

**FRONTIER ACADEMY  
6-12<sup>th</sup> GRADE  
STUDENT/PARENT  
HANDBOOK  
(2019-20)**



**Frontier Academy Secondary School**

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## **VISION STATEMENT**

Building Leaders

## **MISSION STATEMENT**

Frontier Academy builds leadership in all students by:

- Developing good character
- Establishing a strong educational foundation
- Supporting diverse extracurricular opportunities
- Serving our entire community

## **A NOTE FROM THE PRINCIPAL**

Dear Parents and Guardians,

As a charter school, Frontier Academy is a public school you choose based on a personal alignment with our mission, vision and core values rather than geography. There are both benefits and sacrifices for families that choose to depart from the typical model of 100% government-funded and government-run education. We want to be very direct and candid with you on one unwavering reality – the Frontier Academy model will only continue to succeed if everyone who shares in the benefits is also willing to share in the sacrifices. We are proud of our school and the option that it presents to you. If you are in agreement with our mission, attracted to our philosophy, and welcome the high level of parental commitment and involvement, then we sincerely hope you will join us in this venture of educating our children.

A core distinction of Frontier Academy is the role of the parents and their relationship to the school. In order for this model to work, parents are asked to support the Frontier Academy mission statement, philosophy and core values with their time, talent, and treasures. Frontier Academy has made philosophical decisions that positively impact the learning environment for our students, such as small class sizes, Core Knowledge Curriculum and Advanced Placement courses. However, this comes at a financial cost that is further impacted by the lack of school facility funding inherent in charter schools, creating a shortfall of approximately 25%. For the continued success and stability of the school, parents must understand the importance of supporting the school financially.

Your commitment to Frontier Academy:

As a member of the Frontier Academy parent community, I commit to the following shared values and standards:

- I will read and support the Frontier Academy Mission and Vision Statement.
- I will seek opportunities to assist the teachers and staff that are working directly with my

student(s),

- I will support Frontier Academy through volunteerism (4 hours per family per month) and/or financially (\$270 per year). If you choose to support financially, your gift is tax-deductible and can be given by MC/Visa/Check/Cash in a lump sum or over 10 monthly payments.
- I will actively participate in Frontier Academy community events and projects,
- I will support the Frontier Academy staff with a cooperative spirit and always engage them in a positive manner,
- I will support the Frontier Academy dress code policy,
- I will respect the privacy of other families by not sharing the phone directory with outside members of the community.
- I agree to pay all fees and fines for any expenses I incur, including any damages caused by myself or my children.
- I will address any problems or issues concerning my student in accordance with the Frontier Academy Grievance policy,
- I will strive to support education at home by assisting my child in completing outside homework and ensuring that this work is completed on time.

I acknowledge that the education of my student is primarily my responsibility. However, as a member of the Frontier Academy community, Frontier Academy makes the following commitments to my family:

Frontier Academy's commitment to you:

- The Frontier Academy staff is committed to assisting my family in developing my student into an exemplary citizen within the parameters of the Frontier Academy mission statement,
- The Frontier Academy staff acknowledges that their relationship with me is a partnership and frequent communication is an essential component of that relationship,
- The Frontier Academy staff commits to uphold the Mission and Vision of Frontier Academy such as,
  - Small class sizes (typically between 25-30 students),
  - Character education based on Core Virtues and Quantum Learning ideas,
  - Consistent scope and sequence curriculum through State Standards, Core Knowledge, and Advanced Placement, with comprehensive programs in all core subject areas including Art, Music, Physical Education, and technology.

The following handbook is designed to provide you with the basic information that you as a Frontier Academy parent need to know. It is my hope that you will read this handbook and review it with your child so that you and your child will fully understand what is expected. Since no booklet of this length can cover all the complexities of a total school program, we welcome your questions.

Sincerely,

Dr. Seedorf  
Secondary School Principal

# **FRONTIER ACADEMY SECONDARY SCHOOL FACULTY**

The phone number to our main office is 970-339-9153. To contact staff, see our contact sheet on our website, [frontieracademy.net](http://frontieracademy.net) under the staff directory. You may also request a paper copy by contacting the administrative assistant at the main office.

Frontier Academy seeks to promote healthy communications among children, parents and teachers. Within the school, children and adults are to address teachers, staff and parent volunteers with a proper title, such as Dr., Mrs., Ms. or Mr., followed by the person's last name.

## **WELCOME**

Welcome to Frontier Academy. All of us appreciate you and the gifts and talents you bring to this school. Together with your parents, teachers, and administration, you will help make Frontier Academy a fun and vital learning community. We are all committed to helping you achieve your academic and personal goals. Have a great year.

## **INTRODUCTION**

This handbook is designed to provide you with basic information on requirements, rules, procedures, traditions, and other things you and your parents need to know about Frontier Academy.

The purpose of the school is to help each student become an effective citizen in our society. By developing and accepting the responsibilities needed to succeed in school, you will be better prepared to participate in the world outside school. Your success is in direct proportion to your efforts. The opportunities for success are provided for you. It is up to you to develop them for yourself.

In school, as in all societies, rules are necessary to guide and to provide equal opportunities for each member. It is impossible to cover all possible situations and should not be necessary. As long as all students treat other students and their property with respect, few regulations will be needed. No student has the right to interfere with any other student's right to learn or a teacher's right to teach.

This is your school. Take pride in it and contribute all you can to make it even better. Be a booster. Remember, the faculty is here to help you. If you have problems and/or questions, talk them over with your teacher or administration. Your school is only as good as you make it!

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during the school year. This handbook does not create a "contract."

The administration reserves the right to make decisions and make rule revisions at any time to implement the education program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and

regulations.

## **REQUIRED STATE AND DISTRICT TESTING**

Colorado Revised Statutes requires every student enrolled in a public school to take the assessments in the grade level in which the student is enrolled. Section 22-7-409(1.2)(d)(I) of the Colorado Revised Statutes.

Standardized testing allows us to reach students where they are academically. It is also used to measure student progress at the district, state, and national level. We expect every student to participate and do their best so that the results can drive instruction and reflect our true successes to the community.

## **STUDENT DRESS CODE**

A student's appearance has an impact on his/her attitudes and behaviors. Students at Frontier Academy shall dress appropriately to show a high degree of personal respect and character. Student dress shall be a direct reflection of the level of character and respect representative of Frontier Academy.

The guidelines set forth are meant to allow students the ability to wear clothing to Frontier Academy with a higher level of flexibility, while maintaining a high sense of personal respect for appearance and professionalism. Not all fashions that are appropriate to wear outside of school are appropriate for the school.

### ***Consequences for students who choose to ignore these guidelines:***

1. Every occurrence will be documented.
2. First occurrence: student will change into dress code attire immediately. The student may go to the clothing bank in the office, if necessary. This will be documented by the staff member and reviewed by office staff. Written Warning.
3. Second occurrence: student will change into dress code attire immediately. The student may go to the clothing bank in the office, if necessary. This will be documented by the staff member and reviewed by office staff. Parent notification. Detention.
4. Third and future occurrences: student will change into dress code attire immediately. The student may go to the clothing bank in the office, if necessary. This will be documented by the staff member and reviewed by office staff. Parent notification. ISS or OSS.

At all times, staff and administration reserve the right to require students to modify their dress if they are in violation or if clothing is deemed to be inappropriate.

**Daily Dress Code** Clothing must be neat, clean, modest and appropriate for school. Undergarments or skin may not be exposed or visible through clothing. At all times, clothing must be fitted appropriately.

