

Challenger Elementary & Preschool

www.trf.k12.mn.us/ces

Thief River Falls, Minnesota

Phone: (218) 681-2345 • Fax: (218) 681-2905

2024-2025 STUDENT & FAMILY HANDBOOK



Quality Education

The mission of the Thief River Falls School District, a community partnership focused on education, is to ensure quality learning by developing individual abilities within a challenging and caring environment.

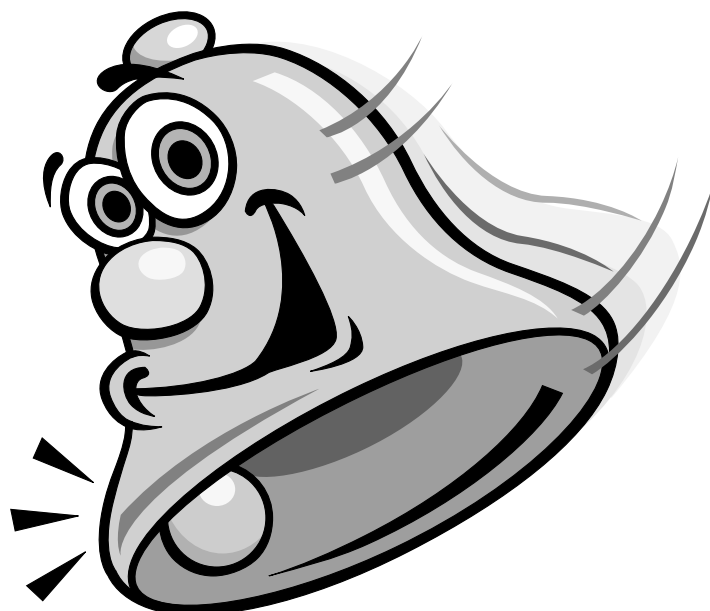
WE BELIEVE THAT . . .

- * Education is the shared responsibility of the individual, home, school, and community.
- * A safe environment is critical to learning.
- * Each person has equal worth and we value individual differences.
- * Learning is a lifelong process.
- * Self-respect leads to respect for others.
- * Each person can learn, wants to learn, and has the right to learn.
- * Individuals learn in different ways.
- * A supporting and caring environment promotes learning.
- * Expectations and self-esteem impact performance.
- * Change is an opportunity for improvement.
- * Cooperation is essential in a competitive world.
- * A global perspective is essential for growth and survival.

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*The Mission
of
Challenger Elementary
and Preschool
is helping everyone
learn and succeed.*





THIEF RIVER FALLS

Public Schools

District 564: PreK-12

2024-25 District Calendar

Dates of Importance:	Event:
August 27-29	Teacher Workshop Days
August 28	OPEN HOUSES: Challenger Elementary 3:30 -5:30 pm FMS & LHS: 4:30 - 6:30 pm
September 2	Labor Day Holiday
September 3	First Student Day
October 2	FMS/LHS: MIDTERM Q1 + EARLY OUT at 12 PM
October 7-14	Evening Conference option (4 hours flexed: teachers)
October 15	EARLY OUT at noon (students); P/T Conferences 1-8 pm
October 16	NO SCHOOL (students); P/T Conferences: 8am-12pm
October 17-18	NO SCHOOL: Education MN Break
November 1	FMS/LHS: END OF QUARTER 1
November 4	NO SCHOOL (students): PD for Teachers
November 6	EARLY OUT at 12 PM
November 28-29	NO SCHOOL (students/staff): Thanksgiving Break
December 4	FMS/LHS: MIDTERM Q2 + EARLY OUT at 12 PM
December 21-January 1	Holiday Break
January 2	Students & Staff Return
January 8	EARLY OUT at 12 PM
January 17	FMS/LHS: END OF QUARTER 2
January 20	NO SCHOOL (students): PD for Teachers
February 5	EARLY OUT at 12 PM
February 17-18	NO SCHOOL (students): PD for Teachers
February 19	FMS/LHS: MIDTERM Q3
February 19-25	Evening Conference option (4 hours flexed: teachers)
February 27	EARLY OUT at noon (students); P/T Conferences 1-8 pm
February 28	NO SCHOOL (students); P/T Conferences: 8am-12pm
March 5	EARLY OUT at 12 PM
March 21	FMS/LHS: END OF QUARTER 3
April 2	EARLY OUT at 12 PM
April 17	EARLY OUT at noon (students/staff)
April 18-21	NO SCHOOL: Spring Break
April 23	FMS/LHS: MIDTERM Q4
May 7	EARLY OUT at 12 PM
May 22	Last Day for Students; FMS/LHS: END OF QUARTER 4
May 23	Class of 2025 Graduation: 6pm at Ralph Engelstad Arena
May 26	Memorial Day Holiday

Instructional Days = 166.5

Teacher Days = 185

Note: The first inclement weather day will be a non-school day. The superintendent will have the discretion to determine if a day will be an eLearning Day with student contact. A school district can have up to five days of eLearning days.

PLEASE NOTE! All Schools & District Offices are closed on the following dates:

July 4-5	December 31-January 1
September 2	April 18
November 28-29	May 26
December 24-25	June 19

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Key	 No School Students or Staff
	 No School Students (Teacher Inservice)
	 EARLY OUT at 12 PM (Professional Development)
	 First Day/Last Day

~ From A to Z ~

A

Attendance Policy



BELIEF ~

Thief River Falls Independent School District #564 believes that regular school attendance is directly related to success in school and establishes regular habits of dependability important to students' success.

PURPOSE ~

School attendance is a joint responsibility shared by the student, parent(s)/ guardian(s), teacher, and administrator. The purpose of the district policy is to encourage regular school attendance. This policy communicates attendance expectations for each building and eases the transition between the elementary, middle school and high school.

LAW ~

In accordance with regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Section 120A.22, it is the Thief River Falls Independent School District #564's desire that all students attend all assigned classes every day school is in session.

STUDENT(S) RESPONSIBILITY ~

When a student is aware in advance that he/she is going to be absent or tardy, it is the student's responsibility to complete any classwork assignments ahead of their absence. When a student is absent or tardy, it is his/her responsibility to contact his/her teacher(s) to complete any assignments within the time lines established by each building. The work needed to be completed is based on the individual needs of the teacher(s).

PARENT(S)/GUARDIAN(S) RESPONSIBILITY ~

When a student is absent/tardy, the parent(s)/guardian(s) must contact the school describing the reason for the absence or tardy and date(s) of absence to the attendance line 681-2095. The school would prefer a phone call as soon as possible the day of the absence. If a parent/guardian is not able to call the school the day of an absence, a written excuse to the office is required when the student returns to school. The school wants all absences verified as soon as possible. All unverified absences from school are considered unexcused.

