

CHMS PARENT/STUDENT HANDBOOK



SCHOOL HOURS

Parent Drop-Off	9:15-9:45 a.m.
Breakfast Served	9:15-9:45 a.m.
Instruction Begins	9:45 a.m.
School Dismisses	4:00 p.m.

School hours are 9:45 a.m. through 4:00 p.m. Students must be in their classroom when the bell rings at 9:45 a.m. There is no one available to supervise your child before 9:15 a.m. and after 4:00 p.m. If dropped off before 9:15 a.m., your child will be sent to the Before School program and you will be charged \$25.00. If not picked up by 4:25 p.m., your child will be sent to the After school program and you will be charged \$25.00.

ADDRESS/TELEPHONE NUMBER/E-MAIL

It is important that we have your correct home address, home/work telephone numbers and e-mail. If you do not have a telephone, please give us a family member's number or an emergency number so that we can contact you if needed.

If your telephone number, address or email changes, please notify the school office in writing immediately.

CHANGE OF ADDRESS

Parents must immediately report any change of address or phone numbers to the Information Specialist in the front office. PROOF OF ADDRESS will be needed. Only one of these documents will be required: lease/mortgage, electric bill, water bill, landline phone bill with YOUR name and address on it. If you do not have any of these items in your name, a letter from a third party along with one of the above will be accepted. This will help us with communication, especially in the case of an emergency.

ATTENDANCE/ABSENCES/TARDIES

Attendance is mandatory by law and is vitally important for the education of students. To participate fully in the educational process, your child needs to attend school every day, be on time (no later than 9:45 a.m.), and remain in class until the end of the day (4:00 p.m.).

Based on the Lee County School Board and Challenger's policies and procedures, our attendance guidelines are as follows:

- Parents should call the school by 10:00 a.m. to report all absences.
- Excused absences will be granted for personal illness, medical or dental appointments, death of a relative, established religious holidays, emergencies, for educational purposes, students having or suspected of having a communicable disease or infestation which can be transmitted, or other justifiable reasons as approved by the principal.
- Suspension, truancy, avoidable absence and absence without contact with the school (except in cases of emergency) are considered unexcused absences.
- Family vacations cannot be approved as an excused absence.

If the student is absent 5 days within a calendar month or 10 days within 90 calendar days, the Truancy Intervention Program will begin.

Tardies

A student is tardy if he/she arrives on our school campus at 9:45 A.M. or later. Habitual tardiness is defined as being tardy six times within a quarter.

Early Sign-Outs

No student shall be released within the final 30 minutes (3:30 P.M. or later) of the school day unless the principal/designee determines it is an emergency. Should you come to the office to remove your child early from class, you **MUST** have a photo ID with you. If you send someone in your place, the person must be listed on the emergency card and have a photo ID. **Students will not be released to anyone whose name is not listed on the emergency card.**

MAKE-UP WORK

A student who is absent, as defined by [School Board Policy 4.16](#), is required to make up all course work missed. It is the student's responsibility to obtain assignments from the appropriate teacher(s) upon returning to class immediately following an absence. The student will be given the number of days absent plus one additional day to make up all work missed for full credit. Students are responsible for communicating with their teachers about their missing assignments and may find their missing work in their Google Classroom.

VISITORS

For the safety of our students, no person is allowed to go directly to a classroom to visit or remove a child at any time during the day.

All visitors must provide a photo ID and check in at the front office each time they visit campus for any reason. This includes: classroom visits, school wide events, concerts and programs. All visitors must wear a visitor's badge/sticker that can be seen - at all times.

PARKING

Parents and guests may use the visitor parking lot by entering at the front of the school off Trafalgar.

VOLUNTEERS

The first step in getting involved is to complete a volunteer application and file your driver's license information with our office staff. More information can be found in the front office.

BEHAVIOR

We follow *The School District of Lee County Parent Guide & Code of Conduct for Students* as our guide for discipline concerns..