## **Tops:**

- Any Top: sleeves must have material beyond the shoulder seam
- Frontier team t-shirts allowed any day of the week.
- Must conceal cleavage, sides, back, shoulders and midriff
- If a top is sheer, a top that meets dress code guidelines must be worn underneath.
- On competition day, students may wear jersey tops. Bottoms must remain in dress code.
- Professional/college sports jerseys without numbers are allowed, provided any text is smaller than a school ID.
- Spaghetti strap tops, camisoles, tank tops, muscle shirts, low cut tops, halter tops, sleeveless tops, strapless tops or off- the-shoulder tops are not allowed.
- Shirrtails are not allowed below mid-thigh
- Denim blue tops are allowed
- Any pre-approved Frontier spirit clothing tops or other spirit clothing tops from CHSAA-sanctioned activities in which the student participates are allowed. Frontier club t-shirts, class hoodies, etc. are allowed any day of the week.
- Students may not alter commercially made clothing (cutting off)

## **Hoodies:**

- Frontier spirit or class hoodies are allowed any day of the week
- Hoods may not be worn inside the building

## **Bottoms:**

- Blue denim bottoms only on the last day of the week
- Pants must fit so they do not sag, exposing one's undergarments including top of underwear, or one's backside.
- No sweatpants or jersey material including pajama pants (including Frontier bottoms)
- No camouflage pants allowed (even on dress down days)
- No athletic shorts (except for P.E.), cut off shorts, or lycra/spandex shorts/bottoms
- Spandex shorts and pants, yoga pants, leggings are not allowed worn alone. These may be worn with skirts or dresses that meet the guidelines for skirts and dresses.
- Capri pants are allowed.
- Colored denim (other than blue jean) bottoms are allowed.
- Blue denim bottoms, or bottoms with fabric that looks like blue denim, are not allowed.

## **Skirts & Dresses:**

- May be no shorter than a student ID/credit card length above the top of the knee
- Must not expose undergarments while bending over
- Dresses or skirts that are sheer, must have an under-layer that is not sheer, and meets dress code guidelines for length.

## **Shorts:**

May be no shorter than a student ID/credit card length above the top of the knee  
Athletic shorts allowed only on dress down days as long as they are not too short  
Cut-offs, spandex, short shorts are not allowed.

**Hair:** Students may wear any style of hair as long as it meets the following criteria:

- Facial hair must be well-groomed and natural color.
- Students may highlight their hair, but they shall not be allowed to dye it any color that is not a natural hair color (for example, blue, pink, orange, etc.). An exception may be made for school-authorized spirit events.
- Mohawks less than 1” are allowed
- Students in violation of hair policy, have until the following Monday to change

**Shoes:**

- Footwear must be worn at all times (State Law)
- Students may wear any style of shoes as long as they meet the following criteria:
  - Students may wear sandals and open toed shoes provided that the student will wear appropriate shoes where chemicals or sharp objects are in use (i.e. art, science, engineering), and sneakers in physical education class.
  - Soft soled bath/bedroom type slippers, house shoes, or shoes with wheels in the bottom, are not permitted.

**Physical Education Class:**

- Guidelines for physical education dress code will be outlined in each class syllabus specific to grade level and classroom expectations.

**Other General Guidelines:**

- None of the following should be exposed at any time: Bellies, Backs, Butts, Breasts, or Shoulders anytime!
- At no time will any insignias be allowed that have reference to drugs, gangs, sex, violence, alcohol, or tobacco. Skulls and other gruesome or disturbing graphics are not allowed.
- No excessive or distracting jewelry. (No safety pins, spikes, nails, etc. as jewelry.)
- No excessive buckles, zippers, or loops on clothing
- No hats or bandanas to be worn during school hours.
- Heavy winter coats, gloves etc. may not be worn inside the building
- Sunglasses may only be worn outside.
- For high school: No excessive or distracting body piercings in size or number. Facial piercings (excluding ears) must be 3mm or smaller.
- No camouflage at all (e.g. shoes, shirts or pants/shorts/skirts) even on dress down days
- With the ever-changing gang symbolism, administration reserves the right to deem a student’s attire a dress code violation, at their discretion.
- Any significantly visible clothing must be in dress code.

**Dress down day:**

- The last day of any week is dress down day.
- Also allowed are t-shirts with graphics or text, gym shorts, and sweatpants as long as they are appropriately fit, not excessively short or see-through. Clothing must be without reference to drugs, gangs, sex, violence, alcohol, or tobacco.
- Appropriate shirts, denim jeans and skirts may be worn on the last day of any week and clothing must follow the guidelines set above.

The school administration and teachers will encourage all students to behave and dress in a fashion that reflects good taste and a style appropriate to the school day. An individual's dress, personal appearance, and cleanliness, like his or her behavior, should reflect sensitivity to and a respect for others. The fact that a school will permit a wide variety in school clothes does not mean that all styles are appropriate.

Final decisions in cases of disagreement will be resolved by the administration.

## **GANG RELATED ACTIVITIES**

In accordance with state law, Frontier Academy prohibits gang related activities in school, on school grounds, in school vehicles or at school activities or at sanctioned events. For purposes of this policy, "gang" means a group of three or more individuals with a common interest, bond or activity characterized by criminal or delinquent conduct, engaged in either collectively or individually.

Frontier prohibits the presence on school premises, in school vehicles and at school related activities of any apparel, jewelry, accessory, notebook or a manner of grooming, which by virtue of its color, arrangement, trademark or any other attribute denotes membership in a gang.

The administration or designee shall maintain visible supervision of school premises, school vehicles and school related activities to deter gang intimidation of students and confrontations between members of different gangs. Administration or designee shall establish open lines of communication with local law enforcement authorities to share information and to provide mutual support in the identification of gang members and to discourage the influence of gangs.

## **PHONES AND ELECTRONIC DEVICES**

Frontier Academy recognizes that inappropriate use and abuse of cell phones, text messages, cameras and electronic communication devices occurs in all schools and we are not immune. Frontier Academy finds that a safe and civil environment in school is necessary for students to learn and achieve high academic and social standards. For those reasons, the following rules are in place:

- Cellular phones, smart watches, or electronic communication devices will only be allowed (1) during BYOD classroom time and (2) with teacher permission.
- Music players and headphones may never be visible in the hallway.
- Discretionary use of music players is a privilege.
- Recording devices may only be used if the student has a documented requirement for such a device.
- Teacher's Assistants (TAs) may not use electronic devices if they are an assistant in the front office, library or health office.
- Technology misuse consequences may apply depending on actions. Administration reserves the right to determine appropriateness of consequence

If a parent needs to contact a student during school hours, please call the main office at 339-9153

x100 to speak with a secretary. Students will not be called out of class for a telephone call unless it is an emergency.

If a student needs to contact a parent under special circumstances during school hours, a school phone will be available in the front office. All school phones are for school business and should not be used for personal calls.

Frontier Academy assumes NO responsibility for lost, stolen or broken electronic devices in the school as each student is responsible for his or her own belongings.

## **DISCIPLINE**

Frontier Academy will not address issues which occur outside of the school day or off of school grounds, unless it occurs during a school-sponsored activity. Exceptions will be made for cyber bullying that has a significant effect on the school day.

### **Classroom Discipline Plan**

The best discipline is mutual respect between teachers and pupils. Discipline is a necessary prerequisite to a sound educational program. At Frontier Academy, we are focused on three important and overlying themes of discipline. We want all our students to practice the motto of: Be Safe, Be Responsible, and Be Respectful.

Each teacher will have his/her own additional rules to manage the classroom, however, none are more important than the first three. Teachers and students are asked to monitor behavior that is detrimental to the atmosphere of our school. Students, be a leader and set the tone of Frontier Academy. The teachers and staff have been asked to be in the hallways during passing periods, in the lunchroom during lunch, and to correct any harassing behavior immediately when seen wherever it may be and whenever it occurs. Frontier Academy is a great school and is getting better every day. Each teacher has a copy of their discipline plan on file. Parents are encouraged to check over the plan and to support the teacher. Severe discipline problems will be handled by the principal. Detentions, in-school suspension, out of school suspension, and expulsions will and can occur if the behavior warrants such action on the first offense.

