

**Challenger Middle School**  
 10810 Parkdale Avenue, San Diego, CA 92126  
[www.sandiegounified.org/schools/challenger](http://www.sandiegounified.org/schools/challenger)

**Challenger's Vision** - As a community we work to develop and nurture:

- ~ Life-long learners
- ~ A love of learning
- ~ The pursuit of personal excellence
- ~ Responsible citizens of good character
- ~ A safe environment
- ~ A community that embraces diversity



**THIS PLANNER BELONGS TO:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**MY CLASS SCHEDULE:**

Period	Subject/Course	Teacher	Room
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

**Office Hours: 6:30 AM – 3:00 PM**

**Principal**  
Ms. Diane Ryan

**Student Day: 7:15 AM – 1:55 PM**

1. Students may enter campus at 6:45 AM
2. Breakfast is offered from 7:00 AM – 7:10 AM
3. Students must be in seat when bell rings at 7:15 AM
4. Students should be off campus by 2:10 PM unless they are attending an after-school class, participating in Prime-Time, tutoring, or a club

**Vice Principals**  
Dr. Minerva Salas  
\_\_\_\_\_

**My Counselor:** \_\_\_\_\_

**Bell Schedule**

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

**Minimum Day Bell Schedule**

Period 2- 7:15 – 8:00  
 Period 3 – 8:05 – 8:45  
 Period 4 – 8:50 – 9:30  
 Period 5 – 9:35 – 10:15  
 Period 6 – 10:20 – 11:00  
 Lunch – 11:05 – 11:35  
 Period 7 – 11:40 – 12:20

**Minimum Days**

September 22, 2016	March 22, 2017
October 26, 2016	March 23, 2017
October 27, 2016	April 20, 2017
January 25, 2017	June 14, 2017
January 26, 2017	

**Challenger Alma Mater**

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

## GENERAL SCHOOL INFORMATION – Alphabetical by Subject

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

**1:1 STUDENT DEVICE PROGRAM FOR SIXTH GRADE STUDENTS** – A district-owned device (Yoga ThinkPad or ChromeBook) will be checked out to our sixth grade students. It is to be used for school-related work only, such as accessing classroom instruction and related materials. Students will take this device home and accept full responsibility for its care and use, and will report any problems immediately to a teacher. Students will return all equipment in good working condition or will pay for all repair or replacement costs. Students and parents will be asked to sign 1) 1:1 Device Loan Agreement, 2) Student Device User Agreement, and the 3) District’s Network Use Policy in the Facts for Parents booklet. Students who are irresponsible with the care of their device may be subject to disciplinary action.

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

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

**Forgery** - Forgery is imitating or counterfeiting another person’s signature.

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

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

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

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

### **Why is Cheating a Big Deal?**

- *You’re taking credit for work or ideas that aren’t your own.*
- *It’s dishonest and reflects poorly on your character.*
- *You’re not learning the skills you’ll need to succeed in life.*
- *If caught, you could fail the course be, suspended, or even expelled.*

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

### **ASB – ASSOCIATED STUDENT BODY**

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

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

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

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

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



**Doctor Appointments, Early Dismissal** – A parent/guardian must request an early dismissal for a student by phone call, email, or note to the Attendance Office – *not the child’s teacher*. Please call as soon as possible. It may take up to 15 minutes to retrieve the student from a classroom, especially PE class. Any student leaving campus early without a blue release slip is considered truant.

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

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

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

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

### **Why is Regular Attendance Important?**

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

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

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

**BICYCLE SAFETY** – Students riding bicycles to and from school must wear a helmet. Students must walk bicycles on school grounds. All bikes must be locked in the bike racks. Students are responsible for securing their bikes with a personal lock. All bike riders must obey all traffic laws and school bicycle regulations, or face bicycle suspension. The school is not responsible for bicycle security in the event of theft or damage. (Vehicle Code 21212).