TEACHER(S) RESPONSIBILITY ~

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records. It is the teacher's responsibility to provide any student who has been absent with any missed assignments upon the student/parent(s) guardian(s) request. Finally, it is the teacher's responsibility to refer attendance concerns to appropriate personnel.

ADMINISTRATIVE RESPONSIBILITY ~

It is the administrator's responsibility to be familiar with all laws and procedures governing attendance and to apply these procedures without discrimination. It is the administrator's responsibility to inform the student/parent(s)/guardian(s) of the student's attendance and to work cooperatively with them to solve attendance problems.

ATTENDANCE PROCEDURES ~

Absences/Tardies:

The following reasons are **EXCUSED** absences/tardies:

- Illness – after 5 days a parent/guardian may need to provide a written excuse from a doctor/dentist to validate the need for the absence.
- Death of a family member
- Doctor/dentist appointments that cannot be scheduled after regular school hours.
- Authorized religious holidays
- Prearranged vacation
- Co-curricular event

The following are examples of **UNEXCUSED** absences/tardies (refer to student handbook for specific examples in each building):

- Staying home to care for sibling(s)
- Missing the school bus/running late
- Refusing to go to school
- Skipping school for the day or for a class period.
- Gainful employment, except under a school-sponsored work release program.
- "Student Skip Day"
- Truancy

When a student is absent/tardy with a valid excuse:

Parent(s)/guardian(s) should:

- Contact the administrative assistant or Attendance Line 681-2095 the day of the absence.
- State the reason for the absence/tardy, and indicate when your child will return.
- Provide the student with a written note explaining the absence/tardy if prior contact has not been made.

Students should:

- Report to the administrative assistant or attendance office to obtain an admit slip.
- Make up all assignments or complete alternative assignments as deemed appropriate by the classroom teacher within the time lines established by each building.

ATTENDANCE ~

Students are expected to be present and punctual for all classes throughout the year. If your student must be absent, please refer to the Attendance Procedures.

If the steps outlined in the Attendance Procedures are not followed, the student will be considered truant. The school will contact the truant students parent by letter stating the concern for the child's educational welfare. If the absences continue and the parent fails to cooperate with the school attendance policy, the county attorney's office will be contacted. State Statutes dictate that all truanancies must be reported to the county attorney's office.

TARDIES ~

Students arriving at school after 8:15 a.m. should report to the office. A record of that student's tardiness will be kept in the office. Promptness to class is very important. Students are to be in their classroom and ready to work when the class begins. The teacher or principal will confer with the student concerning any excessive tardiness. Students with excessive tardies will be subject to the truancy protocol set for Challenger Elementary School.

Three unexcused tardies equals one unexcused absence in accordance with Minnesota Statute Section 127.26-127.39.

TRUANCY ~

Any student that misses 3 periods in a day, that are unexcused, will be treated as truant. Truancy will be turned over to the County Attorney.

The attendance of students is critical to their school success. All students must have documented excuses for long term absences. Students that miss more than 20 student days will be subject to truancy review. All truancy reviews will involve parent contact, a meeting to review student absences and an attendance contract. The goal of Challenger Elementary School is to educate every child to the best of their abilities. To reach this goal attendance will be stressed. Please make contact with the Challenger office on all student absenteeism.

Three truanancies equal one absence. Subsequent notices will be sent to the Pennington County Attorney and parent(s)/guardian(s) when administration observes that absences are a continuing problem for the student.

DEFINITIONS ~

Continuing Truant – A student is considered "continuing truant" if absent for **three or more class periods on three days without valid excuse in a single school year.** For elementary students this requirement is three non-consecutive days. For middle school or high school students this requirement is three or more class periods on three or more non-consecutive days.

A parent/guardian is obligated to compel the attendance of a child at school pursuant to Minnesota Statute Section #120A.22 and parent(s)/guardian(s) who fail to meet this obligation may be subject to prosecution under Section 120A.34.

Habitual Truant – A student is considered “habitual truant” if under the age of 16 years and is absent for seven days without valid excuse in a single school year. For elementary students this requirement is seven non-consecutive days. For middle school or high school students this requirement is for one or more class periods on seven non-consecutive days. The school district shall refer a habitual truant student and the parent(s)/guardian(s) to appropriate services and procedures, under Minnesota Statute Chapter 260A.

B



Bicycles

Challenger supports students using bicycling as transportation, as long as cyclists live within a comfortable bicycling distance for their level of skill, follow traffic safety laws, and use appropriate safety equipment, including a properly fitted helmet. While on school grounds with a bicycle, students must comply with traffic safety laws and the following rules:

1. Bicyclists must exercise caution around motor vehicles and pedestrians.
2. Bicyclists must walk bikes on school sidewalks when others are present.
3. Bicycles must be parked in the racks provided.
4. Students are encouraged to bring and use bicycle locks.

Breakfast

Breakfast is available daily in the cafeteria between 7:35 and 8:10 a.m. Students who eat breakfast are expected to be in their classrooms by 8:15 a.m. Breakfast **is not** served on days when school begins late. Please see **Lunch** for additional information.

Bullying Policy

DEFINITIONS For purposes of this policy, the definitions included in this section apply.

A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, “bullying,” specifically includes cyberbullying as defined in this policy.

B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following: 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property; 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sex-

ual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

Busing

Questions can be directed to the Transportation Office at 681-7077. Children will be bused to the nearest bus stop of day care facilities at the end of the school day provided a request form is on file. Prior to the first day of school, a child care request form must be completed and returned to the Transportation Office. These forms are available at the Transportation Office, Challenger Elementary Office, and online. If there is any change during the year in the day care provider, a new form must be completed and filed at the Transportation Office.

Any request for a change in your child’s day care busing schedule must be received at the Transportation office no later than Friday noon of the week preceding the change. If no request is on file, your child will be bused according to the regular schedule or it will be your responsibility to provide the necessary transportation.

Any changes to after school plans must be made before 1:30 to transportation at 681-7077.

C

Camera Surveillance

Challenger Elementary School is under camera surveillance at all times. Due to data privacy, monitoring is restricted to administration and/or law enforcement.

Cell Phones

Cell phones are not permitted to be used in school until 2:55 p.m. Students may not have the power on or use their cell phones during the school day. If a student uses a cell phone inappropriately, it will be confiscated. Cell Phones that are confiscated will be given back to the student at the end of the day or given to a parent or guardian the same day.