### **Discipline Record**

1. The school district must retain all records of student disciplinary actions for at least two years and while the student is in school.
2. The student or the parent or guardian of the student, has the right to inspect and review any and all official records, files, and data directly related to themselves or their child. The student's cumulative record folder and all contents contained therein shall be the primary record source for students. A second record, disciplinary, shall be kept for students needing one.
3. The student and parent or guardian shall obtain the right to review the student's records by: (1) Getting oral consent from the guidance counselor and/or Principal(s); or (2) by completing a student record review form. The request shall be granted within a reasonable period of time.
4. A school representative must be present when the student's records are inspected and reviewed.

# **SUSPENSION AND EXPULSION**

Frontier Academy has established the following guidelines to be used for suspension and expulsion.

## **Suspension**

1. Suspension is dependent upon individual situations.
2. Types of Action
  1. In-School - Student remains in school, isolated from normal school activities. Student receives up to 100% earned credit for work completed while serving ISS.
  2. Out-of-School - Student is suspended from school during school hours. Students can earn up to 100% credit for work completed during OSS.
  3. Detention – After school for a minimum of 30 minutes.
3. Suspensions may last up to and including 10 days.
4. Students receiving level 2 or higher consequences will not be allowed at school dances for 14 days from the day assigned.
5. Students receiving tobacco, alcohol or drug consequences will not be allowed at the following school dance during the current academic school year.
6. Students participating in extracurricular activities and who receive an ISS or OSS, please refer to the extracurricular handbook for details regarding your eligibility and participation in any activities.

## **Emergency Suspension**

Conditions:

1. Communicable disease transmitted through normal school contacts.
2. External parasites, which may be transmitted through normal school contacts.
3. A student's conduct that presents a threat to the physical safety of the school community, or is very disruptive.

## **Expulsion**

1. Expulsion is dependent on individual situations.
2. The expulsion process will be as follows:
  - a. Frontier Academy administration will notify the parents/guardians in a timely manner and include a letter outlining the behavioral offense, procedural expectation, and parent/student rights.
  - b. A hearing may follow, upon parent request. If parents desire a hearing, they must request it within ten calendar days of receipt of the letter of notice.
  - c. If a hearing is conducted, a final recommendation regarding expulsion will be given to the administration by an independent expulsion officer. The administration will notify parents of the final decision regarding expulsion.
  - d. All expulsions will be reported to the executive committee for review.

\*According to Colorado Law (CRS 22-33-106) the grounds for suspension, expulsion and denial of admission are met if a student receives 3 or more disciplinary referrals of significance in any 1 school year.

## DISCIPLINE MATRIX

Student Behavior /Incident	1st Occurrence	2nd Occurrence	3rd Occurrence
Attendance Issues			
Tardies	In a given semester, the first 7 tardies result in a detention.	In a given semester, the 14th tardy results in two additional detentions.	In a given semester, the 21st (and each additional 7) tardy results in three additional detentions, etc.
Absences	Upon 5 absences in a given semester, the school will contact parents to notify them of possible forfeiture of credit due to absences.	Upon 8 absences, the school will contact parents with a final warning.	10 absences in a given class may result in forfeiture of credit. See attendance policy.
Truancy	Detention or ISS, Parent Notification	ISS, Parent Conference, Possible Behavior Plan	Create or Follow Behavior Plan
Missed Detention	ISS, Parent Notification	Parent Conference, Possible Behavior Plan	Create or Follow Behavior Plan
Level I Disturbances			
Disruption of the Educational Process	Detention or ISS (1-3 days)	Detention or ISS (1-3 days), Possible Behavioral Plan	Create or Follow Behavior Plan  3 ISS = 1 OSS  3 OSS = recommendation for expulsion

Hallway Disturbance	Detention	Detention, Parent Notification	ISS, Behavioral Plan, Parent Conference
Dress Code Violation	Written Warning and Change of Clothes	Change of Clothes, Detention, Possible Parent Notification	Change of Clothes, ISS or OSS, Parent Notification
Inappropriate Language or Actions or Drawings	Detention	Detention, Parent Notification	ISS (1-3 days), Behavioral Plan, Parent Conference
Public Display of Affection	Detention	Detention, Parent Notification	ISS, Parent Conference
Academic Dishonesty	Detention or ISS, Parent Notification, No credit for Assignment	ISS, Possible Behavioral Plan, Parent Conference, No credit for Assignment	Create or Follow Behavior Plan
Technology Misuse (Level 1)	Written warning or Detention (device confiscated for parents to retrieve after school if detention)	Detention or ISS, device confiscated for parents to retrieve after school	ISS and behavior plan, device confiscated for parents to retrieve after school.
<b>Level II</b>	<b>1st Occurrence</b>	<b>2nd Occurrence</b>	<b>3rd Occurrence</b>
Technology Misuse (Level 2)	Detention or ISS 1 day and possible loss of privileges, (device confiscated for parents to retrieve after school if detention), possible parent notification	ISS or OSS, parent notification and possible loss of privileges, device confiscated for parents to retrieve after school	OSS, parent notification and behavior plan, device confiscated for parents to retrieve after school

Insubordination / Non-Compliance / Willful Disobedience	Detention or ISS (1-3 days), Parent Notification	Detention or ISS, Possible Behavioral Plan, Parent Conference	Create or Follow Behavior Plan
Inappropriate Written or Verbal Remarks or Gestures	Detention or ISS (1-3 days), Parent Notification	ISS, Possible Behavioral Plan, Parent Conference	Create or Follow Behavior Plan
Harassment / bullying	Detention or ISS, parent notification	ISS, Possible Behavioral Plan, Parent Conference	Create or Follow Behavior Plan
Sexualized Behavior (Level 2)	Detention or ISS, parent notification	ISS, Possible Behavioral Plan, Parent Conference	Create or Follow Behavior Plan
Use / Possession of Tobacco or Vape Pen Paraphernalia	ISS (1-3 days), Parent Notification	OSS (1-3 days), Parent Conference, Recommend Addiction Treatment	OSS (3-5 days), Re-entry meeting
Possession of a Dangerous Item	Confiscation, ISS (1-3 days), Parent Notification	Confiscation, OSS (1-3 days), Possible Behavioral Plan, Parent Conference	Create or Follow Behavior Plan
Aggressive Behavior	ISS (1-3 days), Parent Notification	ISS or OSS, Possible Behavioral Plan, Parent Conference	Create or Follow Behavior Plan
Level III	1st Occurrence	2nd Occurrence	3rd Occurrence
Technology Misuse (Level 3)	ISS/OSS 1-3 days, parent notification and possible loss of privileges, device confiscated for parents to retrieve after school	OSS 1-5 days and possible loss of privileges, parent notification, device confiscated for parents to retrieve after school	OSS 3-5 days, possible loss of privileges and behavior plan, device confiscated for parents to retrieve after school