**BULLETIN** – A bulletin with student news is published weekly. Teachers will read it during advisory. It will also be posted on the library windows facing the Shuttle Court and in the ASB display case in the 200 building.

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



**STUDENTS SPEAKING OUT** - Students are encouraged to share information with adults at school if they have a concern. However, students can also make anonymous phone, text, or web tips about dangerous activities or crime at school or in the community at [www.StudentsSpeakingOut.org](http://www.StudentsSpeakingOut.org), a Crime Stoppers program.

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

- Community** – Your community is your neighborhood, family, friends, school, businesses, libraries, parks, etc. Do your best to make it safe, clean, and something to be proud of. It starts with you! Be Caring! Be Responsible!
- Attitude** – You are in charge of your attitude each day. You can choose to react to a situation positively or negatively - the choice is up to you! Have Fun! Be Positive! Think before you act!
- Tolerance** – The world is made up of all different kinds of people. Wouldn’t it be a boring place if we were all the same? Strive to respect, accept, and learn from each other! Be Compassionate! Be Accepting!
- Scholarship** – Always do your best and take pride in everything you do. Push yourself above and beyond people’s (and your own) expectations of yourself. If you always do your best, you will have no regrets. Autograph everything you do with excellence! Explore Your World! Learn New Things!



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

**COMMUNICATING WITH STAFF** – Parents/guardians may email staff members through the links provided on Challenger’s website or they may call the school. If a teacher is not available, a message will be left in the teacher’s box. Teachers pick up their mail and check email a minimum of once a day, so please allow time for teachers to respond when they are not teaching a class. Parents are encouraged to call for an appointment to be sure the person they would like to see is available. The staff will do their best to accommodate drop-in visits, however, parents may be asked to schedule an appointment. A parent/teacher conference may be scheduled at any time during the school year and can be arranged directly with the teacher. If a parent would like to meet with more than one teacher at the same time or would like the child’s counselor to be included in the meeting, please contact the student’s counselor for assistance. If a parent feels like he/she needs more assistance after communicating with the teacher, please contact the student’s counselor or one of the site administrators.

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

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

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

**DRESS CODE** – Challenger Middle School students are expected to dress for success. In an effort to develop considerate, responsible citizens the following dress code is required for all students and is not negotiable.

***Pants, shorts, skirts, and dresses***

- Worn at the waist, no sagging, no underwear showing – may be required to wear zip-tie if sagging
- Not skin tight
- Shorts, skirts, dresses may NOT be above the tip of the fingertip when your arm is straight down at your side

***Shirts***

- Visible straps must be greater than two inches wide
- No low cut tops, no exposed cleavage, no tight tank tops with low cut armholes
- No tummy exposed when arms are raised
- No off the shoulder or provocative clothing exposing bra, cleavage, midriff, or back
- Cannot depict any profanity, weapons, violence, gang-related, drugs, alcohol, tobacco, sexual act or be offensive to any gender, ethnicity, or faith

***Shoes***

- Must be closed-toe and have a closed back
- No slippers
- Heels cannot exceed two inches

***Hats and hoods***

- Sun-protective hats are allowed when students are outdoors. Hats must be removed when entering a building and must not distract from instruction.
- Hats are defined as a baseball-style cap or a hat with a rim all the way around. Caps with visors must be worn facing forward to protect the face.
- Hats cannot depict any profanity, weapons, violence, gang-related, drugs, alcohol, tobacco, sexual act or be offensive to any gender, ethnicity, or faith
- The school assumes no responsibility for loss or theft of student hats.