Lee County Student Discipline Referral: If a referral is issued, the student will be sent to administration for consequences. Challenger follows *The School District of Lee County Parent Guide & Code of Conduct for Students* as our guide for discipline concerns.

BULLYING

Please visit the "anti-Bullying" link located within the student section of the Parent Portal at www.leeschools.net .

What Bullying IS

Bullying is aggressive behavior which **must** include the following 3 elements:

- 1) It involves an imbalance of **power** (real or perceived)
- 2) It is **intentional** and purposeful and causes physical hurt or psychological stress
- 3) It is **repeated** over time

Physical bullying is repeatedly hitting, kicking, pinching, spitting, tripping, pushing, making mean or rude gestures, taking or destroying someone's belongings.

Verbal bullying is repeatedly teasing, name-calling, making inappropriate sexual comments, taunting, threatening to harm.

Social bullying is repeatedly leaving someone out on purpose, telling others not to be friends with someone, spreading rumors, embarrassing someone. Those who bully others do not need to be stronger or bigger than those they bully. The power imbalance can be one of popularity, strength, or even intellect. Bullying creates a hostile environment and frequently interferes with the target's participation in school. Bullying can be one person repeatedly acting aggressively toward another, or, it can be many

people acting aggressively toward one individual.

What Bullying is NOT

- Bullying is not a mutual conflict between two individuals; bullying must involve an imbalance of power.
- Bullying is not just physical. The most common form of bullying for both boys and girls is verbal bullying (name calling) and social bullying (excluding someone).
- Children who have social power and like to dominate are not the only ones likely to exhibit bullying behavior. Children who are socially isolated or have low self-esteem may also bully others.

Please refer to the *School District of Lee County Parent Guide & Code of Conduct for Students* for additional information regarding district policies concerning bullying/harassment. Please visit the Challenger website for additional tips and procedures for identifying and dealing with these concerns.

BEFORE/AFTER SCHOOL PROGRAM

The Challenger Care Corral (CCC) program is the before and after school program at Challenger. The ***Before School Program*** begins at 7:00 A.M. and ***After School Program*** ends promptly at 6:00 P.M. daily. Students must be registered and pay the \$25 non-refundable registration fee to attend. Registration forms are available in the front office and on our school website.

Payment

All accounts MUST have a zero balance every week. In order to make this as easy as possible, a credit or debit card must be provided at the time of registration. The card number will be kept on file and charged on Friday of the week the student(s) attended the morning and/or afternoon program.

- Before School Program \$25 per week
- After School Program \$25 per week
- Students attending both programs \$50 per week.
- **If your child is picked up after 6:00 PM, a \$1 PER MINUTE late fee will be assessed.**

This will be strictly enforced.

BUS TRANSPORTATION

Bus stop, bus numbers, "Where's the Bus" app info and all contact numbers can be accessed here: [School District of Lee County Bus Rider Info](#)

- Contact the office if a change is needed involving bus transportation.
- Students must ride the same bus and get off at the same stop.
- Students may only ride the bus they are assigned to, no exceptions.
- If a student chooses to violate a bus rule, the driver will issue a bus referral. The referral will be handled by the administration. In most cases, the following procedure will be followed:

1st referral: Warning; parent contact

2nd referral: 1 Day loss of bus riding privilege, parent contact

3rd referral: 3 Day loss of bus riding privilege, parent contact, parent conference may be requested at this time

4th + referral: 5 Day bus suspension, FOCUS referral and administrative hearing

WALKERS / BICYCLES

You may ride your bike to and from school. The bike rack is located at the front of the school via the school entrance. Bicycles must be locked up at the BIKE RACK each day for security reasons. Motorized bikes or scooters are not permitted. Walkers will be dismissed after PPU is complete.

CAR RIDERS

The Car Ramp is located at the front of the building. Each family will be given 2 cards to display on the dashboard with a number on it. At dismissal, our staff will call your student's name over the loudspeaker as the parent enters the car ramp.

Replacement cards are available in the front office and will have a \$2.00 fee.