Willful destruction or defacing of school property.	ISS (1-3 days) and/or OSS and/or Restitution and/or Behavioral Plan and/or Police Notification and/or Parent Notification and/or expulsion (CRS 22-33-106)	ISS (1-3 days) and/or OSS and/or Restitution and/or Possible Behavioral Plan and/or Police Notification and/or Parent Notification and/or expulsion (CRS 22-33-106)	ISS (1-3 days) and/or OSS and/or Restitution and/or Behavioral Plan and/or Police Notification and/or Parent Notification and/or expulsion (CRS 22-33-106)
Fighting / Assault / Detrimental behavior	OSS (1-3 days), Possible Police Notification, Re-entry Meeting, Parent Notification	OSS (3-5 days), Re-entry meeting, Possible Behavioral Plan, Police Notification, Parent Conference	Create or Follow Behavior Plan, Parent Notification
Sexualized Behavior (Level 3)	ISS (1-3 days), parent notification, possible police notification.	OSS (1-3 days), parent notification, behavior plan, police notification.	Parent notification, follow behavior plan, police notification.
Theft of Student or Teacher or School Property / Robbery	OSS (1-3 days), Restitution, Parent Notification, Possible Police Notification	OSS (3-5 days) Restitution, Police Notification, Possible Behavioral Plan, Parent Conference	Create or Follow Behavior Plan, Parent Notification
Possession of Illicit Drug Paraphernalia	OSS (3-5 days), Re-entry meeting, Possible Behavioral Plan, Police Notification, Parent Conference	OSS (10 Days) with Recommendation for Expulsion/Police Notification, Parent Notification	
Being under the influence of drugs or alcohol on campus	OSS (3-5 days), Re-entry meeting, Possible Behavioral Plan, Police Notification, Parent Conference	OSS (10 Days) with Recommendation for Expulsion/Police Notification, Parent Notification	

Alcohol or marijuana use, possession or distribution	OSS (3-5 days), Re-entry meeting, Possible Behavioral Plan, Police Notification, Parent Conference	OSS (10 Days) with Recommendation for Expulsion/Police Notification, Parent Notification	
Written threats to life and/or well-being.	ISS and/or OSS (1-10 days), Parent Notification, Possible Police Notification and/or recommendation for expulsion.		
Level IV	1st Occurrence	2nd Occurrence	3rd Occurrence
Use / Possession/ Distribution of Illicit Drugs	OSS (10 Days) with Recommendation for Expulsion/Police Notification, Parent Notification		
Possession of a Weapon	OSS (10 Days) with mandatory expulsion/Police Notification, Parent Notification		
Assault on a Staff Member	OSS (10 Days) with mandatory expulsion/Police Notification, Parent Notification		

Administration will address any offense not specifically listed and reserves the right to alter any disciplinary action based on extenuating circumstances.

All behavior plans will supersede this discipline matrix and special education students may require a manifestation hearing prior to decisions being made.

The policies and procedures outlined in this handbook do apply to all students who attend Frontier Academy regular Monday-Thursday programming, including those who are homeschooled,

part-time, UNC and/or Aims concurrent enrollment.

Aside from dress code and electronics, these rules apply at all times while on school property or at school-sponsored events.

Sexualized behavior may include, but is not limited to, the following behaviors:

- Name calling
- Unwanted physical advances
- Unwanted conversations or verbal remarks
- Unwanted actions
- Touching
- Drawings
- Conversations affecting bystanders
- Texts, email, social media, or other digital communication
- Gestures
- Notes

All dangerous items shall be prohibited from school property. Individuals are forbidden to possess, handle, transmit or use any instrument in school, on school grounds or at school functions. This ban shall include, but is not limited to the unauthorized use of the following items:

- Matches or lighters
- Laser pointers
- Fireworks
- Chains
- Tools (razors, xacto knives, etc.)
- Chemicals

## **Anti-Bullying Policy**

### **Policy 5.7-Student Safety**

Frontier Academy makes every effort to provide a safe environment for all students through close supervision in all school buildings and on all school grounds and through special attention to the following:

- a) Maintaining a safe school environment. A school-wide “Crisis Manual” is reviewed and updated yearly by the Administration and Executive Committee. This manual outlines school crisis procedures.
- b) **Bullying Prevention and Education:** Frontier Academy recognizes that bullying behavior can have a negative effect on the school climate and can lead to more serious behaviors affecting the health, safety, and welfare of students. The Board supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited on Frontier Academy property, school-sanctioned activities and events, when students are being transported in any vehicle dispatched by Frontier, or off school property when such conduct has a connection to school curricular or non-curricular activities or event, or when it is reasonably foreseeable that the bullying conduct may cause a substantial

disruption in the educational mission of the school or interfere with the ability of other school students to learn or be secure. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his/her academic performance or against whom federal and state laws prohibit discrimination upon per C.R.S. 22-32-109\*

\*22-32-109 (1) (11) (l) Prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services. A student who engages in any act of bullying is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern of the bullying behavior, if any, shall be considered when disciplinary decisions are made. Teachers who observe or become aware of bullying shall take appropriate steps to intervene and/or report such behavior to the school principal or designee. Parents and students who become aware of bullying are encouraged to report it to the school principal and/or school Counselor. Frontier charges school administrators, faculty, staff and volunteers with demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Frontier Academy shall take appropriate steps to educate students about ways to prevent bullying, and shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying will not be tolerated.
2. To train staff and students in taking proactive steps to prevent bullying from occurring. Staff will receive professional development regarding bullying at least every 2 years.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(X) (*policy required as part of safe schools plan*)

Neither administration nor any staff member of a Frontier Academy shall take any retaliatory action against a student who reports in good faith, an incident of bullying.

Adopted: 10/3/13

(c) Emphasizing safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities that offer special hazards.

(d) Providing first-aid care for students in case of accident or sudden illness. Adopted: 8/3/06

## **FIREARMS AND WEAPONS POLICY**

### Policy 5.21—Weapons in School

Carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity, without authorization of the school or the Academy is prohibited. Additionally, carrying, bringing, using or possessing any dangerous or deadly weapon, as defined in this policy, mandates expulsion.

“Deadly weapon” means any of the following, which in the manner it is used or intended to be used, is capable of producing death or serious bodily injury:

A firearm, whether loaded or unloaded; A knife of any length; A bludgeon; or Any other weapon, device, instrument, material, or substance, whether animate or inanimate.

Source: C.R.S. 18-1-901(3)(e)

“Dangerous Weapon” mandating expulsion means:

A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm; Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches; or Any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

Source: C.R.S. 22-33-106

Approved: 12/6/07

## **INVESTIGATIONS AND SEARCHES**

- Investigations: School administration will make every reasonable attempt to notify parents prior to permitting any person from outside the school, including law enforcement officials, to question or detain a student without the presence of either a parent or school official; the school having legal custody of the student during the school day and during approved extra-curricular activities, must ensure that each student’s rights are protected. Exclusions may apply to any State or Federal agencies regarding child safety and welfare.
- Searches: All school property is under the control of the board and its officials. A search of school property may be made at the discretion of school administration if a reasonable suspicion arises that items considered illegal, disruptive, or a general nuisance to the educational process are being kept at the school. The administration, or those assigned by the administration, has the right to search students, their lockers and possessions while on the property. School property includes the campus, gym, athletic fields, facilities, and when our students are participating in other communities and vehicles used in transporting students to activities or on school property.

School officials will detain a student if there is a reasonable suspicion that a student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his/her possession, and if such possession constitutes a clear and imminent danger to the safety and welfare of the student, other persons, on school property, or at any school sponsored activity. Further, school officials will notify parents and the appropriate law enforcement agency of illegal possession of such materials.

(Adopted by the Executive Committee 8/3/06 Policy 5.10)

## **SCHOOL AUTHORITY RIGHTS**

The administration, or school personnel assigned by the administration, has the right to conduct a search of students, their lockers or possessions while on school property when reasonable circumstances exist to justify the search. School property includes the campus, gym, athletic fields, facilities, and when our students are participating in other communities, and vehicles used in transporting students to activities or on school property.

## **STUDENT VEHICLES**

Students are permitted to park vehicles in designated areas on the school campus. A vehicle is subject to search by school officials when there is a reasonable cause to believe that such vehicle contains materials or objects prohibited by law or Board of Education policy. Students operating a vehicle in an unsafe manner on the school campus may lose their privilege of having a vehicle on the campus.