***Jewelry***

- Must be appropriate for school and not pose a safety issue
- Cannot depict any profanity, weapons, violence, drugs, alcohol, tobacco, sexual act or be offensive to any gender, ethnicity, or faith

***Miscellaneous***

- Any clothing, accessories, or colors that are associated with gangs are prohibited; this includes wallet chains, bandanas, hairnets, excessive jewelry, etc.
- Sunglasses are not to be worn unless prescribed by a doctor
- Trench coats are prohibited
- Writing on the body is not allowed

***Why Do We Have a Dress Code?***

- *We believe it is important to dress for success*
- *It promotes self-respect*
- *It helps maintain a safe and healthy learning environment*
- *Revealing clothing distracts other students*
- *Some slogans or images may be offensive*

**DRESS CODE CONSEQUENCES** – Students who violate dress code will be issued a dress code ticket and sent to the Principal's Secretary in the Main Office to sign in. Inappropriate clothing will be confiscated by Health Office staff, tagged, and returned to the student at the end of the day. All unclaimed items will be donated to charity (2 times per school year, after each semester). Consequences include:

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

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

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

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

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

**ELECTRONIC DEVICE USE POLICY** - Electronic devices include, but are not limited to, **cell phones**, tablets, cameras, iPods, and MP3 players. All electronic devices shall be turned off during the school day except when being used for a valid instructional or other school related purpose as determined by the teacher or other district employee. Any device with camera, video or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person and they must be turned off and kept out of site when in the PE locker room. Students are required to follow Network Use Guidelines – unauthorized use and violations will result in the confiscation of the electronic device. All confiscated devices will be held in the Administrative office and released only to a parent/guardian.





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

Under Education Code Section 48901.5, the school is authorized to regulate possession or use of Electronic Communication Devices (ECDs) by students who are on campus, who attend school-sponsored activities, or who are under the supervision of school district employees.

A student who brings an ECD to school is responsible for ensuring that ECD does not disrupt class or any school function. ECDs must be turned off and kept out of sight before school, during the school day, during all class time and testing time except when being used for a valid instructional or other school related purpose as determined by the teacher or other district employee. Students may use their ECD immediately after the dismissal bell at the end of the school day. Students may not talk on ECD or text during the school day. Use of ECDs or ECDs camera during PE or in the PE locker room is prohibited at all times. If an ECD rings or vibrates during class or other school activity, it will be confiscated and sent to the Administrative Office for storage until a parent/guardian comes to school to pick it up.

A student is prohibited from using the ECD's camera and/or video functions except when being used for a valid instruction or other school related purpose as determined by the teacher or other district employee, while on campus, while at a school activity, or while under the supervision of school staff whether on or off campus.

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

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

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

**EMERGENCY PROCEDURES** – See page 11 of this handbook.

**FINANCIAL OFFICE** – Students may purchase school items such as PE clothes, locks, yearbooks, spirit wear, etc., during posted hours with cash or a check made out to Challenger Middle School. We are unable to make change for large bills or to accept debit or credit cards.

**GRADE REPORTS** – All students are expected to maintain passing academic grades and good citizenship. Students are issued progress reports every six weeks with the final report card issued at the end of each semester. Progress reports are given to students to take home along with a Grade Verification Form where parents sign verifying that they received the original set of grades. Students must return the signed Grade Verification Form to their Advisory teacher. Report cards are mailed home by the district two weeks after the end of each semester.

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

### HEALTH SERVICES

- All on-campus injuries must be reported to the Health Office
- All students must have a current emergency card on file in the Health Office
- Students must meet immunization requirements – please refer to *Facts for Parents* booklet for detailed information
- Medication:
  - Motrin and Tylenol are available to students who have a “Health Information Exchange Consent” form completely filled out and on file at school. The nurse will assess the situation, the student's health history and dispense medication according to protocol. Forms can be picked up at the Health Office.
  - All other medications are not allowed to be carried by the student.
  - If other prescribed and over-the-counter medications are routinely required at school, a physician's order is required.
- Asthma and the Use of Inhalers at School - Students who use inhalers as prescribed by their physicians should have a duplicate inhaler brought to school to be kept in the Health Office. It is acceptable for students to carry and self-administer their inhalers; however, ONLY with the written permission of both the physician and parent. The permission form for inhalers at school, Authorization for Asthma Medications to Be Taken during School Hours, may be obtained in the Health Office.

