

ELEMENTARY/MIDDLE-SCHOOL PARENT HANDBOOK

We welcome you to the Champion School community. With your cooperation and your best wishes, we look forward to a safe, happy and an all-around great school year.

Champion School is operated on a nondiscriminatory basis. Each child is respected as an individual without regard to race, color, religion, national origin or ancestry.

DROP-OFF

Students should be dropped off in the morning between 8:25am and 8:35am. Please rolling drop-off only. It helps reduce traffic congestion. Teachers will be at the front of the school till 8:30am to walk students to his/her classroom. After that time, students should be dropped off in the Media Center; please do not drop your child directly to the classroom. Students who are late, after 8:30am need to get a tardy pass from the office before they can go to their classroom. Any work missed, needs to be completed and mistakes fixed at home with the help of the parent.

TARDINESS

When a student comes late to class, it not only harms that individual student because he/she misses out on what was going on in class, it also disrupts the whole class. Every time a late child walks into the class, approximately 1-3 minutes of learning time is lost by the whole class. When 4-5 students are late, the impact is severely compounded over the year. This has a particularly adverse impact on the overall learning in what-ever is the first subject of the day in that particular class. Vast majority of the students tend to get to school on time. It's always just small group of students who are frequently late. Respecting and valuing time is important to success in all phases of our lives and conforming to just norms of a school teaches our students to be responsible members of the community. To be fair to all, we are going to implement the following tardiness policy:

- Every student in KG through 2nd grade will be excused 10 tardy days through the academic year,
- Every student in 3rd through 8th grade will be excused 5 tardy days through the academic year.
- After that grace period, kids will miss the first period
- Tardy students will have to do the missed work at home, which will be due the next day. Any work not turned in the next day will result is an 'F' for that assignment.
- The number of tardies, a student has will also appear on their report card.

PICK-UP

Pick – up for every elementary student is rolling pick-up except students that are enrolled in extended care. Those parents, whose kids are in extended care please come to the Media Room to pick up your kids. All students should be picked up during the allotted pick-up time. For half day students, pick-up time is 11:45AM – 11:50AM. For full day students, pick-up time is 3:00PM – 3:05PM. For extended care students, pick-up time ends at 6:00PM. Parents must pick-up students during the pick-up times. If parents are

late, a late penalty fee will apply of \$2 per minute, no exceptions. If you need to pick up at other times, for doctor appointments etc, please come to the media room and ask the office staff to get your child. There is no pick up 10 minutes before pick up time. (Example: There would be no pick up between 2:50 and 3)

GREETING STAFF

We request that all students greet all staff every morning. This is essential to teaching our kids courteous behavior and good social skills.

LUNCH

Parents need to provide a lunch for their student if they are staying till at least 3:00PM. All lunch boxes and containers in the lunch box should be labeled with your child's name. All containers should be airtight; we do not want your child's lunch spilling into his/her lunch box. We ask that parents provide their child with any utensils they will need for their meal. Please provide a Ziploc bag or napkin for the child to wrap the utensils in after lunch. This will help keep your child's lunch box clean and make less work for you later.

All lunch and/or snack items need to be nut-free. We have students at our school that are severely allergic to nuts and bringing nuts into our campus can be dangerous to them (even fatal in some severe cases).

Please send lunch that your kids can eat by themselves, finger food is recommended (like sandwiches etc). Our teachers will not feed the kids. We at Champion would like to see our kids learn to be independent.

Please label everything, sometimes it is confusing for the child, as there are many lunch boxes that look the same.

There is hot lunch offered through School Caterers. It is an outside vendor. You can sign up online with them.

NEWSLETTER

At the beginning of each month, students will receive a newsletter. It is the parent's responsibility to read the newsletter every month. Students will only receive 1 copy of the newsletter; it is the parents' responsibility to replace the newsletter by borrowing from another parent in the class, if it is misplaced. We recommend the parent make a copy for themselves. All students need to bring the newsletter daily to class. All parties, programs, etc., are listed in the newsletter.