## **STUDENT DRIVING AND PARKING**

Students who drive vehicles to school must be properly licensed to do so by the State of Colorado. Students operating a vehicle in an unsafe manner on the school campus may lose their privilege of having a vehicle on the campus AS PER ADMINISTRATION.

Cars driven to school should be parked in the parking lot on the north side of the school.

Vehicles will stay off all sidewalks.

If a parent or guardian requests in person to the sponsor or the administrator that their child ride home with them, the sponsor/administrator may grant permission.

The school is not responsible for students riding in non-sponsored vehicles, or after they have been released from sponsored vehicles upon their return to Greeley.

If students will be driving and/or riding with other students for school-day activities, the proper permission forms must be completed prior to the activity.

## **DETENTION**

Detention is for any student assigned extra time after school by any teacher or staff member. It will be served either that day or by the following day so the student has time to tell his/her parents if they need to arrange for a ride. If detention is given on Thursday, the student must serve it no later than the next Monday.

If detention is assigned after 2:00 p.m., the student has the following two school days to serve the detention.

Middle school detention begins at 3:35. High school detention begins at 3:50. There is a bell to signify the beginning of detention. There is a bell to signify dismissal. Students are not allowed to leave early.

All students are required to fill out a refocus form. This form must be completed before leaving and must be done appropriately or he/she will be asked to come back the next day to do it correctly.

During detention:

1. General classroom rules apply.
2. Students may not use music players, cell phones or any electronic devices.
3. Students are NOT allowed to sleep, eat, or socialize.
4. If time remains after completing the refocus form a student may do homework.
5. The student will not be allowed to leave the detention room.
6. If the student does not adhere to the rules, the supervising teacher may double the detention time to be served that day or the next.

\*More than 60 Minutes of detention assigned in one week means that the student is ineligible for all extracurricular activities for the following week, Monday through Sunday.

## **ABSENCE AND ATTENDANCE POLICY**

- A Tardy is missing up to the first 9 minutes of any period or block.
- An Absence is defined as missing 10 minutes or more of any period or block.
- A Truancy is the student purposefully not attending scheduled classes without the knowledge and consent of the parent and school.

A student absent from school for any reason, except when representing the school at a school activity, is entered on the attendance record as being absent for the periods they are gone.

For safety reasons we ask that the parent notify the school when their student(s) will be or was absent. If a student is absent and the parent has not notified the school by 9:30 a.m., the school may try to contact the parent.

Parents/guardians must call the school by 9:30 a.m. of the day of the absence to excuse your child from school, or to contact the school no later than 48 hours after the absence has occurred. If calling earlier than 7:00 a.m. leave a message on the attendance line at 339-9153.

All absences will be counted and recorded. The student is given 5 days of absences per semester before any administrative action is taken. The student may not be absent from the same class 10 or more times per semester or that student may forfeit credit for that semester in that class and might have to retake the class to receive credit.

### **NOTICE OF COLORADO'S COMPULSORY ATTENDANCE LAW**

Frontier Academy and Greeley-Evans School District 6 believe that regular school attendance is essential for every student, and for this reason, the Board of Education has adopted an attendance policy. Regular school attendance is not just the District policy; it is also the law in Colorado. The School Attendance Act requires every parent of a child

between the ages of six and seventeen to ensure that such child is enrolled and attends school.

Under state law and the District's policy, a child who has four or more unexcused absences in any month or ten or more unexcused absences during the school year is considered "habitually truant." The District may initiate a truancy action in Weld County District Court and seek a court order to compel the student's attendance and to require parents to take all reasonable efforts to ensure such attendance. Absences not excused within 48 hours of the date(s) of absence may be deemed unexcused.

If a child fails to comply with the court order compelling attendance, the court may sentence this child to detention in a juvenile detention facility or impose other sanction or punishments designed to promote or encourage the child's attendance at school.

If a parent refuses or neglects a court order to ensure a student's attendance, the court may impose a fine of up to twenty-five dollars per day or confine the parent in the county jail for up to six months or until compliance.

If you have any questions or concerns regarding this information, please contact your child's principal.

If a student becomes ill during the school day, he/she will report to the office where the school will contact the parent or legal guardian to gain permission to let the student leave. No student will be allowed to leave during the school day without permission from the parent or guardian. The school cannot legally send a student home without notification and parental consent. The school remains liable for the student until the parent has been notified and has given parental consent. If the parent(s) is unavailable the student will be taken care of by the school and the school nurse

The administration reserves the right to handle absentee problems on an individual basis.

### **Exceptions**

The State Department of Education requires that each student be in attendance 1080 hours during the school year. A student who for any reason is absent 10 days for a semester course may forfeit credit for that course unless there are health conditions or special considerations involved. These must be verified by the principal and the school nurse. A physician's statement will determine the validity of each absence for illness over 10 days.

School related absences do not accumulate toward the 10 absences discussed above.

## **TARDINESS**

Being on time is an important part of being a responsible citizen and successful student. All tardies will be recorded.

1. In a given semester, the 7th (excused or unexcused) tardy results in a detention.
2. In a given semester, the 14th (excused or unexcused) tardy results in two detentions.
3. In a given semester, the 21st (excused or unexcused) (and each additional 7th) tardy results in additional detentions.

Students serving two consecutive detentions will have three days in which to serve them.

Students serving more multiple consecutive detentions will have extra days in which to serve. For example:

2 detentions: 3 days

3 detentions: 5 days

4 detentions: 7 days

No excuses will be accepted if the student was late going from one class to another unless it is excused by a teacher or office. Only at the beginning of the school day (7:20) will excuses from parents who have emergencies, automobile trouble, etc. be accepted and excused. Only legitimate excuses will be accepted. Excused tardies do count toward the tardy consequences outlined above.

The administration and student may have a meeting to write a plan that will alleviate a problem if tardies become a repetitive occurrence. District 6's truancy officer may be called if tardies are habitual.

#### Exceptions

The only exception to the tardy policy is if a student has a documented medical/professional appointment. In the instance of a professional appointment, a note from the professional appointment office is required. If a student misses a partial class every week because of a pre-arranged appointment, that will not count against them.

## GRADING

Grading scale applies to all classes 6-12. Letter grades are assigned for all classes that meet the graduation requirements. The letter grading scale and GPA conversion is as follows:

<b>GRADE</b>	<b>PERCENTAGE</b>	<b>GRADE POINT EQUIVALENT</b>
A+	97.5 – 100%	4.3
A	92.5 – 97.49%	4.0
A-	89.5 – 92.49%	3.7
B+	87.5 – 89.49%	3.3
B	82.5 – 87.49%	3.0
B-	79.5 – 82.49%	2.7
C+	77.5 – 79.49%	2.3
C	72.5 – 77.49%	2.0
C-	69.5 – 72.49%	1.7
D+	67.5 – 69.49%	1.3

D	62.5 – 67.49%	1.0
D-	59.5 – 62.49%	0.7
F	59.49% and below	0.0
S	S is 59.5% and higher	N/A
U	U is 59.49% and below	N/A

Grading is based on criteria identified in the syllabus of each course. The grade should reflect a measure of what you have learned or have accomplished during the course.

### **(High school only)**

Teacher Aide and Sports Participation courses will be graded on a Satisfactory / Unsatisfactory (S/U) scale. This does not affect GPA but does earn credit toward graduation requirements.

Students who receive a semester grade of F for any course do not receive credit for that course and must repeat the course to receive credit for graduation. The grade of an F does affect the GPA. AP Classes and honor classes will be indexed to help determine class rank. AP and concurrent enrollment classes are weighted on a 5.3 scale if the full year is completed. The grade of an F does not receive a point increase.