Changes in Family Status

You are asked to inform the school immediately of changes in your family status such as changes in address, telephone number, parent/guardian’s work place, or parent/guardian’s marital status. This information is necessary for our records in case of emergency. *Please see **Confidentiality** for additional information.*

Class Placement

One of the most important things staff do each year is to place students in the classrooms where they will receive the majority of their formal education. Administrators need information from a number of people in order to make the most effective placement for a given student. Teachers who know the individual students provide the largest amount of information. Parents also provide information that is very helpful.

It is our goal to have every student in an instructional setting that will allow each student to learn as much as possible in a safe, secure, and supportive environment. The classrooms are heterogeneous in their makeup, which means that each class has a variety of talents, abilities, gender and interests. A well-balanced classroom is in everyone’s best interest. It is our intent to match teacher strengths to student needs and talents.

Administrators are assigned by the Board of Education to be the final decision makers on student placement. We are the ones who are able to gather the necessary information from all of the available sources to make a decision that is appropriate for all the students in the school.

Input from current teacher and staff members, comments shared by parents, performance on in-school assessments, student work habits and study skills, student performance on daily work, student-to-student relationships, student discipline and teacher strengths and styles are all taken into consideration when placing students in classrooms.

Tentative class lists are developed in May of each year. They will remain tentative through the summer. In August, administrators weigh all of the student movement, both in and out of school in order to maintain a balance with new students coming into Challenger, as well as numbers of students in each class.

Parents do not know all the teachers, nor do they know the specific strengths of each teacher. Parents may not ask for a specific teacher, but should let us know the specific needs of their child(ren) so that the most appropriate assignment can be made. Challenger Elementary School has a very strong staff. If parents can describe the needs of the children clearly, administration can try to match the needs with a teacher's strengths. It is not necessary to be concerned or worried about the placement of students. The staff knows them as students, the parents know them as children and as learners, and the principal who knows the staff will be working together in selecting the most appropriate placement.

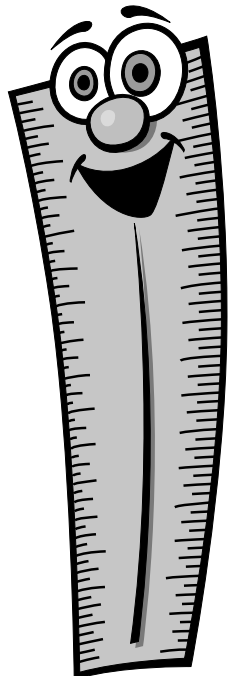
Conferences

Specific conference days have been set aside in fall and mid winter. PVUE log in to schedule. These times are devoted to focus attention on your individual child. Please make every effort to attend.

Should you wish additional conference time with school personnel, please contact your child's classroom teacher. We would be glad to meet with you to discuss concerns you have about your child's education.

Confidentiality

The school will maintain confidentiality of information provided to the school. This includes school records and other information shared with the school. Names of students in grades PreK-8 are Directory Information and do not fall under the same confidentiality requirements as records. Parent/Guardians choosing not to have Directory Information released must notify their building principal/director or superintendent of schools in writing by October 1 of each year (or within two weeks, 14 calendar days, of their enrollment in the district). See ***Student Records and Change in Family Status*** for additional information.



D

Discipline Plan

We, the staff, students, and parent/guardians of Challenger Elementary and Preschool, accept the responsibility of working together to build an atmosphere in which all feel safe, secure, and have the right to learn.

We Believe That:

- * All children develop self-esteem and gain a better self-image when treated with dignity and respect.
- * We also believe that all children can learn and be responsible for their actions.
- * We believe that all children can be taught appropriate behavior and that through this process, self-discipline and self-esteem will be improved.

Goals:

It is expected that all children at Challenger Elementary and Preschool will:

- * Demonstrate respect for self, others, and all property.
- * Demonstrate pride in self, our school, and in work.
- * Be responsible for all work and actions.
- * Cooperate in work and play.
- * Demonstrate safety in actions.

The Challenger Elementary and Preschool Discipline Plan is intended to facilitate learning and teach children appropriate behavior. This plan states clear expectations of student conduct and outlines very specific rules in several common areas of the school. It also includes a system of consequences for behaviors that are inappropriate, disruptive or dangerous. In addition, commendable behavior will be recognized.

Rules for Common Areas

- Walk on the right side of the hall at a Voice Level 0.
- Hallways and Bathrooms - Keep your own space.
- Use quiet voices and language that is acceptable.
- Help keep our school clean.
- Keep your own space.
- Take your food the first time through the line.
- Cafeteria - Sit at your assigned table, visit quietly, and keep your area clean.
- Talk at a Voice Level 1.
- All food must be eaten in the café.
- Students will play safely on equipment and with each other.
- Students will follow playground rules.
- Playground - Students will respect each other on the playground.
- Students will respect playground supervisor.
- Students will use appropriate/acceptable language.

Behavior referral will be issued to students in grades K-5 for behavior that violates any of the school rules.

Students sent by the staff to the administration (Principal, Assistant Principal) for behavior violations will face similar consequences to those who receive behavior referrals.

E

Electronic Friday Folder

There will be a few things sent home electronically via email.



Emergency Procedures

In case of EMERGENCY our procedure will be to contact the parent at home or at work. When this is not possible, an ambulance or police car will be called.

You should make arrangements for proper care in case your child should meet with an accident or become too ill to remain in school at a time you are away from home.

1. The school will contact your physician, or one designated by the school board.
2. A designated neighbor or relative may be asked to care for your child if you cannot be reached.
3. Or the police may be asked to take your child to a hospital emergency service if no arrangements have been made.

If any of the information changes, please notify the office immediately.

Students will practice emergency drills throughout the school year to increase speed and efficiency in case of an actual fire or natural disaster.

It has been the policy of this district to keep school open as much as possible and to close school only when it is absolutely necessary. The closing of school will be determined by the ability of our school buses to travel safely or if an emergency exists. On days when we have a storm or immediately following a storm, we request that you listen for an announcement on the radio. The following stations will carry information about School District #564: KKAQ 1460, KTRF 1230, and Instant Alert Cable Channel 3 along with instant alert. If the school is closed or starts late, it will be announced before 6:30 a.m.

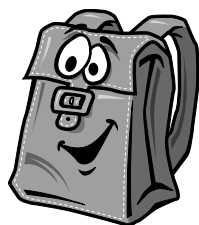
School Messenger will be used to call parents. Parent must opt in to get text messages.