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

**HISTORY OF CHALLENGER** - Our school is named in honor of the space shuttle *Challenger*. On January 28, 1986, the space shuttle *Challenger* disintegrated during lift-off due to equipment failure, ending the lives of all seven crewmembers. These astronauts: *Sharon Christa McAuliffe*, the first teacher in space; *Francis Scobee*, mission commander;



Michael J. Smith, shuttle pilot; Ronald E. McNair, mission specialist; Gregory B. Jarvis, payload specialist; Ellison S. Onizuka and Judith A. Resnik, mission specialists, who trained and worked together, represented the hope and diversity of America. The name “Challenger” captures the energy and the inspiration associated with commitment to success. It dares one to go beyond one’s limits, to have high expectations, to touch the future. The crew’s love for their country, commitment to excellence and appreciation of education were elements that led to their success. The memory of that crew will serve as a role model for our diverse student population.

**HOMEWORK** - Students are expected to write down their homework assignments in their planners, complete the homework, and return it to the teacher on time. Each student attending Challenger Middle School should read for a minimum of 30 minutes each night. Please refer to the school’s website if there are questions about nightly homework or if a student is absent for one or two days. The average time students are expected to spend on homework is listed below:

<p style="text-align: center;"><b>Why Do Teachers Assign Homework?</b></p> <ul style="list-style-type: none"><li>➤ <i>It is important to be prepared for class the next day</i></li><li>➤ <i>It helps to develop study habits</i></li><li>➤ <i>Assignments reinforce skills you’ve learned at school.</i></li></ul>
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**ID CARDS** - ID cards are required for many school activities. The first one is distributed on Picture Day. Replacements are available at the Financial Office.

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

**LIBRARY** – Students may visit the Library Media Center on their own during posted open hours. During class hours, students must have a pass from his/her teacher to be admitted. The library staff is here to help. Be sure to ask for help if assistance is needed.

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

- Students must have a pass in order to go to the library during class time.
- Books are checked out at the circulation desk only with an I.D. card.
- Observe the due dates stamped in the borrowed books. Books are checked out for two weeks.
- Students with overdue books will be charged a fine of 5 cents per day for regular books circulating two weeks.
- Drinks, gum, and food are not allowed.
- Be considerate. Loud talking or disruptive behavior is not allowed.

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

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

**MASCOT** – Christa the Cheetah is named in honor of Christa McAuliffe, the teacher who perished in the Space Shuttle *Challenger* accident.



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

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

**MOTTO** – The first teacher in space, Christa McAuliffe, was often quoted as to have said, “I touch the future; I teach.” Challenger’s motto is a version of that quotation. “We Touch the Future; We Teach”

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

**PARENT PORTAL** - Parents/guardians are highly encouraged to sign up for an account in Parent Portal via Challenger’s website ([www.sandiegounified.org/schools/challenger](http://www.sandiegounified.org/schools/challenger)) which will enable parents to monitor their student’s homework assignments, grades, test scores and attendance via the Internet. Parents may share the PIN and password information with other family members or other adults involved to help monitor and support the student in order to succeed in school.

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

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

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

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

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

**SAFETY FIRST!** – Safety is everyone’s responsibility. Help us maintain a positive learning environment by doing the following:

<b>Hallway and Bathroom Rules and Expectations</b>				
When students are on campus, they must follow the hallway rules listed below. Students using the hallways in the 900 building must follow the special directional rules for efficient and safe movement through the hallways, stairwells, and balcony walkways.				
	<b>Hallways</b>	<b>Upper 900 Building</b>	<b>Lower 900 Building</b>	<b>Bathrooms</b>
<b>C</b>	Courtesy	Clockwise	Crank up the courtesy	Clean up after yourself
<b>L</b>	Lower your voice	Leave to the left	Leave to the outside	Leave food and drink outside
<b>A</b>	Always stay to the right	Away from the rail	Always stay to the right	Always flush
<b>W</b>	Walk and talk	Walk and talk	Walk and talk	Wash your hands
<b>S</b>	Smile	Smile	Smile	Show respect

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

**SCHOOL CALENDAR** – Check the calendar on our school website at [www.sandiegounified.org/schools/challenger](http://www.sandiegounified.org/schools/challenger) for events.