RESPECTFUL/COURTEOUS

Please be respectful and courteous to all Champion School staff. We are just doing our job in promoting our mission.

RULES

Please make sure your child is following all school rules. Parents should also follow all school rules, as breaking school rules gives the student the feedback that it is okay to disrespect the school and staff, which makes it hard for learning to take place. It is imperative that parents respect all school rules.

COMMUNICATION FROM THE SCHOOL

It is the parent's responsibility to check your child's backpack daily for any notes etc from the school.

USE OF CALCULATORS

Calculators are not to be used during Math class or for homework. They should only be used for certain problems. (It should only be used for graphing problems and the text book should explicitly say calculator needed. Even if one criteria is not met, a calculator should not be used.) No homework will be assigned that needs a calculator.

STUDENT SUPPLIES

Every elementary & middle school students need to bring the following with them to school every day:

KINDERGARTEN

- A story book to read that the child has not previously read. It also needs to be labeled. It can be done with a pencil.
- A sling water bottle

FIRST GRADE

- A story book to read that the child has not previously read. It also needs to be labeled. It can be done with a pencil.
- Water color paint set
- A sling water bottle
- 7 sharpened pencils (No mechanical pencils, please. Pencils should be sharpened at home daily, not at school. Sharpeners are prohibited at school)
- Binder paper
- Erasers
- A ruler with inches and centimeters
- Protractor
- Colored pencils
- Dictionary
- Atlas
- Paper clips
- 2 to 3 folders
- Sheet protectors
- 1 binder

SECOND, THIRD, FOURTH GRADE

- A story book to read that the child has not previously read. It also needs to be labeled. It can be done with a pencil.
- 7 sharpened pencils (no mechanical pencils, please. Pencils should be sharpened at home daily, not at school. Sharpeners are prohibited at school)
- Erasers
- Colored pencils
- Binder paper
- A ruler with inches and centimeters
- Protractor
- Compass
- Dictionary
- Atlas
- Paper clips
- 2 to 3 folders
- A sling water bottle
- Sheet protectors
- Water color paint set
- 1 binder
- Red pens & blue pens

FIFTH GRADE AND ABOVE

- A story book to read that the child has not previously read. It also needs to be labeled. It can be done with a pencil.
- USB Flash drive
- TI-84 Plus Silver Edition calculator to school everyday
- 7 – 8 Graph paper composition notebooks for Math
- 2 White binders – 1 for Speech and Debate, 1 for all other subjects
- Sheet protectors
- Acrylic paint tube set with brush
- Water color paint set with brush
- Compass
- 10 sharpened pencils (No mechanical pencils, please. Pencils should be sharpened at home daily, not at school. Sharpeners are prohibited at school)
- Binder paper
- Erasers
- A ruler with inches and centimeters
- Protractor
- Colored pencils
- Dictionary
- Atlas
- Paper clips
- Stapler
- 2 to 3 folders
- Red pens & blue pens

BOOKS AND SCHOOL PROPERTY

No school books should be written in/highlighted. All text books need to be covered.
No graffiti allowed on school walls.

QUESTIONS REGARDING YOUR CHILD

There will be two scheduled parent-teacher conferences during the school: one in the beginning of the year and one after the first semester. Sign-up sheets for these conferences will be available on the blue sign-in table. Please make sure you are signing up on the correct list; there will be different lists for each class. If a parent does not attend the parent-teacher conference for the scheduled time, we will not reschedule another time/date; the teachers are scheduled according to sign-ups and adding new times/dates is unfortunately not possible. Dates for the conferences will also be listed in the monthly newsletter as well.

Two progress report cards will be ready for pick up from the office, one on Feb 15th and one after July 15th.(the end of the academic year). Any time the child is above or below the norm we will let the parent know.