In the event that school is in session and you feel the weather is too severe for your child to be attending, you should keep your child home as you would if the child were ill. Such an absence would be excused.

F

Field Trips

Most classrooms take at least one field trip each year. These trips either tie directly to the curriculum at the grade level or provide enrichment. At the beginning of the school year, on the student profile report, you will be asked to give permission for your child to go on scheduled field trips throughout the school year. You will be notified prior to each field trip.



Fire Alarms/AED

The safety of all children at Challenger is imperative. Fire alarms are located throughout Challenger and provide a means of evacuating the school in case of fire.

Any student who is caught falsely activating a school fire alarm or AED will be subjected to the following actions:

1. Parents/guardians will be notified immediately and will be required to attend a meeting involving their child, the principal, and a law enforcement officer.
2. The student may be suspended from school for the remainder of the day, plus **two** additional days. If the child's parent/guardian cannot be reached, the student will serve in-school suspension for the remainder of the day and then be suspended for the following day. It is expected that the student will do all normal work assigned by the teacher during his/her absence with Administrative discretion.

3. If an additional violation should occur, the student will face a suspension of greater length. The length of the suspension will be determined by administration, the child's teacher and law enforcement.

G

H

Hearing/Vision Screening

Vision and hearing screening will be conducted every fall. Results of this screening will be sent home following screening.

Homebound Instruction

Homebound instruction is available for those students who are physically unable to attend regular classes after 15 consecutive absences. This instruction needs to be arranged through the building administrator.

Homework

Every student will have some homework during the year. We encourage each student to spend time reading each night. The amount and type of homework varies according to grade and classroom teacher. Students are expected to return homework to school when due and completed to the best of their ability. Establishing a time and place for doing homework and giving assistance is very helpful. Should a problem come up with an assignment, please send a note with your child or contact his/her teacher at school. A general guideline for homework assigned by teachers is approximately 10 minutes per grade level, i.e. 1st – 10 minutes, 2nd – 20 minutes, etc., plus reading for pleasure.

I

Illness or Injury

A child showing any indications of being ill before leaving for school should be kept at home.

Parents/guardians will be asked to take their child home whenever their child displays any of the following symptoms: temperature over 100 degrees, vomiting, pink eye, suspicious skin lesions, live lice, any other signs of illness, or diarrhea.

Children will not be sent home from school unless parents/guardians have been contacted or a reliable person can accompany the child home. If a child becomes injured in school, the parents/guardians will be contacted to pick him/her up. A child who has been absent from school must have contacted the Attendance Line 681-2095 or bring a written excuse when returning, signed by the parent/guardian to the office. See **Attendance Policy** for additional information.

Immunizations

Each student shall be in compliance with the current Minnesota Immunization Law. Those not in compliance shall be excluded from school until immunizations are given. Please contact the school nurse if necessary.

Before a student enters school, the Minnesota State Department of Health Department of Health requires that the child be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. It is the responsibility of the parent/guardians to have the immunizations up-to-date, and report the dates to the school nurse. Immunizations are given by local providers.



Informational Flyers

Flyers to be distributed in Challenger should be approved by the principal. Approved flyers will be distributed through e-folder via email. Classroom teachers and office personnel will not be responsible for collection of returned materials.

Internet Use

Access to the Internet is a privilege, not a right. You may use it to locate, use, and exchange ideas. In doing so, you are expected to abide by the following guidelines. Violations of these guidelines will result in disciplinary action and possible loss of access privileges.

Use the Internet for educational purposes related to school or classroom activities. Respect current school policies and behavior standards. Be polite and use appropriate language. Respect the rights of others. Abide by current copyright laws and statues. Acknowledge your sources of information and graphics. Accurately represent yourself, but don't reveal your personal address or phone number or anyone else's. Note that email is not private. People who manage the system have access to e-mail. Respect the network. Use internet time and limited resources wisely. Respect system security. Abide by district guidelines for student publishing on the Internet. Any items produced by students will not be posted without their permission and that of their instructor and parents/guardians. If permission is granted, items will be considered fair use and available to the public.

iPads

IPad General Precautions

The iPad is Thief River Falls Schools' property. The iPad must remain free of any writing, drawing, stickers or labels that are not issued and placed onto the device by TRF school staff. Cords and cables must be inserted properly/carefully into the iPad to prevent damage.

IPad Care

Never leave an iPad unattended. It is your responsibility to keep your iPad stored in a safe and secure place. Do NOT dismantle or attempt to repair the internal workings of the iPad or the iPad case.

Earphones

Thief River Falls schools did not purchase earphones. Earphones are requested as part of the K-5 Elementary Supply List. Earphones shall not be used within or on school property unless a teacher specifically requests or allows students to do so. If allowed to use earphones, the appropriate level is when only the person wearing the earphones can hear the sound.

IPad Statement of Responsibility for Parent/Guardian and Student

We understand that instances of damage, destruction, or loss of the assigned iPad can occur. These instances will be dealt with on a case-by-case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. iPads are a privilege.

Items Not Allowed At School

Rollerskates, in-line skates, scooters, skateboards, baseball bats, hard balls, toys, trading cards, fidget spinners, remote control devices, such as music devices, hand-held computer games, or other items of value should not be brought from home because the school cannot accept responsibility for these items if they are lost, damaged, or stolen.

JK

Kick-Off/Open House

Kick-off Day/Open House for students entering school the next fall will be done in the spring. A letter will be sent to parents/guardians of each prospective kindergartner notifying them of the date and times.

Activities are planned for both the child and his/her parents/guardians.

Parents/guardians will be asked to bring the child's birth certificate, immunization record, and any legal document regarding custody or name changes. A child must be five on or before September 1 of the next school year to begin Kindergarten

L

Latch Key

Latch Key is located in Challenger Elementary and is available before and after school to supervise children in grades K-5. Planned activities as well as snacks are offered as part of the program. Please call Community Education office at 681-8711 for additional information.



Leaving School During the Day

There are times when it is necessary for a child to leave school early for an appointment, etc. We would appreciate if you would attempt to schedule those appointments either before or after school, or on the days when school is not in session. However, when it is necessary for your child to be excused during school hours, we ask that a note with your request be given to the main office. When you come to get your child, please sign out student with the Challenger main office. A note must be sent if someone other than the parent/guardian will be picking up the child. It is important that we have a record of which children are leaving and who picks them up. Contact transportation with changes.