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

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

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

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

**Student Expectations:**

- To respect and follow the directions of all adult staff members.
- To attend school every day and on time. The school day begins at 7:15 AM.
- To obey the Student Dress Code (see page 4 of Handbook).
- To walk, not run when moving from class to class. No tag or chase will be allowed. Students cannot sit on railings near the PE building.
- **Students will leave campus promptly after dismissal. No school supervision is provided after 2:10 PM.**

**Why is it Important to Respect the Rules?**

- ° They promote a safe school.
- ° They reduce distractions, keeping the focus on learning.
- ° They provide structure and instill a sense of responsibility.
- ° They help to ensure everyone is treated fairly.

**Important Information and Rules to Follow:**

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

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

**Disruption** – Any student who deliberately disturbs or hampers classroom instruction or school activities will be immediately referred for disciplinary action. (E.C. 10609, District Procedure 2619) This includes the possession and/or use of stink bombs.

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

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

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

**Fighting** – Fighting, including playing fighting, is strictly forbidden. Students who fight will be referred to the counselor or vice principal for disciplinary action and suspension. After three fights inflicting injury within one year, the student will be required to attend a Zero Tolerance Program. For details, see the district’s Zero Tolerance Policy.

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

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

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

**Laser Pointers** - No student shall possess a laser pointer on campus. (P.C. 417.27) Pointing a laser pointer in a threatening manner may be a misdemeanor. (P.C. 417.25)

**Leaving Campus Without Permission** – Students may not leave campus without permission. Leaving campus without a “Blue Slip” (Absence Excuse Slip) is considered a truancy. (District Procedure 2380)

**Misbehavior Going To and From School** – Students are subject to disciplinary action for any form of misbehavior in the process of going to and from school. (District Procedure 2619)

**Profanity** - No profanity/pornography/slam books allowed on campus. The use of offensive words or profanity is unacceptable. Obscene actions, possession of pornographic materials, or habitual profanity can lead to suspension. Slam books are not allowed on the school campus. These will be confiscated and may be returned only to the parent.

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

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

**Toys** - (such as yo-yos, darts, baseball cards, electronic games, finger boards, water guns, squirt bottles, squirt guns, pacifiers, marbles, etc.) are not to be brought on campus. They will be confiscated and returned only to a parent/guardian

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

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



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

## LEVEL ONE BEHAVIORS

### *Behavior that disrupts teaching and learning*

1. Failure to follow teacher directions
2. Talking out, noisy, or rude
3. Off-task behavior
4. Creating distractions (such as throwing paper, falling out of chair)
5. Inappropriate behavior (including hallways and lunch court)
6. Public Displays of Affection
7. Possession of candy, gum, energy drinks, or soda
8. Other minor disruptions

## LEVEL ONE CONSEQUENCES

Teacher Implemented:

- One-on-one conference
- Reflection writing
- Phone call home
- Parent conference
- Loss of classroom privileges
- Hold after school or during lunch

### Level One Note

Three writing reflections in the same semester with the same teacher will result in one After School Detention.

## LEVEL TWO BEHAVIORS

### *Behavior that stops teaching and learning*

1. Choices that jeopardize the safety of any student or staff member (such as running in hallways or Shuttle Court, throwing sharp or heavy objects, etc.)
2. Lack of positive problem solving resulting in confrontation
3. Play fighting or rough housing
4. Teasing, harassing, or verbally abusing another
5. Cheating / plagiarism /forgery
6. Truant for one period
7. Unexcused tardy greater than 15 minutes
8. 1:1 device irresponsibility
9. Use of social networking communication applications such as Facebook, YouTube, Instagram, etc., during school hours or with equipment provided by the District unless directed by a teacher
10. Playing inappropriate computer games on campus or in the classroom
11. Use of cell phones, camera phones, iPods, and other personal electronic devices on campus during the instructional day without staff permission
12. PE Non-Suits (2<sup>nd</sup> or more offense)
13. Other minor disruptions