As a parent, if you have a concern about your child please email the school office and we will be happy to set up a conference with the teacher. We request that you not interrupt pick up and drop off teachers/principal, email the office instead. We ask that parents either email the school to schedule an appointment to discuss their child's progress.

TUTORING/EXTRA HELP

Depending on a student's academic needs, we may assign an afternoon one-on-one/tutoring session. Afternoon one-on-one sessions begin promptly at 3:00PM and end at 3:57PM. We ask that parents pick up their child at 3:57PM sharp. (Please note there is no grace period) and not during the one-on-one session. If you know that your child cannot stay for the one-on-one session, please email the office as soon as you are informed of the one-on-one, so that we may assign that one-on-ones session to another student for the day. If your child will be missing their one-on-one session, you need to pick him/her up at the 3:00PM pick-up time. Please note middle schoolers/kids who are doing Algebra 1 or higher do not have a choice on missing one-on-ones till 3:57, when asked to stay.

MIDDLE SCHOOL

If your child is in a honors class/or a high school level class he/she will automatically get dropped out of the class if his/her grade drops below a B. The workload for these classes is high. Only if a student/parent is serious should they sign up for these classes.

MATH

If a student is in Algebra 1 or higher, they need to have an 'A' or a 'B' grade to move to the next level. Otherwise, they need to do it over a two year period.

DEBATE/SPEECH TOURNAMENTS

Only kids who are prepared by the due date will be allowed to participate in tournaments. Also, you need to maintain a B or higher to participate in debate/speech tournaments.

SCHOOL SPIRIT

We need parents help us maintain a positive school spirit. This goes a long way in keeping your child happy and successful.

UNIFORMS

Starting in Kindergarten, students need to wear the proper uniform to school every day. We ask that all sweaters and jackets be labeled since many students will have the same size clothing in a particular class; we cannot determine if a sweater or jacket belongs to a student if a name is not written on it. Girls need to wear tights that are black, white or blue with their school dresses/skirts, not leggings or pants. Sneakers are recommended (sober colors only ex plain black, plain white, plain navy) In addition, students should not wear thermals or clothing underneath their uniform that is visible. Uniforms can be purchased through Merry Mart Uniforms in Santa Clara or online through their website. Students need to be in uniform daily.(unless it is free dress day) Excuses that the student left their sweater in school are not acceptable.(Each child should have a couple of sweaters)

LOST AND FOUND

Any items found that are not labeled, we will put in the lost and found box. Any items not claimed from the lost and found box after two weeks will be donated to The Salvation Army.

STUDENT ILLNESS AND EMERGENCIES

If a student becomes ill or sustains an injury more severe than a minor cut or scratch, Champion will isolate the student and notify the student's parents immediately. If a parent cannot be reached immediately, Champion will attempt to notify other emergency contacts. If neither a parent nor the emergency contact can be reached immediately or if the nature of the student's injury or illness is such that there should be no delay in getting medical treatment for the student, Champion will obtain the necessary medical treatment. This may include calling an ambulance at the expense of the student's parent or guardian.

OFFICE HOURS

Office hours are from 8:50am to 3pm. Please do not arrive before or after those hours to address any questions or concerns to the office.

BIRTHDAY PARTIES

We welcome parents to celebrate their child's birthday at school. We ask that parents email (not call) the school at least two week prior to the celebration date; we cannot take verbal requests for birthday parties. Parents, can bring in any treats they wish (just no nuts). Typically, most parents bring cupcakes and goody-bags for the students in the class. Cupcakes work best since it is easier to hand out to students. Please bring enough food or goodies for 24 students. Due to privacy reasons, we cannot provide parents with a class list of names or contact information for those students; please utilize school parties and functions to get to know other parents/students to obtain their contact information.