Lockers

Each student at Challenger will be assigned a locker. Lockers are for storage of personal items (i.e. coats, boots...). If it is necessary to attach items to the interior of the locker we ask that they be magnetic as to not harm the finish. No items may be attached to the exterior of the lockers by students. The administration reserves the right to inspect any school locker for cleanliness, library books, textbooks, etc. when necessary to maintain the safety of the school. The school is not responsible for losses from lockers. **No sticker/adhesives to lockers inside or out.**

Lost and Found

Lost and found items will be held in each schoolhouse and by the main office. Lost and found will be cleaned out at the end of each month with unclaimed usable items donated to charity. Labeling student items reduces losses. Students (and their parents/guardians if necessary) are encouraged to look for lost items as soon as possible after they are missed.

Lunch

Lunch and breakfast menus will be sent home prior to the beginning of each month. Milk is served at all meals.

Students will have a 5 or 6 digit personal meal account number. All students will be responsible for keying it in to the computer in the cafeteria when eating breakfast or lunch.

Lunch, breakfast, and milk payments will be made in the cafeteria. Students are asked to bring their payment in a sealed envelope with their name, grade, personal account number, and dollar amount enclosed. Please specify how many lunches and/or breakfasts and amount of milk that is being purchased. Families with more than one child at Challenger will need to specify the amount to be put into each child's account if paying with one check. Payment for multiple meals is encouraged. Prices for the current year are listed in the summer food service mailing and online payment website.

Money left in an account at the end of the year will be available for that student's use the next school year. Refunds are available only upon written parent/guardian request and will be issued from the District Food Service office in the form of a check mailed to your home.

Forms for free or reduced meals are mailed to your home prior to the beginning of each school year. Additional forms are available from the Food Service office or online at TRF website.

M

Media Center Guidelines

The media center will be open from 7:45 a.m. to 3:45 p.m. daily. Gum, candy, food, and beverages are not allowed in the media center. Book check-out will be 7 days for all books. Students in Kindergarten will be allowed to check out 1 book at a time. Students in 1st-5th grades will be allowed to check out 2 books at a time. Reminders will be sent home with students to return overdue library books.

If a book is lost or damaged, the replacement cost of the book will be charged. If that cost is not available, then the cost will be \$20.00 for a hardcover book. All reference books (encyclopedias, dictionaries, etc.) will remain within the media center.

Medication

If your child needs to receive any type of medication (over the counter or prescribed) during the school day, the school must have on file a permission form signed by the parent/guardian and family physician. These forms need to be up-dated annually in the case of long term medication requirements. Forms are available in the Challenger Office. Medications and completed forms need to be brought to the nurse's office by a parent. All medication will be dispensed from the Nurse's Office. Contact the school nurse for further information.

N

New Student Enrollment

Parents/guardians may register their child in the school office at any time during the school year. Office hours are 7:45 a.m. to 3:45 p.m. daily. We encourage parents/guardians to register in person and to bring their child/children with them. This site visit accompanied by a parent/guardian generally increases the comfort level of a new student.

We urge families who move in to our community over the summer to register prior to the first day of school. For families who come to us during the school year, we request a day's notice prior to the student's attendance. This allows the classroom teacher to have a desk and materials ready and to properly welcome a new student.

New students will not begin school until appropriate paperwork is completed by parent/guardian. Paperwork includes registration information, request for records, special ed file. Proof of student identity such as a birth certificate is requested when enrolling.

No Smoking & Vaping

School District #564 is a tobacco free environment. Smoking is not permitted in school buildings, school vehicles, or on school grounds. Visitors are required to follow this policy.

O

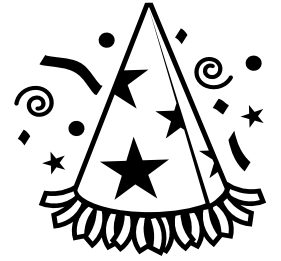
Orchestra

Orchestra is offered to students in grades 4 and 5. Information will be sent home with third and fourth grade students in the spring in preparation for the next school year. Lessons are held during the school day. For more information contact the Orchestra Instructor based at Lincoln High School.



Outside Groups Using School

Anyone wishing to use Challenger Elementary facilities after school hours needs to contact Buildings and Grounds at 681-8711 to schedule such use. Groups using Challenger may be charged a fee and are required to leave the facilities in the same condition as found. Adult supervision is required. Students and adults using Challenger are expected to follow building rules.



P

Party Invitations

If you are having a party for your child, please mail the invitations or phone parent/guardians, unless you are inviting the whole class. This request is intended to help save hurt feelings on the part of anyone in the class who may not be invited to the party. No bussing will be provided.

Pet Policy

- A student who wants to bring his or her pet to school for a visit must get permission from the classroom teacher a week ahead of the desired visit. Permission forms will be available in the main office.
- Shot records must be provided with the pet form.
- Visiting pets must be on leashes, in a box or securely caged.
- Administrators have final discretion on visits by pets.
- Please be aware that some classrooms cannot have pets visit due to allergies or other issues.

Phone Policy

We discourage student use of phones during the school day, except for emergencies. **Please assist us with this by making sure your child knows where to go after school.** For students staying after school there is a telephone in the main office. See Cell Phones for additional information.

Pledge of Allegiance

Minnesota law currently directs that all public schools shall lead students in recitation of the Pledge of Allegiance, including the phrase "under God," at least once a week. Minn. Stat. 121A.11, subd. 3. Individual students may decline to participate. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason must be allowed to make that choice and all students must respect another person's right to make that choice.

Preschool

Early Childhood programs available at Challenger Preschool are:

Early Childhood Family Education (ECFE) - A program for children ages birth up to kindergarten age and their parents. Many program offerings are available including: classes, home visits, special events, and more.

Learning Readiness - A tuition driven program for 3-5 year old children that provides a variety of learning experiences. Two age groups are available.

Early Childhood Special Education - A school/home based program for children ages birth to kindergarten age requiring special intervention to maximize their learning potential.

Head Start - A home based or centered program for families with children who are 3, 4, or 5 years old. Head Start is a federal and state funded program at no cost to families that meet the income guidelines or have children with special needs.

For more information of procedures and policies for Challenger Preschool refer to **Appendix A** in the back of this Handbook.

PTSP

The Challenger Parents Teachers and Students in Partnership is an organization to encourage parent involvement in the public elementary schools and to undertake activities to support and improve our elementary school. Events are planned throughout the school year for parents/guardians and students. Parent and teacher representatives from each schoolhouse meet monthly.

R Report Cards

Report cards are sent home with the students after each semester. Depending on the school calendar, these periods usually fall in January and June, and on the last day of school. Should you have any questions about your child's report card, please do not hesitate to contact your child's teacher.