Honors courses will be weighted on a 4.8 scale. The grade of an F does not receive a point increase. To be eligible for honors weighting, students must satisfactorily complete all honors course requirements throughout the year.

For courses taken at another institution’s campus (e.g. UNC or Aims), the grade earned will be the grade Frontier posts on high school transcripts.

If a student takes a concurrent enrollment course on the Frontier Academy campus, the grade earned, according to the Frontier Academy scale, will be the grade posted on the student’s official Frontier Academy transcript.

### **(High school only) Scheduling of classes**

The counseling office will make every attempt to honor a student's choice with regard to scheduling classes. However, due to the limited instructional resources, administration retains the right to have the final say in a student's schedule.

Students may only add classes up to one week after the beginning of each semester. Students may only drop classes up to two weeks after the beginning of each semester, without a credit penalty. Students who drop classes after two weeks will receive a “withdrawal – fail” grade on their transcript. That failing grade will affect eligibility.

### **Timely delivery of class assignments**

You are expected to get your class assignments done on time. You will find out that turning in assignments on time will have a positive effect on your learning, grade, and your ability to

participate in class.

If absent, it is the student's responsibility to obtain their homework the day they return to school. Students will be given one class day to turn in work that was assigned during each excused absence. If a student has an excused absence on the day an assignment or exam is due, that work or exam is due on the day a student returns.

For high school, work turned in one class late (after the end of class time) will be worth 50% of earned credit. Work completed after that time will receive a zero.

An unexcused absence does not allow you an additional day to complete the assignment.

Any project that has been assigned by a teacher identified as a long term project with an extended due date WILL be due on that due date or before whether your child is present at school or not, unless an arrangement has been made with that teacher. Extended due dates would include anything assigned two weeks or more in advance. Students will receive a zero for the long term assignment if it is not turned in on the due date/due period.

### **Getting makeup work for absences**

If you are planning to be absent, meet with your teachers prior to leaving so you can be as prepared as possible when you return. This may include reading and other work. Also, meet with your teachers after you return to find what you need to make up.

If you have an unexpected absence, you are expected to meet with your teachers the day you come back to school, to find out what you need to make up.

You, the student, are expected to take the initiative in this process. Remember it's your grade that is on the line.

### **Academic Integrity**

Academic honesty is one of the highest standards of Frontier Academy. If you are found to be responsible for academic dishonesty (cheating, copying others' work, plagiarism, intentionally not citing sources and claiming the work as your own, etc.) you will not receive credit for the assignment and you may face further disciplinary action depending on the situation. Consequences for academic dishonesty could include suspension.

### **(Middle school only) Grading policy:**

Due date (by the end of class period): earn up to 100%

1 Day late: earn up to 75%

2 Days late: earn up to 50%

Students who do not turn in an assignment on time will instead turn in an Own It form in place of the assignment. On this form, students will indicate their choice to turn in the work late (see above) or not at all.

Any project that has been assigned by a teacher identified as a long term project with an extended due date WILL be due on that due date or before whether your child is present at school or not, unless an arrangement has been made with that teacher. Extended due dates would include anything assigned two weeks or more in advance. Students will receive a zero for the long term assignment if it is not turned in on the due date/due period.

## **PROGRESS REPORTS**

Frontier Academy uses a grade book software program, in conjunction with District 6, called Infinite Campus. It allows parents to check the progress of their child via a password-protected Internet site. Students and their parents will be able to check their academic progress in a timely manner. The use of the Infinite Campus is only an indicator of student's academic progress. If parents or students feel there is a discrepancy in Infinite Campus, please contact the teacher for further information.

In addition, students involved in extracurricular activities must maintain good progress to stay eligible to participate and compete. End of semester grades will be available on Infinite Campus. Parents can request paper copies of grades through the counseling department.

Semester grades are based on these two items:

- Semester grade (80%)
- Final exam grade (20%)

It is the responsibility of students and parents to closely monitor student progress through Infinite Campus. Parents and students may access Frontier's computers to monitor student progress.

You may request a progress report for a specific class from your teacher at any time with appropriate notice and agreement of the teacher. For most of the teachers, email correspondence is very effective for these progress reports. To contact any teacher at Frontier Academy by email, use their last name and first initial @frontieracademy.net.

## **(High school only) CURRICULUM**

### **AP Classes**

Frontier Academy students are given the opportunity to achieve in classes that are academically rigorous to better prepare themselves for post-secondary opportunities. Students will have the opportunity to take Advanced Placement (AP) courses. In addition, AP classes are geared towards taking the AP exam for that class. If the AP exam is passed, most colleges will award credit for the course. AP classes will be indexed to help determine class rank. If the student drops the AP course for the second semester, the student will not be entitled to the weighted grade for the first semester and the school will not order an exam for the student, unless requested by February 1. Due to the

rigor of AP courses, it is imperative that students keep up with assigned course work. Students who fail to turn in 3 assignments may be dropped from the AP course with a withdrawal fail grade.

Students who choose not to take the AP exam will not receive a refund of the prepaid AP exam fee.

Students may take the AP exam without taking the associated class, if it is requested to be ordered by February 1st.. However, there will be no grade or credit associated with this option.

## **Elective Week (EWeek) Classes**

EWeek classes are specialized elective courses not offered as general semester classes. These are designed to give students a chance to earn .25 credit for attending four all day classes. These will be offered during one week in each semester. EWeek classes are required for 9<sup>th</sup> and 10<sup>th</sup> grade students. Failure to complete an EWeek class will result in a “Withdrawal – Fail” on the student’s transcript. Missing more than 8 hours of an EWeek class may result in a grade of “Withdrawal-Fail.”

## **(Middle school only) SCHEDULE OF CLASSES**

Middle school students will have 8 classes per day. Each class will be 48 minutes long.

- 6th Grade will have English, math, science, history, language arts, and music every day. Art rotates with reading (red or blue days). Technology rotates with PE (red or blue days).
- 7th Grade will have English, math, science, history, and music every day. Reading rotates with PE (red or blue days), art rotates with technology (red or blue days).
- 8th Grade will have English, math, science, history, German and Spanish (alternating semesters) and music every day. Reading rotates with technology (red or blue days). Art rotates with PE (red or blue days).

## ***(Middle school only) Core Knowledge Curriculum***

Frontier Academy is committed to the Core Knowledge Curriculum. The Core Knowledge Curriculum will help students establish a strong foundation in literature, writing, speech, language, civics, history, geography, technology, mathematics, science, art, music, and physical education. We want students to be culturally literate. In other words, we want students to have the knowledge that will allow them to succeed in our culture. Additionally, we want students to develop your higher level of thinking so you can problem solve new problems and innovative solutions.

## **(Middle school only) STUDENT RETENTION**

Final decision for retention of a middle student lies within the school staff and administration. It is not Frontier Academy’s desire to retain students and therefore the following interventions may be in place prior to the final decision of a student being retained. Students who fail classes in middle school may be eligible for retention and not advance to the next grade. Final determination will be decided by administration on an individual basis, using a standardized process.

An academic support plan should be developed by teachers, administration, parents and students. Frontier Academy will offer a variety of academic support(s) to help the student increase his/her

grades. The following is a list of possible academic supports available, but not limited to, for the student to take advantage of:

1. Academic support during access period from middle school teachers
2. Before or after school support
3. Summer school (at parent's expense). Students who take summer school will have to take a placement exam in the failed core class or classes to ensure they are prepared for the following grade.

## **(High school only) SCHEDULE OF CLASSES**

Frontier uses an alternating modified block schedule for the high school. The classes in a block schedule are normally twice as long as classes in a non-block schedule but you have them fewer times in a week. One block day is called blue and the other red. You will have a different schedule for each color block day. Your schedule will be the same for all blue block days and your schedule will be the same on all red block days.