## LEVEL TWO CONSEQUENCES

Counselor or Administrator Implemented (Student sent to office with “Referral Form”):

- One-on-one conference
- After School Detention for 30 minutes
- Phone call home and/or parent conference

### Level Two Notes

Tardy to an After School Detention will result in one additional After School Detention. No-Show to an After School Detention will result in two additional After School Detention assignments.

## LEVEL THREE BEHAVIORS

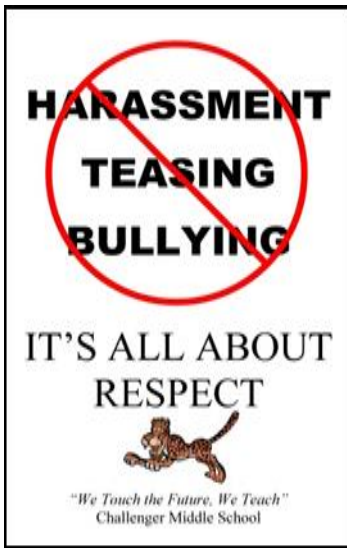
### *Behaviors that violate school/district policy and warrant severe consequences*

1. Assault/battery/mutual combat or attempt to cause or causes physical injury
2. Possession of weapons, explosives, dangerous objects, imitation firearms
3. Possession of controlled/prohibited substances, alcohol, or tobacco, e-cigarettes, or paraphernalia
4. Property damage (vandalism or graffiti)
5. Property theft
6. Obscenities/profanities
7. Racial slurs
8. Disruption/defiance
9. Sexual harassment
10. Hate incidents
11. Threats or intimidation
12. Harassment or hazing
13. Leaving school grounds without permission
14. Identity theft (stealing passwords and/or accessing another student’s account)
15. Participation in digital harassment, cyber-bullying, inappropriate or negative comments, or threats that result in a substantial disruption on campus, regardless of where the content was created
16. Using digital tools provided by the District to distribute libelous or offensive material
17. Not following the rules and guidelines defined by the SDUSD Network Usage Policy

## LEVEL THREE CONSEQUENCES

Administrator Implemented:

- One-on-one conference
- Friday After School Detention for 60 minutes
- In-School-Suspension
- Suspension



**SCHOOL COLORS** – Challenger’s colors are Columbia blue and royal blue.

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

**SKATEBOARDS, ROLLERBLADES, SCOOTERS** – Skateboards, rollerblades, motorized bikes, and scooters (Razors) are not allowed on campus at any time.  
(San Diego Municipal Code 84.12)

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

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

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

***Behavior Not Allowed:***

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

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

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



**TECHNOLOGY/NETWORK ACCEPTABLE USE CONTRACT** – District Procedures 4580 and 4581 provide information about the privileges and responsibilities of using the Internet, district networks and electronic communication devices (ECDs) as part of the educational experience. The Acceptable Use Agreement address network use guidelines, responsibilities, acceptable use, prohibited uses, privileges, network rules and etiquette, cyber-bullying, security, and vandalism and can be found in the *Facts for Parents* booklet distributed to every student in the first week of school. The “Network Use Guidelines” for SDUSD is a contract and must be signed before the student is given access to the district’s network and Student Portal. Students and Parents are provided a copy of the Technology/Network Acceptable Use Agreement in the first week of school. By signing the agreement/contract, the student and parent acknowledge that they have read and understand the contract and agree to abide by the policies and rights outlined in the *Facts for Parents* booklet.

