT STILL DOESN'T STOP, REPORT IT AGAIN**

At this stage, an administrator, counselor or school police will become involved.



Challenger Middle School

**CLUBS/STUDENT ACTIVITIES** - Students may participate in teacher sponsored clubs after school. School clubs are offered for a variety of interests and are sponsored by staff members each school year. Announcements regarding meeting dates and times can be found in the weekly bulletin.

**COMMUNICATING WITH STAFF** – Parents/guardians may email staff members through the links provided on Challenger’s website or leave a voicemail by calling the school. During the day, teachers are busy teaching students and often have to attend trainings or parent meetings after school. Please allow staff 24 hours to respond to your message. Parents are encouraged to call for an appointment to be sure the person they would like to see is available. The staff will do their best to accommodate drop-in visits, however, parents may be asked to schedule an appointment. A parent/teacher conference may be scheduled at any time during the school year and can be arranged directly with the teacher. If a parent would like to meet with more than one teacher at the same time or would like the child’s counselor to be included in the meeting, please contact the student’s counselor for assistance. If a parent feels like he/she needs more assistance after communicating with the teacher, please contact the student’s counselor or one of the site administrators.

**CONTACT INFORMATION** - Any changes to contact information must be made through the Attendance Office. Please update phone numbers, addresses, and the names of emergency contacts as soon as anything changes.

**COUNSELING AND GUIDANCE** - Every student will have access to the counselor who will be able to help with school or personal problems. The counselor will make any necessary schedule changes, help plan the student’s school program, and provide academic and personal guidance. Students may request an appointment with the counselor by filling out a “Request to See Counselor” form. These forms are available in every classroom and in the Counseling Center. Parents may request an appointment by calling the office or emailing the child’s counselor.

**CROSSWALKS AND TRAFFIC** - All students must walk on the sidewalks and use the crosswalks especially when crossing in the front of the school on Parkdale Avenue. For the safety of our children, parents are asked to obey traffic signs, not make U-turns in front of the school, and pull over to load and unload passengers. Help the school to be a good neighbor and do not park in front of someone’s driveway. This is illegal and neighbors have been advised to call the police when this occurs.

**DRESS CODE** – Challenger Middle School students are expected to dress for success. In an effort to develop considerate, responsible citizens, the following dress code is required for all students and is not negotiable. Clothing and jewelry cannot depict any profanity, weapons, violence, gang-related, drugs, alcohol, tobacco, sexual act or be offensive to any gender, ethnicity, or faith. The school assumes no responsibility for loss or theft of clothing or jewelry.

**Pants, Shorts, Skirts, Dresses**

- Worn at the waist, no underwear showing
- Ripped jeans with holes above the mid-thigh are not allowed.
- Shorts, skirts, dresses, ripped jeans must cover mid-thigh and above

**Shirts**

- No strapless tops
- No exposed chest or midriff
- No shirts with low cut armholes
- No off the shoulder clothing that exposes undergarments

**Shoes**

- Must be closed-toe and have a closed back
- No slippers
- Heel of shoe cannot exceed two inches

**Hats, Beanies, and Hoods**

- Hats, beanies and hoods must be removed when entering a building and must not distract from instruction.
- Hats with visors must be worn facing forward to protect the face.

**Jewelry**

- Must be appropriate for school and not pose a safety issue

**Miscellaneous**

- Any clothing, accessories, or colors that are associated with gangs are prohibited; this could include wallet, but not be limited to chains, traditional paisley bandanas, hairnets, excessive jewelry, etc.
- Sunglasses are not to be worn indoors unless prescribed by a doctor
- No pajamas (with the exception of pajama day during spirit week)

**First offense** – Student will make phone call home and change into loaner clothes

**Second offense** – Student will change into loaner clothes, Administrator will contact parent and assign an after-school detention for 30 minutes

**Third offense** – Student will change into loaner clothes, Administrator will contact parent and assign a Friday school detention for 60 minutes

**Additional Offenses** will be viewed as defiance and may result in suspension.

**DROPPING OFF ITEMS FOR STUDENTS** – We want to encourage students to become independent and responsible. In addition, we want to minimize interruptions to student learning. When the door opens to a classroom, learning stops, as everyone turns to see who is entering the room. To that end, we ask that parents not drop off any items at school for their student. After the first week of school, we may not accept any belongings (homework, PE uniforms, money, cell phones, etc.) in the office. Please help your student prepare for school by setting up an area at home where all school items are placed the night before. If you need to deliver a lunch to your child, please sign in at the front office during your child’s lunch time, and we will allow you to walk their lunch to the lunch court. Please bring a valid form of identification.

**EIGHTH GRADE ACTIVITIES AND PROMOTION CEREMONY PARTICIPATION** - Challenger’s first priority is preparing students for high school both academically and socially. We look forward to celebrating the accomplishments of our eighth graders at the end of the school year with an end of year activity and promotion ceremony. In order for eighth graders to be promoted to high school and participate in these activities, it is essential that students maintain appropriate academic progress and behavior throughout the school year. Any behavior problems at any time may be cause for students to be ineligible for all 8th grade related activities or promotion activities. The participation criteria will be distributed to students and parents in the fall and posted on our website.