ABSENCES/TARDIES

If your child is going to be absent please email (No phone calls please) the office. For elementary and middle school students, assignments listed on the monthly newsletter need to be completed and submitted to the classroom teacher as soon as he/she returns to school. For missed tests, the student will be expected to take the test when they return to school. However, if you child missed a test due to an illness, we will give an additional week for the student to study for the test. If your child is ill, please provide a doctor's note so that he/she can receive the necessary extensions for tests. During absences it the parent's responsibility to teach & correct all class work & homework the child missed. If work is not turned in on time, it will affect the student's grade.

HOMEWORK ASSIGNMENTS

Students are expected to submit homework assignments to their teacher the day the assignment is due. All homework assignments for the class will be listed on the monthly newsletter. Please check the newsletter regularly to make sure your child is completing all homework assignments. For each day the assignment is late, 10% of the grade will be deducted (i.e. an assignment late 3 days will receive a 70% out of 100% on that assignment). Also, please make sure your child's name is on his/her homework.

STUDENTS BELONGINGS

Please label your child's personal belongings especially jackets. It is the student's responsibility to take their personal belonging home with them every day. They cannot come back after 3 to pick up anything they left behind. They need to pick it up the next day. If we find anything, we will place it in lost & found.

TUTORING/BABY SITTING

Parents cannot hire our teachers, whether it is for tutoring or baby-sitting. This is not permissible for their own or their friend's kids, even if they do not attend Champion.

CELL PHONES

Students cell phones should not be taken out of their bags at all.(Including when they use the bathroom) Only the office can give them the permission to use cell phones. Any cell phone seen by a teacher will be confiscated right way.(It will only be returned at the end of the academic year to the parent.)

TUITION

Tuition is broken up into 10 equal payments. The amount of each payment is listed above. The first two payment are due on May 25th, and June 25th and the subsequent payments are due by the 25th of every month starting on Aug. 25th. The book use fee is due on June 25th. Tuition payments and the book use fee are non-refundable. If you withdraw any time between May 2nd and the end of the school year, you forfeit this tuition and the spot for the rest of the year. If tuition is late, a \$20 fee will be charged per day for every late day. If a student is picked up after the scheduled departure time, they will be charged \$2.00 for every minute late.

WITHDRAWAL

Please read the enrollment contract.

TERMINATION

Champion School has the right to terminate any student's enrollment at any time for any reason, if Champion School decides it is in the best interest of the school and/or the student. Refund of tuition/fees will be prorated based on the number of school days enrolled. Champion School can suspend or terminate a student for violation of Champion's policies and procedures, poor academic performance, failing to make tuition payments on time and severe misbehavior. No refund of tuition will be given if a child is terminated from the school for cause.

CHANGE IN PROGRAM

Any program changes you wish to make will not be automatically approved. Program changes are determined by availability of space in that particular program. If you wish to make a program change (i.e. enroll in extended care, change from 2 day to 3 day, etc.), you need to email the school and request this change. If we can accommodate your request, the school will notify you of any additional payments or paper work that need to be submitted.

SNACK TIME

All elementary school students should bring a snack with them to school. We do not provide snack for elementary school students (except Kindergarten) If students are enrolled in afternoon extended care, they should bring an afternoon snack as well.

DISCIPLINE

One of the most important lessons education should teach is discipline. Discipline underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. The basic rules are common courtesy, respect and common sense. Discipline, courtesy and respect need to be taught first at home from the beginning of the child's life and continued to be reinforced consistently by the parents. No student will be permitted to commit any act which will prevent the teacher from teaching or prevent other students from learning or which is viewed to bring discredit or harm to the individual, the school, or the student body. The conduct of students must be such that everyone will be able to pursue their educational interests without disruption or interference from other students. We insist that students conduct themselves in a manner

which is consistent with standards set by parents, teachers, and the community. No person will be allowed to adversely affect the operation of the school.