Recess

Students will be going outside each day for recess, weather permitting. Students are expected to come to school prepared for the weather and should wear jackets, snow pants, boots, hats and mittens as needed.

Students will not be going out for recess if the temperature is 10 below zero or colder, with or without windchill. If a student has a medical reason for not going outside, please send a signed and dated note each day. A doctor recommended reason is preferred. Educational Assistants are equipped with two-way radios.

S School Board

The School Board sets educational policies and the budget for all schools in District 564. The Board meets on the second and fourth Mondays of each month in the Board Room at the District Service Center. The public is invited and encouraged to attend these meetings. School Board members' names and phone numbers are listed in the school calendar.

School Health Services

Elementary age children K-5 receive vision and hearing screening. Disease prevention and control investigations are done for lice, scabies, impetigo, pink eye, and other contagious health problems. Health education is also available to students, faculty, and parent/guardians on a variety of topics. Maturation education is done for 4th and 5th grades. The Challenger Health Office is staff by an LPN from 8:00 a.m. to 3:00 p.m. A licensed school nurse is present a varying times, and on-call constantly. All medications will also be dispensed through the nurse's office after the proper forms have been completed. See **Immunizations** and **Medications** for additional information.

School Schedule/Hours

School begins at 8:15 a.m. and dismisses at 2:55 p.m. Buses will arrive between 7:50 and 8:10 a.m. and will begin loading at 2:50 p.m. Students are allowed to be in the building from 8:00 a.m. to 3:00 p.m., if not in Latch Key or in other planned after school activities. Students in school during these times should be seated in the commons area.

All students will go to their schoolhouses at **8:10 a.m.** each morning and will be dismissed from their schoolhouses each afternoon with Kindergarten at 2:45; 1-3 at 2:50; 4-5 at 2:52.

If students are arriving before 8:00 a.m. or not picked up by 3:10 p.m., their parents/guardians will be contacted to arrange child care for these students. Students arriving before the buses or waiting after school are to be in the main lobby.



Daily Schedule for Challenger Elementary

7:50 - 8:10Arrival of school buses (All students either go to breakfast or classroom)
8:10Breakfast Ends
8:15School Starts (All students are to be in their classrooms at this time)
2:55School Day Ends
2:55All Buses Load

School Store

The Challenger School Store is operated by students on Fridays in the Commons. Treats and school supplies will be offered for sale. Students will be limited to a maximum of \$2.00 for food items each visit. No limit will be placed on school supplies.

Special Education Services

Special education services are provided to all students grades 0-12 who meet State of Minnesota educational criteria. A referral may be made by a parent/guardian, classroom teacher, principal, counselor, or social worker. After referral is completed, parent/guardians are contacted for permission to proceed with an assessment. The assessment will be conducted in all educational and/or behavioral areas that may affect the child's progress in school. After the assessment is completed a meeting is held to determine whether services are appropriate and to develop an individual educational plan (IEP) is needed. Wednesdays are dedicated to Special Education staffings. Special Education programs available include:

- Early Childhood Special Education (Birth - 7 years)
- Development Delay
- Specific Learning Disabilities (SLD)
- Emotional/Behavioral Disorders
- Developmental Cognitive Disabilities
- DCD Severe Profound
- Severely Multiply Impaired
- Tramatic Brain Injury
- Deaf/Hard of Hearing
- Blind/Visually Impaired
- Physically Impaired
- Other Health Impaired
- Autism
- Speech/Language
- Developmental Adapted Physical Education
- School Psychologist



Student Appearance

While there isn't a dress code, we hope that students will use good judgment in choosing proper school attire. We believe that neat and proper dress contributes to desirable attitudes and behavior. **Clothing should not be worn to school if it displays any reference to tobacco, alcohol, or inappropriate language.** Parents/guardians are asked to cooperate in checking clothing their children wear to school each day. Children need to come to school dressed for the weather. During the winter, this includes boots, jackets, snow pants, hats, and mittens. See **Recess** for additional information.

Hat Policy – Hats will not be permitted by students in the classrooms. This includes gyms, media center, all classrooms and cafeterias. Special consideration will be given on days the school has designated activities.

Student Profile Reports

Student profiles of every student will be available for review or correction each fall at the Open House. If any of the information changes, please notify the office immediately.

Student Property

Students are encouraged to keep toys and like objects at home, unless brought for a specific activity such as show and tell, hobby day, or other special event. Each classroom and/or schoolhouse may have specific rules about this. Items brought to school should be clearly labeled. The student is responsible for the condition of his/her property. Items which are dangerous, expensive, fragile, or of great sentimental value should be kept at home. **Trading cards, electronic games, and compact disc players will not be allowed in school. Toy weapons are not allowed at anytime (See *Weapons Policy*).** If having a certain item in school causes a problem, the parent/guardian may be notified and requested to pick up the item at school.

Student Records

Student records are kept on each child for his/her entire school career. The cumulative folder contains such items as copies of report cards, reading record cards, school attendance, etc. These records are confidential, and access to a student's record is limited to school employees working with that student, his/her parents, and the student. We request parents make an appointment to view their child's records. Parent/guardian permission must be obtained to release these records to another party. *Please see **Confidentiality**.*

Student Supplies

Students will be asked to bring supplies such as pencils, crayons, paper, book bag, etc. Specific supplies for each grade level and classroom vary. Each classroom teacher will notify students and parents/guardians about needed supplies. Supply lists are posted on school webpage, at the local Wal-Mart and Target in Grand Forks, ND. Labeling of student property helps if any items are lost. All students must have soft soled, non-marking shoes for participation in physical education activities.

Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

WHY STATEWIDE TESTING?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

WHY DOES PARTICIPATION MATTER?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

ACADEMIC STANDARDS AND ASSESSMENTS

What are academic standards?

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Academic Skills (MTAS) Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science. MTAS is an option for students with the most
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is less than 1 percent of instructional time in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our Statewide Testing page (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).

Transportation/Bus Policy

Bus Safety and Training

The first month of school is designated as school bus safety. The school district will provide students in grades K-5 with school bus safety training. The training will be results-orientated and will consist of both classroom instruction and practical training using a school bus. Upon completing the training, students will demonstrate knowledge and understanding of the following competencies and concepts:

1. Transportation by school bus is a privilege not a right;
2. District policies for student conduct and school bus safety;
3. Appropriate conduct while on the bus;
4. The danger zones surrounding a school bus;
5. Procedures for safely boarding and leaving a school bus;
6. Procedures for safe vehicle lane crossing;
7. School bus evacuation and other emergency procedures.