### **Independent study**

An independent study can be used for grade recovery or if a student has a scheduling conflict. If a class will fit into a student's schedule, then the student cannot do an independent study for that class. Students will be required to adhere to a contract with the teacher regarding test, quiz, and homework schedule. If a student fails to comply with the scheduled contract, their course may be dropped with a withdraw fail grade.

### **Teacher's aides**

Students who are teacher's aides must remain with the staff member in his/her room or be in an approved designated area. If the student is not with scheduled staff member, the truancy policy may apply. Students may earn up to 1.5 credits over their high school career. At the beginning of each semester, the student needs to complete a teacher's aide form and submit it to the counseling office.

### **Transfer students**

Students transferring into Frontier Academy must provide transcripts from their most recent high school. The number of passing/earned credits will determine placement of appropriate grade level at Frontier Academy. A student transferring into Frontier Academy may not necessarily be placed at the same grade level status from their previous high school.

## **ACADEMIC SUPPORT PLANS**

Any student who finishes any academic period with grades below 59.5% in an English, Math, Science or Social Studies course, you may be placed on an individualized Academic Support Plan for the following term.

The teachers and administration at Frontier Academy know that students have the potential to

succeed. By meeting the three requirements below, we are confident the student will succeed and improve their grades. We will re-evaluate the student's academic probation status at the beginning of each term. While on an academic support plan, the student is required to do the following in each core class you have failed:

- Turn in all work on time.
- Attend all classes (don't skip class or be tardy).
- Meet individually with their teacher at least once each week.

Frontier Academy offers a variety of academic supports to help improve grades. The following is a partial list of academic supports available:

- Academic support during lunch, open blocks or access period.
- Before or after school support from teachers.
- National Honor Society tutoring after school.
- Summer or night school (at parent's expense) through District 6.

Possible consequences for not adhering to your Academic Support Plan:

- (High school) Loss of off-campus privilege for the semester.
- (High school) Being dropped from class after 10 absences.
- (High school) Failure to receive credit toward graduation requirements.
- Failure to pass your class.
- (Middle school) Possible retention.

The student will remain on Academic Probation until he/she is passing all core courses with a 59.5% or higher.

## **EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY**

Defined: Frontier Academy Schools defines extracurricular activities as an activity that is sponsored by the school, does not require a grade, does not count toward graduation, and for which participation is not required. Graduation ceremonies do require participation and therefore do not fall under eligibility rules.

(High school only) For every one season of a sport, or one spring drama production, the student can earn .25 credits. These credits can be applied to PE or visual/performing arts requirements. Students can earn up to .75 credits for each of these extracurricular activities.

At Frontier Academy, students will have the opportunity to participate in extracurricular activities including sports, music, band, various clubs, and drama. Some activities may take place during your lunch and some activities will require you to make a time commitment after the school day. You also have the opportunity to participate at other schools in programs that Frontier does not offer.

Please see the Frontier Academy "Extracurricular / Activity Handbook" for all rules and regulations associated with athletics and activities.

## ***Extracurricular Clubs***

We are forming new clubs as student interests develop. Before starting new clubs, follow these procedures:

- Send a proposal to the administration that identifies a group of students with a common interest, and the focus of your club.
- Identify an adult supervisor (teacher/parent) if known.
- Approval by the administration will be based on how your clubs adds a positive dimension to Frontier's community.

The criteria for forming any new activity or organization is first to see if we have enough interest by polling the student body, second to find the funding outside the school's general budget, and third identifying the practicality and feasibility of such a program to be determined by the Principal and approved by the executive board.

## **(High school only) GRADUATION REQUIREMENTS**

To be eligible for graduation from Frontier Academy, a student must have completed 28 credits. The student is required to follow the graduation sequence below. Please see the Graduation Checklist for a detailed view of our class requirements.

While enrolled at Frontier Academy, core classes must be taken at Frontier Academy. Students who have failed a course may receive credit from outside institutions for credit recovery. Transfer students enrolling in Frontier Academy may receive credit for any prior classes, based on counselor determination. Once all core academic classes have been passed in a given area, students will be allowed to take courses at local post-secondary institutions and count credits at Frontier. Students are able to accelerate within the math sequence through credit advancement at Frontier Academy. Credits earned through credit advancement will allow students to take the next math class in the sequence but will not count toward the four required math credits for graduation. Advancement credits will instead be counted toward the ten required elective credits.

## Frontier Academy's Graduation Sequence for Classes

Frontier Academy's Graduation Sequence for Classes								
	Freshman Year		Sophomore Year		Junior Year		Senior Year	
	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
<b>Total Credits (28)</b>								
English (4)	World Literature		American Literature		British Literature OR AP English Literature, AP English Language, or College Composition		Senior Literature OR AP English Literature, AP English Language, or College Composition	
Math (4)	Algebra-A, Algebra I or Geometry		Algebra-B, Geometry o- Algebra II		Geometry, Algebra II, Statistics or Pre-Calculus		Algebra II, Statistics, Pre-Calculus, AP- Calculus, or Business math	
Science (4)	Biology		Chemistry (required if have passed Alg 1), Physical Science, AP Biology**, AP Environmental Science		Integrated Science, AP Biology, AP Physics, OR AP Chemistry, or Physical Science, AP Environmental Science, Conceptual Physics, Chemistry (required if have passed Alg 1)		Integrated Science, AP Biology, AP Physics, OR AP Chemistry or Physical Science, AP Environmental Science, Conceptual Physics	
History (3)	World History		American History		Civics or US AP Government	1 History Elective		
Art OR Music (2)	Art / Music 1	Art / Music 2	Art / Music 3	Art / Music 4				
Foreign Language (2)	German 1, Spanish 1		German 2, Spanish 2					
Technology (2)		Critical Skills	Tech 2	Tech 3	Tech 4			
PE / Health (2)	Freshman PE	Health	PE 2	PE 3				
Electives (5)	Wolverine Orientation	Elective Week Class		Elective Week Class		Elective 5	Elective 7	Elective 9
					Elective 4	Elective 6	Elective 8	Elective 10

Frontier Academy offers our students the chance to take concurrent enrollment courses at Aims or UNC where they are able to earn both high school credit and college credit at the same time. This is possible if your student has completed all of our graduation requirements in a given content area and a commensurate course is not offered at Frontier. Frontier Academy will pay for concurrent classes at the community college rate for students eligible. If students fail to earn a C or better in the course, they are required to reimburse Frontier for all charges. Frontier will use the College Opportunity Fund (COF) reimbursement rate. Frontier Academy will pay for 2 "dual enrollment" courses per semester. Three semester credits at Aims or UNC is equivalent to .5 credits at Frontier Academy.

Frontier Academy offers these Advanced Placement Classes to 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> grade students: AP Environmental Science, Biology, Calculus, Chemistry, English Language, English Literature, Studio Art, Music Theory, US History, US Government & Politics, World History, Physics B, and Computer Science. Each AP class has its own prerequisites.

\*All junior or senior students must be enrolled in a minimum of 6 courses during the fall semester of each academic year. Work study does not count as one of the required courses. All freshmen must be enrolled in 8 courses each semester. All sophomores must be enrolled in 7 courses in the first semester.

CHSAA requires at least 5 full-time classes per semester to participate in CHSAA sponsored activities.

Frontier Academy Graduation Requirements Menu of Options. Students must satisfy at least one option from each column.