**ELECTRONIC DEVICE POLICY** - Electronic devices include, but are not limited to, **cell phones**, smart watches, tablets, cameras, iPods, and MP3 players.

**All electronic devices shall be turned off and kept out of sight during the school day - from the first bell requiring students to be in the classroom to the last bell releasing students from school. This means students are not allowed to talk, text, or record during passing period, class time, lunch time, and testing time** except when being used for a valid instructional or other school related purpose as determined by the teacher or other district employee. A student who brings an electronic device to school is responsible for ensuring that ECD does not disrupt class or any school function. If an electronic device rings or vibrates during class or other school activity, it will be confiscated and consequences will be issued as outlined below. The school is not responsible for any lost, stolen, or damaged personal electronic devices.

Students are required to follow Network Use Guidelines – unauthorized use and violations will result in the confiscation of the electronic device. Under Education Code Section 48901.5, the school is authorized to regulate possession or use of Electronic Communication Devices by students who are on campus, who attend school-sponsored activities, or who are under the supervision of school district employees.

**Why are There Rules About Using Cell Phones**  
They can be used to invade the privacy of others.  
They're distracting.  
They can be used to cheat.  
They can be lost or stolen.

Any device with camera, video or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person and they must be turned off and kept out of site when in the PE locker room and bathrooms. A student is prohibited from using an electronic device's camera and/or video functions except when being used for a valid instruction or other school related purpose as determined by the teacher or other district employee, while on campus, while at a school activity, or while under the supervision of school staff whether on or off campus.

Students who engage in inappropriate use, access or sharing of personal, school or individual electronic data will be subject to disciplinary action. Inappropriate electronic communication which is demeaning, harassing, bullying or teasing based upon sex, race, ethnicity, religion, disability (physical and mental), sexual orientation or perceived sexual orientation may be subject to legal and/or disciplinary action. These guidelines apply when going to and from school or to and from a school-related activity on school grounds and at any school-related activity supervised by school personnel.

Electronic devices must not be used for bullying, harassing, threatening, or teasing of students or school staff. Electronic devices must not be used to send threats and must not contain photos that are sexually explicit, photos of illegal activities, or photos of unlawful drugs or drug paraphernalia.

If a student brings an ECD to school, the site Administrators reserve the right to search electronic devices and review photos, videos, voicemail messages, text messages, and any other capabilities when there is reasonable suspicion and/or when the law otherwise allows. If a parent objects to the school viewing items on the phone or listening to or reading messages, then the parent shall not allow the child to bring an electronic device to school. The school may also share the electronic device with police.

If a student whose electronic device has disrupted the school refuses to turn their electronic device over to staff immediately when requested or if a student uses a electronic device in a manner that violates this handbook or other school rules, the student will be disciplined for disruption and/or willful defiance, which may include after school detention, In-School-Suspension, or Suspension, and the student may be prohibited from bringing an electronic device to school or activities.

#### **Consequences for Confiscation of Electronic Device**

- 1<sup>st</sup> offense – take away and pick up at the end of class
- 2<sup>nd</sup> offense – take away, call home return at the end of the day from the office
- 3<sup>rd</sup> + offense – check it in the office at the beginning of the day, returned at the end of the day from the office. Length of time for this action determined by administration.

**FINANCIAL OFFICE** – Students may purchase school items such as PE clothes, locks, yearbooks, spirit wear, etc., between 6:45 AM–2:10 PM with cash, U.S. Postal money order, or cashier's check. Personal checks made out to Challenger Middle School will be accepted through the month of April. We are unable to make change for large bills or to accept debit or credit cards.

**GOOD NEIGHBOR** – Help Challenger be a good neighbor by obeying traffic laws, respecting other people's property, and throwing your trash away in proper receptacles.

**GRADE REPORTS** – All students are expected to maintain passing academic grades and good citizenship. Students are issued a progress report every six weeks with the final report card issued at the end of each semester. Progress reports and the first semester report card are given to students to take home. The second semester report card is mailed home by the district by the end of June.



Student progress, progress reports, and report cards may also be viewed via the Internet with a PowerSchool account. School staff will make automated reminder phone calls to parents about grades. Parents may contact teachers via phone or email to receive additional progress information. If a parent or student does not have access to the Internet, parents may contact the student's counselor or the student may stop by the office for an updated printout. Grade reporting dates are listed on our website, and the flyer entitled, *Dates to Remember*, which is sent home on the first day of school. Please mark important dates on home calendars.

#### **HEALTH SERVICES**

- All on-campus injuries must be reported to the Health Office.
- All students must have a current *Health Information Exchange Consent* card on file in the Health Office.
- Students must meet immunization requirements – please refer to *Facts for Parents* booklet for detailed information.
- Medication – Medications are not allowed to be carried by students with the exception of some e.g. inhalers. Please check with the Health Office for more details. All forms mentioned below are available at the Health Office and must be updated annually.