Student school bus safety training will take place during school bus safety week. All students who are transported by school bus and are enrolled during the first week of school must demonstrate achievement of the school bus training competencies by the end of the third week of school, except when the students are unable to achieve the competencies due to a disability. Students who enroll in school after the first week of school and are transported by school bus will receive bus safety training and demonstrate achievement of school bus safety competencies.

The district will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school. The district will also provide student safety education for bicycling and pedestrian safety. The district's curriculum for transportation is maintained and available for review in the office of the Superintendent or designated representative.

Conduct on School Buses and Consequences for Misbehavior

Riding the bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus/bus stop misconduct will be imposed by the District Transportation Supervisor who will take the necessary disciplinary action. Parents and the building principal will be involved. All school bus/bus stop misconduct will initially be reported to the District's

Transportation Safety Director and may be reported to local law enforcement.

School Bus and Bus Stop Rules

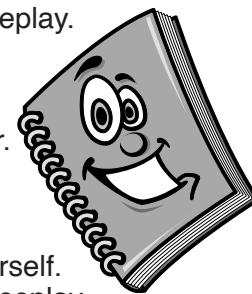
The school district bus rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the transportation office.

Rural and City bus stop rules are as follows:

1. Get to your bus stop before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from street, road, or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the roadway, always cross in front of the bus where the driver can see you. Wait for the driver's "all clear" signal before crossing the road way.
8. No fighting, harassment, intimidation, or horseplay.
9. No use of alcohol, tobacco, or drugs.

Rules on the bus are as follows:

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassments, intimidation, or horseplay.
7. Do not throw any objects.
8. It is the prerogative of the bus driver whether or not eating food or drinking pop on the bus will be permitted.
9. Do not bring any weapon or dangerous object on the school bus.
10. Do not damage the school bus.
11. Bus drivers may assign seats to students whenever they feel this will help maintain discipline and safety.
12. Do not save a seat for someone. An empty seat is for anyone who wants to sit down.



Consequences for bus misconduct.

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connections with co-curriculum and extra-curriculum events (ie., field trips or competitions) will be in the sole discretion of the school district.

Parent/guardians will be notified of any suspension of bus privileges.

1. Elementary Procedures (K-5)

1st offense – warning

2nd offense – 3 school day suspension from riding the bus

3rd offense – 5 school day suspension from riding the bus

4th offense – 10 school day suspension from riding the bus meeting with student's parent/guardian

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

When a student goes 60 calendar days without a report, the student's consequences will start over at the first offense.

2. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/ bus stop misconduct.

3. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other students discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records will also be maintained in the transportation office.

4. Vandalism/Bus Damages

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

5. Notice

Students will be given a copy of the school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

6. Criminal Conduct

In cases involving criminal conduct, the Superintendent, local law enforcement, and the Department of Public Safety will be informed.

Parent/Guardian Involvement**Parent/Guardian Responsibilities for Transportation Safety**

1. Become familiar with district rules and policies, regulations, and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their children.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the school district.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety,

Parent/Guardian Notification

A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parent/guardians are asked to review the rules with their students.

Treats

There are special occasions when parents/guardians sometimes send treats to school for the entire class. If you would like to send a treat, we ask that you adhere to Minnesota State Department of Health guidelines that treats be purchased from a bakery or store. All candies should be individually wrapped. Homemade cookies, cakes, etc. are not allowed under these guidelines. Thank you for your cooperation in following this health-related policy.

UV**Visiting School**

Requires a visitor pass. We ask that you please stop in the office to let us know who our visitors are. Anyone visiting the school is asked to use the parking spaces designated for visitors in the south parking lot. Requires administration approval and a visitor pass.

Please use the south entrance when dropping off or picking up your child. The north entrance is designated for buses.

Volunteers

Volunteers are an integral part of our program. We encourage you to participate in the important role as Challenger pursues quality education. Volunteerism is one measure of a community's dedication to its youth. Join us as we work together. For additional information contact the district volunteer coordinator.

Some examples of ways in which our volunteers assist at school include:

- | | |
|---|---------------------|
| Tutoring | At-home Volunteers |
| Classroom Activities | Preschool Screening |
| School Carnival | Field Trips |
| Challenger Parents, Teachers, and Students in Partnership | |

W**Weapons Policy****I. Purpose**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. General Statement Of Policy

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

III. Consequences For Weapon Possession/Use/Distribution

A. The school district and the school takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. An initial suspension of up to five (5) days;
2. Confiscation of the weapon;
3. Notification of Law Enforcement;
4. Parent or guardian notification; and
5. Possible recommendation to the Superintendent that the student be expelled for up to one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law to include guns, explosive devices or weapons which expel a projectile, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

V. Definition**A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; laser lights, air guns, pellet guns, BB guns, all knives; blades; clubs; metal knuckles; numchucks, throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No student or non-student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No student or non-student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

XYZ

Appendix A ~ Challenger Preschool

A

Absences

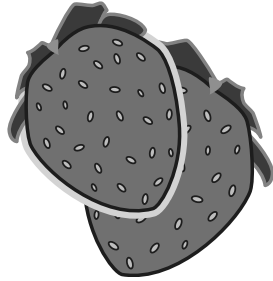
Please call the Challenger Preschool office at 681-8670, to report your child's absence. Please also notify Transportation at 681-7077, if your child rides on a bus.



B

Breakfast

Breakfast can be part of the preschool programs. If you are interested please contact your child's teacher for information.



Busing

Any request for a change in your child's busing schedule must be made by calling the Transportation Office at 681-7077 prior to the change.

C

Calendar

Check with your child's program. Each preschool program will provide families with their program schedule and calendar.



Changes in Family Status

You are asked to inform the school immediately of changes in your family status such as changes in address, telephone number, parent/guardian's work place, or parent's/guardian's marital status. This information is necessary for our records in case of emergency. *Please see Confidentiality for additional information.*

Conferences

Conferences will be scheduled by individual programs.

Confidentiality

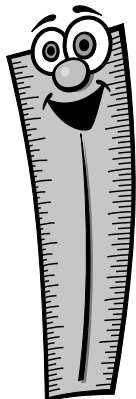
Each preschool program will maintain confidentiality of information provided to them. This includes program record and other information shared with the program. Student's names, addresses, phone numbers, etc. are Directory Information and do not fall under the same confidentiality requirements as records. Parents/guardians choosing not to have Directory Information released must notify their child's classroom teacher.

D

Discipline Policy

Expectations:

1. Respect for self and others.
2. Consideration for the feelings and moods of others.
3. Respect for the personal belongings of others.
4. Respect for the property and equipment of Challenger Preschool.