BEHAVIOR

Please discuss proper school and classroom behavior with your child. Although the school will discuss appropriate behavior with students, discussing them at home establishes a strong foundation between school and home rules. All students should be respectful to one another. We do not tolerate any bullying, abusive language, derogatory comments about other students or teachers. Students should respect their peers and teachers at all times. If we see behavior issues we will try redirection and/or positive reward system. We may give time outs and/or detention. If none of these work, we will call a parent/teacher conference and we expect the parent to work and cooperate with us. If there is continuous misbehavior, we may have to take further action like suspension or even termination.

DISRUPTION OF THE EDUCATIONAL PROCESS

Consequences will result for cases of bullying, fighting, harassment, inappropriate use of cell phones or other electronic devices, and other forms of disrupting the educational process, or violation of laws, rules and regulations. Acts of misconduct are subject to disciplinary action by school personnel. Unacceptable behavior is defined as whether or not it disrupts or has the potential to disrupt the educational process.

STUDENT RESPONSIBILITY

Every student is responsible for helping maintain a safe, orderly and educationally efficient learning environment.

Students are expected to:

- Attend school every day and be on time for every class.
- Resolve differences with others in a positive, non-violent way.
- Remain drug, alcohol and tobacco free.
- Follow the school dress code.
- Respect school property and the property of others.
- Respect fellowstudents and all school staff members.
- Comply with the standards of behavior for their classrooms, and their school.

PARENT RESPONSIBILITY

School staff are partners with parents in the process of educating our children. Every parent, guardian and family member of the school community shares in the responsibility for educating children in a safe and productive environment.

You share in this responsibility when you:

- Get your students to school on time every day.(Punctuality and good attendance are family responsibilities.)
- Provide a suitable time and place for your child to study at home.
- Make learning a priority. Play an active role and support your child's educational experience
- Understand your child's school rules
- Support school administrators in enforcing these rules.

- Support the school and the staff as they maintain high standards of behavior for all students.
- Keep the school informed of your current contact information by notifying the school of any change.
- Monitor your child's academic and behavioral progress
- Talk with your child about school and behavioral expectations
- Be a positive role model and practice the expected behaviors and character traits
- Teach your child to respect the rights and property of others

Disciplining children is probably the most difficult part of parenting. Parents naturally want to give everything to their children and want their children to always be happy. But “no” is a word we all need to learn to deal with. Parents can teach good behavior by correcting their children on the spot when they do something that goes against traditional values

Being a good role model for your children will not always win parents the “most popular” award. Saying “no” when necessary and giving children age appropriate restrictions probably will not be something your children will thank you for now, but so many times they will come back to thank you after they have grown up!

Some of the important lessons to role model for children include:

- How to manage disappointment and how to calm oneself when angry
- How to stand up for oneself in nonviolent ways when called names and bullied
- How to find support in friends, teachers and extended family members
- How to show respect – listen to parents, and elders, and not talk back
- How to have healthy, safe relationships – both with friends and in dating relationships
- How to study and do well in school
- How to set goals for a happy future
- How to be a helpful member of the household by doing one's share
- How to turn down drugs and alcohol – as substance use conflicts with traditional values
- How to have fun, laugh and play safely
- How to share – both one's things as well as oneself
- How to value life – as self-harm and harm to others conflicts with traditional values

SCHOOL PARTIES

There will be a sign-up sheet on the blue table, at least 2 weeks prior to the party. Please sign up to bring treats for the parties. It is not fair to other parents/kids if they are signing up and you are not. Some parties are only for students and some are thrown open to parents as well. If your child has a dietary restriction/allergy, as long as you are not present at the party, we will ensure that your child follows his/her restricted diet. When

you arrive at the party, it becomes your responsibility to ensure that the student follows his/her restricted diet.

NO NUT POLICY

As we have kids who have fatal nut allergies, we do not allow any kind of nuts at school. This includes no nuts in your child's lunch (including no mixing peanut paste in some sauce). No nuts as treats for birthday or school parties.

We request that everybody follows the school rules and together we can make it a happy, safe and a good learning environment for our kids.