Students who feel ill must go to the Health Office with a pass. Students are not allowed to call or text on a cell phone or from a classroom to be picked up from school. The Health Office staff will determine the course of action and if the student should go home due to illness.

- o **Over-the-counter Medications Available at School:** Ibuprofen, acetaminophen, calamine lotion, and antacids are available to students whose parents indicated on the *Health Information Exchange Consent* form completely filled out and on file at school. The nurse will assess the situation, the student's health history, and dispense medication according to protocol. This form is sent home on the first day of school. OTC medications can only be administered 3 times for the whole school year.
- o **Prescribed and Over-the counter Medications Routinely Needed at School:** If other prescribed and over-the-counter medications are routinely required at school, a *Physician's Recommendations for Medication During the Day* form is required to be completed by a physician and brought in with the medication to the Health Office.
- o **Asthma and the Use of Inhalers at School:** Students who use inhalers at school as prescribed by their physicians must have an *Asthma Action Plan* form on file in the Health Office. The plan will determine if an inhaler is kept in the Health Office or carried and self-administered by the student.
- o **Allergy Medications:** Students who have allergies that require antihistamines or epinephrine (Epi pen) must have an *Allergy and Anaphylaxis Emergency Plan* form that has been completed by a physician and brought in with the medication.

**HOMEWORK** - Homework helps students become self-directed, independent learners, and improves academic achievements. We believe homework should enhance learning while allowing a balanced life. Homework assignments are purposeful, relevant, and designed to support student learning. Parents are encouraged to take an interest in the homework activities of their children and provide conditions that are conducive to good study habits. So far as possible, homework is adjusted to the goals, abilities, and interests of students. Some students may require more time for study than others, and different subjects require different amounts of homework. Therefore, the amount of homework per day may vary. If the time spent doing homework exceeds the following guidelines, please contact your child's teacher. The guidelines include:

- 60 minutes per day for 6th grade students
- 70 minutes per day for 7th grade students\*
- 80 minutes per day for 8th grade students\*

\*Students taking high school credit courses (Filipino, Spanish, Integrated Math I Advanced) will require additional time spent on homework.

While it is possible that homework may be given on weekends, holidays, or breaks, we will strive to keep this to a minimum. For information regarding homework plans by department, please go to Challengers website. For more detailed information regarding the homework plan of a specific teacher, please go to the teacher's website and review their course syllabus.

**Why Do Teachers Assign Homework?**  
*It helps to develop study habits and a sense of responsibility.  
 Assignments reinforce skills you've learned at school.  
 Reading prepares you for the following day's class work.  
 It allows teachers to monitor progress and detect problems.*

**ID CARDS** - ID cards are required for many school activities. The first one is distributed on Picture Day. Replacements are available at the Financial Office.

**LAUNCHPAD/STUDENT STORE** – Open during most lunches, students can purchase snacks and school supplies at the student store operated by CMS PTO parent and student volunteers. The student volunteer application period and store hours will be announced in the bulletin.

**LIBRARY** – The Library Media Center is open from 7:00 AM-3:00 PM daily. Students may visit on their own before school, after school, and during lunch. During class hours, students must have a pass from the teacher to be admitted. The library staff is here to help. Be sure to ask for help if assistance is needed. Computers are available on a first come, first serve basis for school-related work. School work may be printed for free – only greyscale is available.

*Please observe the following rules when using the Library Media Center:*

- Students must have a pass in order to go to the library during class time.
- Books are checked out at the circulation desk only with an I.D. card.
- Observe the due dates stamped in the borrowed books. Books are checked out for two weeks.
- Drinks, gum, and food are not allowed.
- Be considerate. Loud talking or disruptive behavior is not allowed.
- Cell phones/ECDs must be turned off and placed out of sight while in the library.

Textbooks will be issued through the Library Media Center. All textbooks issued to students must have a protective book cover. Although all textbooks are furnished free of charge, students are required to pay for any losses or damages beyond "normal wear." If a book is lost, the student must pay for the cost of the book. A detailed page of damage fines and textbook prices is given to students when they check out textbooks. It is also posted on the school's website.

**LOST & FOUND** – Please turn in valuable items such as wallets, watches, purses, jewelry, electronic devices, etc. to the Financial Office. Please turn in clothing and items such as notebooks to the Lost & Found area near the lunch court. All found textbooks or library books should be turned in to the library. Unclaimed found items will be donated to charity at the end of each semester.

**MEALS** – Good nutrition makes for healthy bodies and healthy minds. Students should have a good breakfast before coming to school so they are ready to learn. Breakfast is available for purchase at the school's cafeteria from 7:00-7:10 AM. Food and beverages that are sent to school should be nutritious and low in sugar content. Energy drinks such as Red Bull, Monster, and sodas are not allowed. The free/reduced breakfast/lunch program is available to those who qualify; applications are available online and in the front office. They can be completed at any time during the school year.