If a student is not picked up by 4:30 p.m., he/she will be sent to CCC and the parent will be charged \$25.

CHANGE IN THE WAY YOU GO HOME

Students will be responsible for knowing how they will be getting home. If you need to change the way your student is getting home, please call the front office at 239-242-4341 before noon.

CAFÉ

Breakfast and Lunch are no charge. Peanut butter is now offered as an option.

Special Note: If you have allergies, we must have a written doctor's note letting us know the types of food and drink you cannot have at school. Food may not be delivered to school.

CLINIC

Challenger has a full-time assistant Monday-Friday and a part-time Registered Nurse that oversees the clinic operations. Guidelines for calling parents and requiring them to pick up their child are as follows:

- A temperature over 100 degrees (students must remain at home for at least 24 hours or until all symptoms subside)
- vomiting or diarrhea more than 1 episode
- any communicable disease i.e. pink eye, rash, chicken pox, confirmed COVID illness, Flu, etc.
- an injury requiring more than basic first aid and/or head injury
- head lice

Please cooperate by picking up your child promptly. Doctor's clearance to return to school may be required.

Head Lice:

Should your child get head lice, you will be contacted and requested to pick up your child. Parents are responsible for treatment of the head lice by shampoo (Pediculicide) and nit removal (special comb). **Parents must accompany their child to the clinic for a recheck before the child may return to the classroom.** Contact the clinic assistant for more information on how to treat head lice.

Medical condition: If your child has a known medical condition please notify the school clinic and indicate on the emergency form.

The school nurse will contact the parents to identify any medical needs while in school and create a plan of care.

Please make sure that you have an emergency form on file in the clinic with correct phone numbers. Updating your information on emergency forms is essential.

MEDICATION

If a student must take medication, arrangements should be made with the attending physician so that the medication is given at home before or after school hours. Medication may only be given at school if failure to take it could jeopardize the student's health. The Parent Permission Medication Form MIS 398 and Physician Permission Form MIS 401 must be completed and kept in the clinic with the medication. Forms are available in the clinic or on leeschools.net- Parent Portal- Medications in Schools.

1. Medication must be brought to school clinic by an adult fully labeled and in the original container from the pharmacist. If the prescription medication is needed for more than 48 hours, a MIS 401 must be filled out by a physician and Parent Authorization must be completed.
2. If a doctor orders a non-prescription medication or over-the-counter medication such as Ibuprofen, it must be labeled with the student's name and directions concerning dosage. A MIS 401 must be filled out by a physician AND parent authorization must be completed.
3. No over-the-counter medications will be given without a written statement from the doctor and a note from a parent giving permission to administer the medication.

COUNSELING

Our School Counselors provide intervention when a student's concerns make functioning in school difficult. This may involve working with teachers, parents, and/or children individually, in small groups and/or in classrooms as the need

arises. Students may complete a Student Request to See the Counselor Form available in Castle to meet with a counselor. Parents may call the school and request a phone call from the counselor to discuss concerns or to set up an appointment for a meeting.

Meeting with the school counselor is not a substitute for individual counseling in a therapeutic setting and is not intended to serve as a replacement when a need for mental health counseling arises. Our School Counselors work with school resource personnel and community agencies to obtain help for children and families and will provide community resource listings upon request.

CLUBS: AFTER SCHOOL

Challenger is excited to offer After School Enrichment Clubs. Clubs support enrichment, learning, and leadership for all students. A student who wishes to represent the school through club/enrichment activities and interscholastic competitions or performances must comply with school expectations of being safe, responsible, respectful, cooperative, and always doing their best. It is a privilege for students to participate in a club. Transportation will not be provided. Transportation will have to be arranged by the parent/guardian. Students who are 15 minutes late three times after the after school club/activity will be dismissed from ALL clubs/activities. Students must have a district form filled out by parents or guardians in order to participate in any after school club/activity. The monthly newsletter and website will have information prior to the start of clubs/activities.

COMMUNICATION WITH TEACHERS & PARENTS

E-Mail

- Teacher email addresses are available on our website.