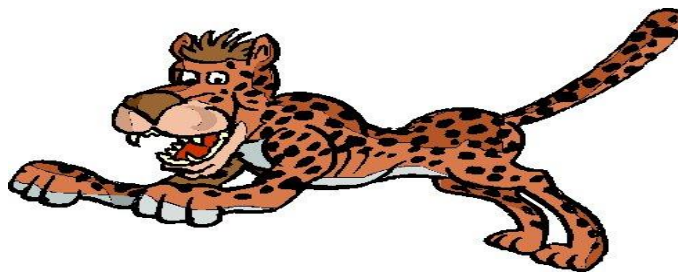
**TRASH AND RECYCLING** - Students must throw away trash in trash cans at school or when walking home to/from school. Challenger recycles paper, cans, bottles, CDs/DVDs and CD/DVD holders. Please place these items in the correct bins.

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

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

**WEAPONS** - Students are subject to arrest if having or using the weapon violates the law. Weapons include guns, knives, BB guns, replica guns, explosives, fireworks, paintball guns, or any object that is used in a threatening or harmful manner. Carrying any kind of knife is not allowed. Any object used in a threatening manner will be considered a weapon even if its normal use is not as a weapon.

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



## IN CASE OF AN EMERGENCY

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

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



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

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



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

### Additional Emergency Tips for Parents:

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

### Emergency Information Students Should Know

Home Phone # \_\_\_\_\_  
Home Address \_\_\_\_\_

Parent #1 Phone \_\_\_\_\_  
Address \_\_\_\_\_

Parent #2 Phone \_\_\_\_\_  
Address \_\_\_\_\_

Who to Contact When Unable to Reach a Parent  
Name \_\_\_\_\_  
Phone \_\_\_\_\_

What to Do When Parent is Late for After School  
Pick-up  
\_\_\_\_\_  
\_\_\_\_\_

Directions /Route to Home  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SAN DIEGO UNIFIED SCHOOL DISTRICT

### NOTICE OF STUDENT NONDISCRIMINATION

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

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

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

### STUDENT SEXUAL HARASSMENT POLICY

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

The district prohibits conduct that has the purpose or effect of having a negative impact on the individual's work or academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment that conditions a student's status, progress, benefits, services, honors, program or activities based on submission to such conduct.

Any student who feels that he/she is being, or has been, sexually harassed by a school employee, another student, or a non-school employee at school or at a school-related event, shall immediately contact his/her teacher or any other district employee. An employee who receives such a complaint shall report it in accordance with administrative procedures.

## Student Nondiscrimination and Sexual Harassment Policy

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

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law. The district believes that it can resolve issues of harassment and discrimination at the school site.

### TO FILE A FORMAL DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT

- 1. Filing a complaint:** A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form (AP 1700) and Administrative Procedure 0112 from the school or the district's Legal Office. Remedies available outside of the district are listed in this procedure.
- 2. Investigation:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment and/or discrimination allegations and provide a written report within sixty (60) days from the date the complaint is filed. The Superintendent or his/her designee shall ensure that any complaint received is investigated in accordance with district administrative procedures and that school personnel take immediate steps to intervene, when safe to do so, when they witness any act of harassment.
- 3. Action:** When an allegation of sexual harassment is validated by the investigation and disciplinary action is necessary, the superintendent will determine the appropriate course of action, to prevent reoccurrence and follow up with the harassed student, depending upon whether the harasser is a student, staff member or agent of the district. If the complaint of sexual harassment is validated the superintendent and/or designee shall take prompt, appropriate action to end the harassment and to address the effects on the victim.

Complaints will be kept confidential. The person filing the complaint may also pursue action in civil court.

The district prohibits retaliation against any person who complains, testifies, assists or participates in district complaint procedures.

**A student who has a complaint of discrimination or sexual harassment shall immediately contact his/her teacher or any other district employee. If the complaint cannot be resolved, or at any time the student may contact:**

**Michelle Crisci, Title IX Coordinator  
Eugene Brucker Education Center  
4100 Normal St., Room 2129  
San Diego, CA 92103**

**For questions or additional information, call (619) 725-7087**