**MESSAGES FOR STUDENTS** – The office will only take a message for a student in cases of emergency.

**MOVING/ADDRESS CHANGE** - Please notify the Attendance Office whenever a student moves to a new address. If the student will be moving to a different school, the Attendance Office must be notified a few days in advance so transfer documents can be prepared.

**PARENT ACCOUNT IN POWERSCHOOL** - Parents/guardians are highly encouraged to sign up for an account in PowerSchool by contacting Challenger's site technician which will enable parents to monitor their student's homework assignments, grades, test scores, state test scores, and attendance via the Internet. Parents may share the PIN and password information with other family members or other adults involved to help monitor and support the student in order to succeed in school. Students will receive their student account information for PowerSchool via their teachers at school.

**PARENT INVOLVEMENT** – Parents are a critical part of a student's support system. Challenger encourages and expects involvement at all levels including our volunteer program, PTO, and several parent committees. Parents are encouraged to look at their student's planner each week to make sure the student is establishing good organizational habits by keeping track of assignments, tests, and quizzes. Regularly viewing the information listed in PowerSchool and checking the school's website for school news will help in monitoring a student's progress.

**PASSES** - No passes will be issued the first or last ten minutes of each period. When leaving a classroom, students must have their planner/pass signed by the teacher.



**PE UNIFORM** – Challenger Physical Education shorts, crew neck t-shirts, and a weight room (hand) towel are the PE uniform. It is recommended students have a substitute set of gym clothes kept in a large zip-lock bag in their locker in case the primary uniform has been forgotten. The Sub Set consists of a set of socks, one crew neck t-shirt, and one pair of shorts in plain gray or blue. A plain gray or blue crew neck sweatshirt and sweatpants may be worn during cold weather. The clothes used for the Sub Set and sweats cannot have hoods, pockets, logos, buttons or zippers. For safety reasons students must wear shoes that tie. When physical education attire becomes torn, ripped or defaced such as writing other than name, the garment must be replaced. Clothes such as sweaters, jackets, shorts or shirts may not be worn over or under the physical education uniform. Students are encouraged to have a combination lock on their PE locker. PE clothes and locks may be purchased at the Financial Office.

**PLANNER** – Every student is provided with a planner. The planner is a communication and organizational tool. It is expected that **STUDENTS** will use the planner each day to write down homework assignments, upcoming projects, and future test dates. Students should also write a brief summary of what was taught in class each period. **PARENTS** are strongly encouraged to review your student’s planner and sign it at least once per week. During Advisory, the **TEACHER** will check each student’s planner to see if it has been signed by the parent.

**PROMOTION CEREMONY** – See Eighth Grade Activities and Promotion Ceremony Participation above.

**RAINY DAY PROCEDURES** - Students are asked to walk under the covered walkways and stay out of the rain as much as possible. PE classes will conduct indoor activities. Students may eat lunch under the covered patio area or in the auditorium. Students should wear appropriate footwear, clothing, jackets, and outerwear to protect them from the cold and wet weather. Umbrellas are permitted at school when used properly for inclement weather. Students may wear their hoods when it is raining. Please monitor weather reports and arrange alternative transportation if necessary. Traffic congestion is always worse on rainy days and is not an excused reason for tardiness. Please plan ahead, and leave the house early.

**ROLLERBLADES, MOTORIZED BICYCLES, AND MOTORIZED SCOOTERS** - Rollerblades, motorized bikes, and motorized scooters are not allowed on campus at any time. These items will be confiscated and returned at the discretion of the principal.

**SCHEDULE CHANGES** – Our goal is to develop a master schedule that allows students to be placed in the appropriate core classes (English, Math, Social Studies, and Science) based upon their academic needs at the same time participating in one of their top three elective choices. There are a variety of reasons why a student may not receive one of their top three elective choices: 1) There may be a conflict between the core class and the elective class; 2) The student chose an elective that requires a prerequisite; or 3) The elective class may be full. In the event a schedule change is made, counselors may need to change the entire schedule (including core teachers). This frequently occurs when a parent is requesting their child be scheduled into an elective that is not offered during the same period as their current elective. In order to make elective changes, counselors monitor the list of no- shows dropped during the first two weeks and analyze the list of change requests in an attempt to identify patterns and open seats. This task takes two weeks. Therefore no schedule changes will occur until after the second week of school. No other schedule changes will be made until the end of the first semester. All schedule change requests must be approved by the Principal.

## SCHOOL CODE OF CONDUCT/DISCIPLINE PLAN

The Challenger Middle School staff is committed to helping students be successful by always doing their personal best! Attaining your personal best is the responsibility of the student, his/her parents, and school personnel.

**Parent Responsibility** - Teach your children behavior appropriate to achieving good citizenship and good work habits in school. Communicate with your child’s teachers on a regular basis. Know and support district and school rules. Cooperate and support the school in maintaining proper standards for students and the appropriate consequences.