Monthly Newsletter

- Our electronic newsletter is published the first week of each month.
- An automated message will be sent out monthly with the link.

School Messenger

- There is a link on our school website for School Messenger.

- Specific messages will be sent out for reminders of class news, school events and issues.
- Please make sure the office has updated phone numbers and email addresses.
- **School Messenger will be the main communication when there is an emergency.**

Phone Calls

- Teachers are available for phone calls before and after school. We will not be able to put calls through during the school day.

Social Media

- Parents can get updates on school events on Twitter and Facebook.

Web Site

- Our website, <http://chm.leeschools.net>, has updated information throughout the school year. Please check periodically.

PARENT CONFERENCES

- Teachers are available for conferences before school from 8:55-9:15 am.
- Conferences with teachers need to be scheduled at times other than during student arrival and instructional time.
- Conferences are held with all of your student's teachers.

PTO/SAC

PTO

All parents are welcomed and encouraged to be active in our PTO (Parent Teacher Organization) which meets to discuss school needs and assist with school wide projects. PTO meetings are held once monthly. Dates are on our school calendar as well as our monthly newsletter.

SAC

The School Advisory Council is responsible for final decision making in conjunction with administration regarding curriculum adoption and decisions relating to academic programs.

DRESS CODE

The purpose of Challenger Middle Dress Code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming, as well as developing good habits that will lead to "dressing for success" in college and career. Students shall maintain a clean, orderly

appearance at all times. The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not disrupt the educational process. A student who is dressed appropriately is demonstrating a respect for self and others, as well as contributing to a safe and orderly learning environment. The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the principal or designee. Each principal has the authority with his or her staff and community, as permitted by School Board policy, to establish additional standards at individual schools.

Tops

- Shirts or blouses shall be appropriately fastened in accordance with the design of that shirt or blouse. The length shall extend below the waist level when arms are raised.
- Bare midriff, strapless, low-cut clothing, or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited.
- Transparent or see-through clothing is not permitted.
- Jackets and zipped sweatshirts are not considered shirts. A school appropriate shirt must be worn under each jacket/sweatshirt. Wearing hoods over heads is not permitted at any time.
- No tank tops should be worn, even under jackets.

Bottoms

- Jeans are permitted; however, they may **NOT** be torn or ripped with skin exposed.
NO HOLES
- Length of skirts and shorts must be no shorter than 3" above both the front and back of the knee
- Spandex bike shorts are not permitted.
- Pants shall be worn fastened and at the waist with no undergarments showing
- Bottoms/Joggers must be worn at the waist, above the hip/pelvic bone.
- Clothing that exposes underwear or body parts in an indecent or vulgar manner is prohibited.
- No clothing that drags on the ground (ex. pant legs) & pajama pants.

- Gloves and costumes are not permitted. Tights are not considered leggings and may only be worn under a school shorts or skirt

Dresses

- Dresses should be of adequate length and coverage and must be no shorter than 3" above both the front and back of the knee.
- Dresses may not be excessively tight

Shoes

- Shoes shall be worn at all times. Slippers, slides, or flip flops are not permitted. All shoes must have a front and back strap or be designed to remain on during all school related activities. CROCS may only be worn with a back strap in place (sports mode).

Miscellaneous

- No writing, tattoos, or body stickers on face, arms, hands, or legs
- prohibited adornments include, but are not limited to: hoops or rings attached to the nose, eyebrow, cheeks, lips, or clothing.
- TONGUE and/or face piercings are NOT permitted. Nose piercings can be a small stud/post but no hoop or rings.
- The wearing on campus of hats, headbands with adornments, bandanas, caps, headgear (including hoodies) or sunglasses except in conjunction with designated school-approved uniforms or at authorized athletic practices or activities is prohibited. There may be certain exceptions for medical conditions, religious observation, and physical education classes held outside. The principal will determine these exceptions.
- Masks for medical protection shall adhere to the Student Code of Conduct for all apparel. Ski masks, full face/head coverings, buffs/gaiters, lace or mesh masks, are not permissible.
- Any method of public display (including clothing, nail polish, and other items that may be worn or carried) of an organization affiliated with controversial, obscene, or

illegal activities on a person, may not be worn

- Capes, flags, and blankets are not permitted to be worn at any time. No stuffed animals or pillows permitted. Costumes may not be worn.