5. Respect for and willingness to follow Challenger Preschool Rules.

Rules ~ Students will not:

1. Name call or tease another student.
2. Push, kick, hit, or bite another student or staff member.
3. Swear or use inappropriate language.
4. Yell, scream, or use inappropriate noises.
5. Take the personal belongings of another student or staff member or the property of Challenger Preschool.
6. Bring toys, games, or food and beverages to school without teacher permission.

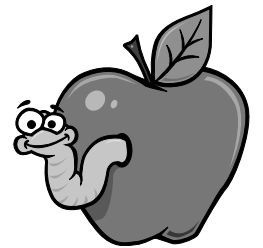
Consequences:

Incident #1: Student will be warned.

Incident #2: Student will be warned and given a time-out. The incident will be documented and parents will be notified.

Incident #3: Parents may be notified to pick up the child as soon as possible and a conference meeting may be scheduled to develop a behavior plan.

E



Emergency Care Cards

An Emergency Care Card will be sent home with every child. This card needs to be completed and returned to your child's teacher to keep records current. The school emergency policy is explained on the back of this card. If any information changes, please notify your child's teacher immediately.

Emergency Procedures

Preschool students will practice emergency drills throughout the school year to increase speed and efficiency in case of an actual fire or natural disaster.

On days when weather is a concern, we request that you listen for an announcement on the radio. The following stations will carry information about School District #564: KKAQ-1460, KTRF-1230, and Cable Channel 3. If the school is closed or starts late, it will be announced before 6:30 a.m.

In the event that public school cancels classes at Challenger, all preschool programs at Challenger for that day and evening will be canceled as well. When school starts late or closes early, preschool schedules may be altered. Listen for preschool schedule changes on the radio. For preschool events or classes after 4:00 p.m., weekends or summer events, cancellations will be announced on the radio.

In the event that school is in session and you feel the weather is too severe for your child to be attending, you should keep your child home.



F

Field Trips

Field trips are an important part of the preschool education. These trips tie directly to the curriculum and are an enrichment experience for your child. Parents/guardians will be notified in writing regarding the nature of each trip. Your signed permission will be needed before your child may participate.

I

Illness or Injury

A child showing any indications of being ill before leaving for school should be kept at home. Please call the Challenger Preschool Office at 681-8670, to report your child's absence.

Parents/guardians will be asked to take their child home whenever their child displays any of the following symptoms: temperature over 100 degrees, vomiting, pink eye, suspicious skin lesions, live lice, any other signs of illness, or diarrhea

Children will not be sent home from school unless parents/guardians have been contacted or a reliable person can accompany the child home. If a child becomes injured in school, the parents/guardians will be contacted to pick him/her up.

Immunizations

Each student shall be in compliance with the Minnesota Immunization Law. Those not in compliance shall be excluded from school until immunizations are given. Please contact the school nurse if necessary.

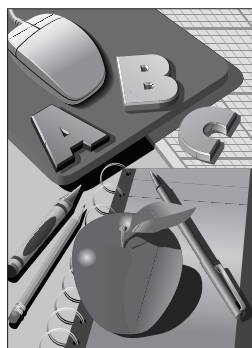
Before a student enters Preschool, the Minnesota State Department of Health requires that the child be immunized against diphtheria, tetanus, pertussis, polio, mumps, and rubella. It is the responsibility of the parents/guardians to have the immunizations up-to-date, and report the dates to your child's program. Immunizations are given by local providers.



L

Leaving School

There are times when it is necessary for a child to leave school early for an appointment, etc. We would appreciate it if you would attempt to schedule those appointments either before or after school, or on the days when school is not in session. However, when it is necessary for your child to be excused during school hours, we ask that a note with your request be given to your child's classroom teacher. When you come to get your child, please tell the classroom teacher. A note should be sent to the classroom teacher if someone other than the parent/guardians will be picking up the child. It is important that we have a record of who is leaving and who picks up your child.



M

Medication

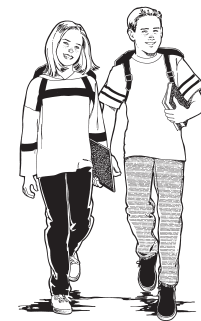
These forms need to be up-dated annually in the case of long term medication requirements. Please contact the school nurse with questions. All medication (prescribed and over-the-counter) that needs to be administered during school hours must be brought to the health office. Policy requires written permission from both a parent and a doctor in order for the school to administer medication.



P

Parking

There is a preschool parking lot available for parents/guardians who have a child/children attending a preschool program.



S

Special Education Services

If you have any concerns regarding your child's development, call the Challenger Preschool office, 681-8670, for further information.



Student Property

Students are encouraged to keep toys and like objects at home, unless brought for a specific activity such as show and tell, hobby days, or other special events. Items brought to school should be clearly labeled. The student is responsible for the condition of his/her property. Items which are dangerous, expensive, fragile, or of great sentimental value should be kept at home. Toy weapons are **not** allowed at anytime. If having a certain item in school causes a problem, the parent/guardian may be notified and requested to pick up the item at school.

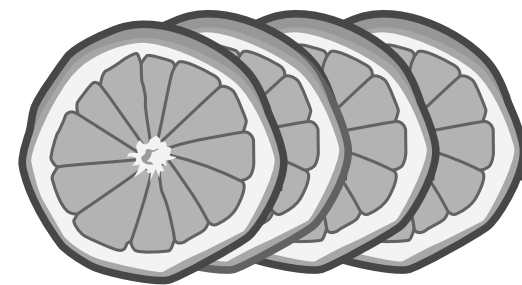
Student Supplies

Each preschool program will notify parents/guardians about needed supplies.

T

Treats

There are special occasions when parents/guardians sometimes send treats to school for the entire class. If you would like to send a treat, we ask that you adhere to Minnesota State Department of Health guidelines that treats be purchases from a bakery or store. All candies should be individually wrapped. Homemade cookies, cakes, etc. are not allowed under these guidelines. Thank you for your cooperation in following this health-related policy.



V

Visiting School

Parents/guardians are encouraged to volunteer in their child's classroom to observe their children's programs in action. We ask that you please stop in the preschool office to let us know who our volunteers and visitors are.



Parent/guardians also have the opportunity to observe their child through an observation window and review that observation with the classroom teacher. Please check in the preschool office, so necessary arrangements can be made.

**This handbook may be changed or amended during the school year.
Changes will be posted in the principal's office.
If you have any questions about a provision, contact administration.**

This handbook and its contents were approved by the Thief River Falls School Board.