**Student Responsibility** - Work hard at attaining your personal best. Respect yourself, your classmates, all Challenger staff, and our beautiful campus. It is the student’s responsibility to read and be aware of school policies. Always maintain a positive attitude, do your best, and come to school prepared every day.

**School Personnel Responsibility** - Establish and maintain the standards that are needed to achieve a positive learning environment. Teach and review rules with students. Communicate with parents.

### **Student Expectations:**

- To respect and follow the directions of all adult staff members.
- To attend school every day and on time.
- To obey the Student Dress Code.
- To walk, not run when moving from class to class.
- Students will leave campus promptly after dismissal. No school supervision is provided after 2:10 PM.

**Assault** – Any student who is involved in an unprovoked attack or an assault on any student or adult (verbal or physical threat or action) may be suspended from school and may be referred to School Police Services Department, which may conduct an investigation for possible expulsion. (P.C. 240.242, E.C. 44014).

**Defiance** – Any student who defies any adult or refuses to follow his/her directions or refuses to give their name will be referred to the appropriate authority for disciplinary action.

**Disruption** – Any student who deliberately disturbs or hampers classroom instruction or school activities will be immediately referred for disciplinary action. (E.C. 10609, Board Policy 5131) This includes the possession and/or use of stink bombs.

**Electronic Devices** – Please refer to the above section entitled, “ELECTRONIC DEVICE USE POLICY” for details.

**Explosive/Flammable Objects** – Possession or use of any explosive such as firecrackers, poppers, bomb bags, stink bombs, or similar items may result in an immediate suspension from school. This section applies to the possession/usage of matches and lighters as well. Be advised that the Municipal Code of San Diego, Section 53.10(b)(2) states that “It is a misdemeanor to possess or explode firecrackers on campus.” A referral may be made to School Police for violations of this provision.

**Extortion or Threats** – Any students involved in obtaining money or other possessions of value through the use of intimidation or violence will be suspended. An investigation by School Police Services may be required. (Extortion: P.C. 518, Threats: P.C. 519)



**Fighting** – Fighting, including playing fighting, is strictly forbidden. Students who fight will be referred to the counselor or vice principal for disciplinary action and suspension. After three fights inflicting injury within one year, the student could be recommended for expulsion.

**Food and Drink** - Only water is allowed in the classroom. Gum, candy, and soft drinks are not allowed on campus. These items apply to lunch time as well. If brought to school they will be confiscated by staff and will not be returned. Food and drink are not allowed outside of the lunch court area at any time and if a violation occurs will be confiscated and not returned.

**Gambling** – Gambling in any form is prohibited by state law. Gambling is defined as wagering or betting money on the outcome of any activity. Students who are involved in this activity may be suspended. Students should not have dice or cards or anything that can be considered a gambling device in their possession at school. These items will be confiscated and returned at the discretion of the principal. (Administration Code 301, E.C. 10601-10609)

**Instigating** – Students who instigate problems, unsafe situations, or misbehavior will be considered a participant and will receive appropriate consequences for their actions.

**Laser Pointers** - No student shall possess a laser pointer on campus. (P.C. 417.27) Pointing a laser pointer in a threatening manner may be a misdemeanor. (P.C. 417.25) Laser pointers will be confiscated and returned at the discretion of the principal.

**Leaving Campus Without Permission** – Students may not leave campus without permission. Leaving campus without a “Blue Slip” (Absence Excuse Slip) is considered a truancy. (B.P.5131)

**Misbehavior Going To and From School** – Students are subject to disciplinary action for any form of misbehavior in the process of going to and from school. (B.P.5131)

**Profanity** - No profanity or pornography is allowed on campus. The use of offensive words or profanity is unacceptable.

Obscene actions, possession of pornographic materials, or habitual profanity can lead to suspension. Obscene or pornographic items will be confiscated and will be returned at discretion of principal.

**Public Displays of Affection** – Also known as PDAs (kissing, romantic embraces, etc.) are not allowed.

**Theft** – Any student involved in the theft or attempted theft of school or personal property will be suspended. This includes receiving stolen property. School Police Services contact may be required. Challenger administration and staff strongly encourage students NOT to bring any valuables to school due to theft risk. Students are encouraged not to bring large amounts of money to school or to leave backpacks/purses unattended. Thefts must be reported immediately to the vice-principal.

**Toys** - (such as yo-yos, darts, baseball cards, electronic games, fingerboards, water guns, squirt bottles, squirt guns, pacifiers, marbles, stuffed animals, etc.) are not to be brought on campus. They will be confiscated and returned at discretion of the principal.

**Vandalism** – Anyone who maliciously damages or defaces school property or that of another person is required by law to pay for damages. This includes defacing school property with permanent marker or felt pen. Immediate suspension and possible police contact may be required. (P.C. 594) Permanent pens, whiteout, aerosol cans, sharpies are not allowed at school and will be confiscated.

**Consequences** - Students who do not follow school rules and procedures are subject to disciplinary action by a school staff member. This action may take the form of lunch detention, after-school detention, a parent conference, an intervention plan, lunch clean-up, in-school suspension, suspension from regular school attendance, or expulsion. For additional information regarding violations and the associated consequences, please refer to the School Code of Conduct/Discipline Code–Cause & Effect.