The school Administration shall have the right to appraise any current fashion or fad and determine whether it is appropriate for school. Dress Code infractions will follow the School District of Lee County code of conduct disciplinary process.

Infraction 1- Verbal warning and parent contacted

Infraction 2- Loss of eligibility for participation in extracurricular activities (maximum of five days), or ATS and parent contact.

Infraction 3 and repeated- Loss of eligibility for participation in extracurricular activities (maximum of 30 days). ISS not to exceed three days. Verbal and written parent contact (Section 1006.07, Florida Statutes)

Students will be asked to change into a clean change of clothes for each dress code violation.

Students must also follow the School District of Lee County Dress Code as listed in *The School District of Lee County Parent Guide & Code of Conduct for Students*.

WATER BOTTLES

Students may bring a **clear** water bottle which should only include water to school each day to use in the classroom and at PE.

PERSONAL ITEMS, TOYS & GAMES

School is not the place to bring toys, games or personal items. The school is not responsible if personal items are lost or broken.

ELECTRONIC DEVICES

Use of an electronic mobile device during the school day is a privilege. Students that bring

personal mobile electronic devices to school do so at their own risk. Challenger and the District accepts no responsibility if a device is lost, stolen, misplaced, damaged or confiscated.

Technology Usage:

Students take full responsibility for their devices and will ensure that all devices are ready for a day of learning. Students are responsible for making sure they are charged and connected to the district Wi-Fi. Students know that devices may only be used in certain areas and at certain times. Challenger is a red light school which doesn't allow students to have their cell phones out at any time. If parents need to contact their student, call the front office at 239-242-4341.

LAUNCHPAD

Students may log on to the District's Launchpad from home devices and use most programs from home to keep current with their practice. All school approved applications can be found on the District's Launchpad.

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EMERGENCY DRILLS - SITUATIONS

Fire, Evacuation, Tornado and Lock Down Drills will be held at regular intervals to ensure safety in the event of a real emergency. Students will be taught what to do in each situation.

We will communicate through School Messenger if there is an emergency on our campus. It is important for Challenger to have correct information on your child in case of emergencies.

EMERGENCY SCHOOL CLOSINGS

The School District of Lee County will always consider student and staff safety of primary importance when making a decision to close when severe weather threatens. **Unless there is an absolute threat of danger, the decision to close school will be made around 4:00 a.m. and announced through NBC-2, WINK, ABC-7 TV morning news shows, and via NOAA Weather Alert Radios.** Listen for a message via the automated system, School Messenger and

also local media beginning at 5:00 a.m. for the latest information pertaining to school closing during severe weather months.

CURRICULUM

The Florida State Standards for Career and College Readiness clearly define what every student is expected to know and what every student is expected to be able to do. While our teachers utilize many different strategies and resources to enable our students to meet these high and rigorous standards, our goal is to produce high-achieving students whose self-esteem and confidence are built upon authentic academic success. The curriculum at Challenger stresses high achievement in Language Arts (reading, writing, language, listening, speaking), Mathematics, Science, and Social Studies. We believe that reading is the foundation for successful mastery of all subject areas and at Challenger reading skills are emphasized at every grade level.

MULTI-TIERED LEVEL OF STUDENT SUPPORT (MTSS)

Florida uses a three-tiered model for learning/behavior with the tiers representing a continuum of student support - MTSS (Multi-Tiered Systems of Support).

If a student experiences academic, attendance, behavior, social/emotional, medical and/or other difficulties, our MTSS Problem-Solving Team (PST) is organized to meet and address these concerns. Additional information on this Multi-Tiered level of Student Support (MTSS) is provided in the Lee County School District's Student Progression Plan.