#### SCHOOL CODE OF CONDUCT/DISCIPLINE PLAN – UNDERSTANDING CAUSE & EFFECT

LEVEL ONE BEHAVIORS	LEVEL TWO BEHAVIORS	LEVEL THREE BEHAVIORS
<p>Behavior that disrupts teaching and learning</p> <ol style="list-style-type: none"> <li>1. Failure to follow teacher directions</li> <li>2. Talking out, noisy, or rude</li> <li>3. Off-task behavior</li> <li>4. Creating distractions (such as throwing paper, falling out of chair)</li> <li>5. Inappropriate behavior (including hallways and lunch court)</li> <li>6. Public Displays of Affection</li> <li>7. Possession of candy, gum, energy drinks, or soda</li> <li>8. Other minor disruptions</li> </ol> <p><b>LEVEL ONE CONSEQUENCES</b> Teacher Implemented:</p> <ul style="list-style-type: none"> <li>• One-on-one conference</li> <li>• Reflection writing</li> <li>• Phone call home</li> <li>• Parent conference</li> <li>• Loss of classroom privileges</li> <li>• Hold after school or during lunch</li> </ul> <p><b>Level One Notes</b> Three writing reflections in the same semester with the same teacher will result in one After School Detention</p>	<p>Behavior that stops teaching and learning</p> <ol style="list-style-type: none"> <li>1. Choices that jeopardize the safety of any student or staff member (such as running in hallways or Shuttle Court, throwing sharp or heavy objects, etc.)</li> <li>2. Lack of positive problem solving resulting in confrontation</li> <li>3. Play fighting or rough housing</li> <li>4. Teasing, harassing, or verbally abusing another</li> <li>5. Cheating / plagiarism /forgery</li> <li>6. Truant for one period</li> <li>7. Unexcused tardy greater than 15 minutes</li> <li>8. 1:1 device irresponsibility</li> <li>9. Use of social networking communication applications such as Facebook, YouTube, Instagram, etc., during school hours or with equipment provided by the District unless directed by a teacher</li> <li>10. Playing inappropriate computer games on campus or in the classroom</li> <li>11. Use of cell phones, camera phones, iPods, and other personal electronic devices on campus during the instructional day without staff permission</li> <li>12. Other minor disruptions</li> </ol> <p><b>LEVEL TWO CONSEQUENCES</b> Counselor or Administrator Implemented (Student sent to office with “Referral Form”):</p> <ul style="list-style-type: none"> <li>• One-on-one conference</li> <li>• Lunch Detention</li> <li>• Phone call home and/or parent conference</li> </ul> <p><b>Level Two Notes</b> Tardy to an After School Detention will result in one additional detention. No- Show to a detention will result in two additional detention assignments.</p>	<p>Behaviors that violate school/district policy and warrant severe consequences</p> <ol style="list-style-type: none"> <li>1. Assault/battery/mutual combat or Behaviors that violate school/district policy and warrant severe consequences</li> <li>2. Possession of weapons, explosives, dangerous objects, imitation firearms</li> <li>3. Possession of controlled/prohibited attempt to cause or causes physical injury</li> <li>3. Possession of controlled/prohibited substances, alcohol, or tobacco, e- cigarettes, or paraphernalia</li> <li>4. Property damage (vandalism or substances, alcohol, or tobacco, e- cigarettes, or paraphernalia</li> <li>5. Property theft</li> <li>6. Obscenities/profanities</li> <li>7. Racial slurs</li> <li>8. Disruption/defiance</li> <li>9. Sexual harassment</li> <li>10. Hate incidents</li> <li>11. Threats or intimidation</li> <li>12. Harassment or hazing</li> <li>13. Leaving school grounds without permission</li> <li>14. Identity theft (stealing passwords)</li> </ol> <p><b>LEVEL THREE CONSEQUENCES</b> Administrator Implemented:</p> <ul style="list-style-type: none"> <li>• One-on-one conference</li> <li>• Friday After School Detention for 60 minutes</li> <li>• In-School-Suspension</li> <li>• Suspension</li> </ul>

**SHUTTLE COURT** – Challenger’s Shuttle Court, located at the front of the school, is named after the life-size mosaic of a space shuttle in the center of the courtyard. Students may gather in the Shuttle Court before school beginning at 6:45 AM. Supervision begins at 6:50 AM. The school also uses it for events such as the space shuttle memorial ceremony and 8th grade promotion ceremony.

**STUDENT FUNDRAISING** – The only fundraising allowed on campus is for school sponsored activities. No other candy or food can be sold on campus. Students may not sell candy from school fundraisers on campus. Students are responsible for their own fundraising items.

**STUDENTS IN NEED** - Please contact the student’s counselor if the student is having financial difficulty and needs assistance with school items. The counselors also have information to help families connect with outside organizations for additional resources.

**TECHNOLOGY ETIQUETTE** - Be polite. Do not send abusive messages to anyone. Use appropriate language. Do not use profanity or use any other inappropriate language. Maintain privacy. Do not share passwords. Do not reveal the personal address, phone numbers, personal web sites or images of yourself or other persons. Respect copyrights. Print only when necessary.

**Behavior Not Allowed:**

1. Information that violates or infringes upon the rights of any other person.
2. Bullying by using information and communication technologies (cyber-bullying).
3. Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
4. Advertisements, solicitations, commercial ventures or political lobbying.
5. Information that encourages the use of controlled substances or inciting a crime - any illegal activities.
6. Material that violates copyright laws. (District Procedure 7038)
7. Vandalism, destruction of property, unauthorized access, “hacking,” or tampering with hardware or software, including introducing “viruses” or pirated software. (P.C. 502).



**Consequences for improper behavior will include one or more of the following:**

1. The teacher will notify parent.
2. Students will receive a zero on the assignment, quiz, or test.
3. A second violation may result in an “F” and/or “U” grade for the grading period.
4. Referral to a counselor or vice-principal with possible suspension.
5. Reimbursement for excessive printing and/or hardware (example: netbook) that requires repair or replacement.
6. Limitation or cancellation of privileges

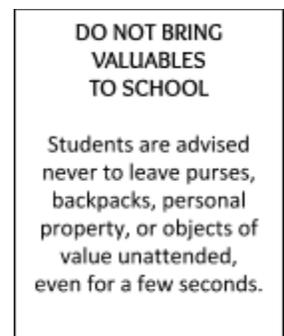
**TECHNOLOGY/NETWORK ACCEPTABLE USE CONTRACT** – Board Policy 6163.4 and Exhibit 6163.4 provide information about the privileges and responsibilities of using the Internet, district networks and electronic communication devices (ECDs) as part of the educational experience. The *Facts for Parents* booklet sent home on the first day of school contains a Technology section which addresses student access to technology, responsibilities, acceptable use, prohibited uses, privileges, network rules and etiquette, cyber-bullying, security, vandalism, cellular telephone and electronic signaling device policy. Each student and parent is asked to sign the Universal Form in the Facts for Parents booklet to indicate they understand and agree to these rules.

**TRASH AND RECYCLING** - Students must throw away trash in trash cans at school or when walking home to/from school. Challenger recycles paper, cans, bottles, and some plastic items. Please place these items in the correct bins.

**VALUABLES** – Students are strongly encouraged NOT to bring anything of value to school. Never leave purses, backpacks, personal property, or objects of value unattended, even for a few seconds. Administration will not investigate lost/stolen valuables such as iPods, cell phones, toys, etc. The school is not responsible for lost or stolen items. If a student must bring money on campus, it should be kept in the student’s pants’ pockets and not kept in a backpack.

**VISITORS** - For security purposes, visitors are asked to sign in at the Main Office and state their purpose for the visit. Parents are welcome at any time. Classroom visits must be arranged with the individual teacher prior to the visit. Students not enrolled at Challenger are not allowed on campus at any time unless accompanied by a parent.

**WEAPONS** – Weapons are not allowed at school and include guns, knives, BB guns, replica guns, explosives, fireworks, paintball guns, or any object that is used in a threatening or harmful manner. Carrying any kind of knife is not allowed. Any object used in a threatening manner will be considered a weapon even if its normal use is not as a weapon. Any student who has an object considered to be a weapon will be referred to administration for consequences which can include suspension, recommendation for expulsion, and/or investigation by School Police Services Department and/or the San Diego Police Department. (P.C. 626.10) (E.C. 48910)



**WEBSITE** – The most current information about school news, policies, and homework assignments is posted on Challenger’s website, [www.sandiegounified.org/schools/challenger](http://www.sandiegounified.org/schools/challenger). Parents and students should regularly check the site. Policies will be updated as needed. Check website for current information.

## SAN DIEGO UNIFIED SCHOOL DISTRICT: Student Nondiscrimination and Sexual Harassment Policy

### NOTICE OF STUDENT NONDISCRIMINATION

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination, harassment, intimidation, and bullying by reason of the following actual or perceived characteristics: age, ancestry, color, mental or physical disability, ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital or parental status, nationality, national origin, actual or perceived sex, sexual orientation, race, religion, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal, state and/or collective bargaining agreements.

Reference Board Policy (BP) 5145.3 and Administrative Regulation (AR) 5145.3 for full policies.

### STUDENT SEXUAL HARASSMENT POLICY

San Diego Unified School District is committed to making the schools free from sexual harassment and discrimination, harassment, intimidation, and bullying. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The district prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. Sexual harassment is defined in Education Code to mean unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. The superintendent or his/her designee shall ensure that district students receive age-appropriate instruction about their rights to be free from sexual harassment, the district procedure for reporting and investigating complaints of sexual harassment including with whom a complaint should be filed.