PERFORMANCE CLASS PLACEMENT

At Challenger students are grouped in classes based upon their educational performance. This structure enables our students to learn in an educational environment with students of similar needs and learning rates. Different resources and teaching strategies are used to provide optimal teaching and learning environments at every level. Your child's academic needs and subsequent academic performance determine classroom placement. Teachers closely monitor student progress and

throughout the year may recommend a change in classroom placement to better meet the needs of a student.

PROGRESS MONITORING

Challenger is responsible for overseeing the administration and reporting of all state assessments.

Our school participates in regular analysis of achievement trends and other student data. The data is used primarily to monitor the progress of students, schools and the District as a whole. These assessments are designed to help teachers assess students quickly, accurately and efficiently. They provide teachers and administrators with reliable and valid data instantly so they can target content, provide students with appropriate instructional materials, monitor progress and intervene with at-risk students.

Administrators use this data to make decisions about curriculum, assessment, and instruction at the classroom, school, and district levels.

HOMEWORK

The purpose of homework is to enhance learning. Homework can be found in your student's Google Classroom.

INTERIM REPORTS

Interim reports are sent home mid-quarter with each student at all grade levels to inform parents of student academic progress and personal development. Interim report days are listed on the school calendar.

REPORT CARDS

Report card grades are a means of communication between school and home. Grading procedures are based on Florida Statute 1003.33(1) (a) and were developed to ensure that report cards accurately represent your child's academic grade level performance. Teachers use weighted categories to determine grades in all subject areas. Academic grade level standards exist for each subject area and your child's grades reflect the degree to which mastery of those standards has been achieved.

Parents may use FOCUS to see individual and overall grades.

Quality Points

Quality points convert the numerical percentage point to a point system that represents the letter grade. Parents/guardians will see letter grades reflected on interims and report cards. Parents can access the actual percentage earned in the Parent Portal in Focus. Quality points mirror the Grade Point Average (GPA) calculation model & the End of Year Course calculation model from the state. It makes recovery possible for students with a low grade or average.

A= 4 points

B= 3 points

C= 2 points

D= 1 point

F= 0 points

BOOKS/CHROMEBOOKS

The school must be reimbursed for lost and/or damaged textbooks, library books, and Chromebooks. Call the front office at 239-242-4341 for the cost. Please make checks payable to "Challenger Middle School.

FIELD TRIPS

Student field trip permission forms must be signed by a parent in order for a child to attend a field trip. Fees and Fines owed to the school must be paid prior to attending field trips.

LOST AND FOUND

Lost and Found is located in the cafe. *Be sure to put your name on all belongings!* Items not collected will be given to charity at the end of each quarter.

CELEBRATIONS OF LEARNING

Every quarter, Challenger celebrates academic success. More information will be found in the monthly newsletter and our website.

SCHOOL SUPPLIES - SCHOOL STORE

Supply lists are available on our website. Teachers may request additional supplies

throughout the year. The school store will only sell t-shirts, clear water bottles, headphones and basic school supplies. The school store will be open once a week and located in the main hallway.

YEARBOOKS

Yearbooks are sold each year. Yearbooks arrive in May. Please look for detailed information in the newsletter. In order for students' pictures to be in the yearbook, parents must check "yes" on the Parent Guide & Code of Conduct for Students signature page for release of information.



STATEMENT OF NON-DISCRIMINATION POLICY

The School District of Lee County does not discriminate on the basis of gender, race, color, age, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability in the provision of educational programs, activities or employment policies as required by Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act and the Florida Educational Equity Act of 1984. Established grievance procedures and appropriate discrimination complaint forms are available from the Departments of Professional Standards and Equity or Student Services or the equity coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:

School Equity Coordinator
Challenger Middle School

Student - Related Equity Issues
Employee Related Equity Issues
Dr. Pete Bohatch, Director of
Professional Standards and Equity
The School District of Lee County
2855 Colonial Boulevard
Fort Myers, FL 33966
(239)337-8330