The district prohibits conduct that has the purpose or effect of having a negative impact on the individual's work or academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive educational environment. The district further prohibits sexual harassment that conditions a student's status, progress, benefits, services, honors, program or activities based on submission to such conduct. Any student who feels that he/she is being, or has been, sexually harassed by a school employee, another student, or a non-school employee at school or at a school-related event, shall immediately contact his/her teacher or any other district employee. An employee who receives such a complaint shall report it in accordance with administrative procedures/regulations.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal and state laws and/or collective bargaining agreements.

The district believes that it can resolve issues of discrimination, harassment, intimidation, and bullying at the school site.

Reference BP and AR 5145.7 and BP and AR 0410 for full policies.

### TO FILE A FORMAL COMPLAINT FOR DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING OR SEXUAL HARASSMENT

1. **Filing a complaint:** A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form (BP and AR 1312.3) from the school or the district's Uniform Complaint Compliance Office or district web site. Remedies available outside of the district are listed in this procedure.
2. **Investigation:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment and/or discrimination, harassment, intimidation, and bullying allegations and provide a written report within sixty (60) days from the date the complaint is filed. The Superintendent or his/her designee shall ensure that any complaint received is investigated in accordance with district administrative procedures and that school personnel take immediate steps to intervene, when safe to do so, when they witness any act of harassment.
3. **Action:** When an allegation of sexual harassment is validated by the investigation and disciplinary action is necessary, the superintendent will determine the appropriate course of action, to prevent reoccurrence and follow up with the harassed student, depending upon whether the harasser is a student, staff member or agent of the district. If the complaint of sexual harassment is validated the superintendent and/or designee shall take prompt, appropriate action to end the harassment and to address the effects on the victim.

Complaints will be kept confidential to the extent possible. The person filing the complaint may also pursue action in civil court. The district prohibits retaliation against any person who complains, testifies, assists or participates in district complaint procedures.

Reference BP and AR 1312.3 for full policies.

**A student who has a report or complaint of sexual harassment or of discrimination, harassment, intimidation, and bullying based on sex** shall immediately contact his/her teacher or any other district employee. For questions or additional information or if a complaint cannot be resolved at the site level, or at any time the student may contact:

Lynn A. Ryan, Title IX Coordinator, Eugene Brucker Education Center, 4100 Normal St., Room 212, San Diego, CA 92103, [lryan@sandi.net](mailto:lryan@sandi.net), 619-725-7225

2/27/19

## SAN DIEGO UNIFIED SCHOOL DISTRICT: Student Sexual Harassment & Nondiscrimination Policies (4<sup>th</sup>-8<sup>th</sup> Grades)

### STUDENTS:

The adults at your school want you to be and feel safe and protected at school. School is supposed to be a place where you should be treated with respect and dignity every day by other students, your teachers, the principal, the vice principal, and all other adults you see each day. Students and adults do not have the right to make you feel uncomfortable or unsafe at school or during any school activity. IT IS IMPORTANT NONE OF THE FOLLOWING THINGS HAPPEN TO YOU AT SCHOOL OR DURING ANY SCHOOL-SPONSORED EVENT OR ACTIVITY.

### NO ONE SHOULD:

- touch your private parts (genitals, buttocks, chest), or ask you to or make you touch them or someone else's private parts. Private parts are the areas covered by your swim suit and are off limits;
- ask you or tell you to engage in sexual activity, children under the age of 18 cannot legally consent to any sexual activity;
- talk to you about your private parts or anyone else's private parts; tell you to talk about your private parts or anyone else's private parts; or to write about or search for private parts on the internet;
- tease you about your gender (being a boy, girl, both, neither, transgender, or non-binary) or what they think about your gender identity or expression. Nobody should pick on you for the clothes you wear, the colors you wear, how you wear your hair, jewelry, makeup, etc. You should not be teased about whether or not your expression fits into a certain gender stereotype or idea. For example, no one should tell you that you should or should not wear a certain color or that your hair should be long or short so that you should look a certain way.
- talk to you using cuss words or foul language to demean your gender, or tell you to use that language when talking to someone else;
- tease you or pick on you because of the color of your skin, or where you come from, or because you look different than they do.

**IF ANY OF THESE THINGS HAPPEN TO YOU:** Tell your teacher or any adult working at your school. These adults MUST tell your principal or vice principal right away. **-OR-** Tell your parent or guardian, who can tell any adult working at your school. Your parent or guardian can contact the district to report the incident and/or get information on how to file a formal complaint (Board Policy and Administrative Regulation 1312.3):

Lynn A. Ryan, Title IX Coordinator, Eugene Brucker Education Center, 4100 Normal St., Room 2129, San Diego, CA 92103, 619-725-7225, [lryan@sandi.net](mailto:lryan@sandi.net)

**VIOLATIONS:** *Students* who violate these policies may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law. *Adults (Employees)* who violate these policies shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal and state laws and/or collective bargaining agreement.

**YOU WILL NOT GET IN TROUBLE FOR TELLING THE TRUTH TO AN ADULT!**