<b>English Language Arts</b>	<b>Mathematics</b>
ASVAB 31 on the AFQT	ASVAB 31 on the AFQT
SAT English 470	SAT Math 500
Advanced Placement (AP) 2	Advanced Placement (AP) 2
Next Generation ACCUPLACER 241 on Reading or 236 on Writing	Next Generation ACCUPLACER 255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)
Concurrent enrollment passing grade	Concurrent enrollment passing grade
ACT English (18)	ACT Math (19)
Portfolio/capstone (work samples from 9th, 10th, 11th, and 12th grade English Language Arts)	Portfolio/capstone (work samples from 9th, 10th, 11th, and 12th grade math)

The additional graduation requirements listed above are only applicable to the class of 2021 and beyond.

### **(High school only) WORK CREDITS**

Any sophomore, junior or senior may earn up to 1.5 elective credits by participating in either an internship or employment. The student may earn .5 credit for 100 documented hours during the school year, up to a maximum of 1.5 credits (300 hours). Students will be required to submit pay stubs as requested by the counseling office. Forms for this are available in the counseling office.

Work study cannot count as one of the required courses for first semester.

### **(High school only) STUDENT CLASSIFICATION**

Classification status affects students in a variety of ways, including off-campus permission, dances, state-mandated assessments, etc. Students will be classified using the table below.

<b>Classification</b>	<b>Minimum credits required</b>	<b>Minimum core credits required</b>
Graduate	28 AND	15 (of 15)
12 <sup>th</sup> grade	20 AND	11 (of 12)
11 <sup>th</sup> grade	12 AND	6 (of 8)
10 <sup>th</sup> grade	6 AND	2 (of 4)
9 <sup>th</sup> grade		

\*Core classes = English (4 credits), math (4 credits), science (4 credits) and social studies (3 credits).

## **(High school only) STUDENTS WHO FAIL A REQUIRED COURSE**

To facilitate smaller class sizes, students who fail a required course may only repeat the course they failed on a space available basis. Students are encouraged to pursue alternate options such as night school, summer school or correspondence courses. The counseling office will have more information on these options.

## **(High school only) GRADUATION DAY**

- No student may participate in the commencement and graduation ceremonies until all graduation requirements are successfully met.
- To receive a Frontier Academy diploma, students must earn a minimum of 28 credits.
- All course work must be completed and turned in, fines and fees must be paid in full, and all disciplinary assignments must be completed by 4:10 p.m. Monday, prior to graduation, in order to participate in the graduation ceremony.
- All BYU and online course transcripts are due to the counseling department by May 1.
- To qualify as the valedictorian or salutatorian, a student must have attended Frontier Academy high school for his or her entire senior year.

## **(High school only) TRANSCRIPT REQUESTS**

In efforts to provide parents and students at Frontier Academy the highest quality of service in the area of college admission and scholarship information, the following process will be implemented for the upcoming year.

- Students requesting a transcript will be required to submit a transcript request form to the Student Services office five working days prior to the release of the official transcript. This request will allow the Student Services offices adequate time to prepare the student's transcript.
- In order to insure the accuracy of the official transcript, an unofficial transcript will be sent home within two working days of the receipt of the transcript request form for the student to review with their parents. This review process will allow both the student and their parents time to check for any errors or omissions. After the student and their parents have reviewed the transcript and suggested any changes they will be asked to sign and return the unofficial transcript to the Student Services office.
- The Student Services office will then have up to three working days to verify the accuracy of any suggested changes and produce an official transcript in a sealed envelope that will be available for the student to pick up.
- Frontier Academy may withhold transcripts of a student who fails to replace damaged textbooks or to return borrowed textbooks/library books. Please see policy 5.8.

\*\* The transcript will reflect grades for completed coursework only.\*\*

## **HONOR ROLL & DEAN’S LIST**

The purpose of the Honor Roll & Dean’s List is to recognize and honor those students who excel in the classroom. A semester Honor Roll & Dean’s List will be released by the school. The Honor Roll will be calculated using the grades earned in instructional classes, with the following exceptions: Work credits, Teacher Aides, and Sports Participation credits. Students who earn a GPA of 3.0 will be placed on the Honor Roll and those students who earn a 3.5 GPA will be placed on the Dean’s List. An incomplete grade in any course will exclude a student from being included on the Honor Roll. Academic letters will be given for students on the Dean’s List for three consecutive semesters.

### ***Departmental Awards***

Frontier Academy teachers give departmental awards to students demonstrating outstanding achievement, attitude, and perseverance in specific subject areas. If you receive one of these awards, you will be recognized at the spring awards ceremony.

## **(High school only) NATIONAL HONOR SOCIETY**

At Frontier Academy, students are eligible for membership in the National Honor Society (NHS) starting at the end of their sophomore year. Juniors who qualify but have not already been elected to membership are also eligible at that time. Students with a cumulative GPA of 3.5 or above are automatically considered for membership. Their names are placed on a ballot and the entire faculty has the option to provide further information about those students.

The staff does not only consider grades but considers the quality of character, service, and leadership. National Honor Society is based upon the principles of Scholarship, Character, Service, and Leadership. At this point, students who qualify are asked to fill out forms listing Service and Leadership activities at home, school, and in the community. A faculty council for NHS membership then vote on the information given on the forms. Those students who are selected for membership must keep their GPA at 3.5 or higher to remain in membership and any incidents involving character or citizenship can also lead to a loss of membership.

NHS is a very prestigious organization and is highly honored by others. Although school personnel supervise and sponsor the program at Frontier Academy; the faculty council is governed by rules, regulations and the bylaws of the national organization. For a more complete look at the evaluation procedure and policies, please feel free to contact the counselor at Frontier Academy for further information.

## **(High school only) CONCURRENT ENROLLMENT**

Colorado Legislature passed HB09-1319 known as the “Concurrent Enrollment Programs Act.” The bill continues to permit a student in grades 9 through 12 to enroll in courses at institutions of higher education and apply earned credits towards the requirements for high school and earn college credits (dual enrollment). Frontier Academy has entered into cooperative agreements with Aims Community College (Aims) and the University of Northern Colorado (UNC). If a student

qualifies to participate in the concurrent enrollment option, Frontier Academy will **only reimburse tuition for up to two courses per semester at community college rates**. The counseling department has informational packets and the appropriate forms for students to enroll at Aims or UNC through the Concurrent Enrollment Programs Act.

In order to qualify to be able to take courses through the Concurrent Enrollment Programs Act and receive Tuition Reimbursement:

- Students need to be in grades 9 through 12
- Students must have completed Frontier Academy's credit requirements in the content area they are wishing to pursue college courses in. (e.g. in order to be able to take a math class at Aims or UNC a student must have already fulfilled the required 4 credits of math.)
- The counseling department must sign off on the student's cooperative agreement with the institution of higher education.
- Concurrent Enrollment courses must take place during an academic school year (fall and spring semesters only, no summer).
- College courses will only be eligible if that course is not offered at Frontier Academy.
- The student must complete the college course with a C or better. If the student does not pass with a C or better, the student must reimburse Frontier Academy.
- The student must submit a copy of the tuition bill and request an official transcript to be sent directly to Frontier Academy upon completion of the course.
- Students are responsible for cost of fees, books/supplies, and cost incurred to receive official transcripts. Frontier Academy will only pay tuition for up to six credits per semester.
- **\*\*Notation: every 3 college credits = .5 high school credit\*\***

## **(High school only) COLLEGE READY COURSES**

Beginning in the fall of 2010, Frontier Academy has entered into a cooperative agreement with Aims Community College to be able to offer college level courses in house with Frontier Academy faculty. Frontier Academy will be offering College Composition I and II; and College Algebra. In order to participate in these college ready courses and receive college credit:

- Students must be juniors or seniors.
- Students must have minimum ACT scores and/or Accuplacer scores in order to enroll in certain college courses (these scores are determined by Aims Community College)
- The counseling office must sign off on the students' enrollment paperwork and application.
- If students want to receive dual credits (high school and college) they must complete the courses with a C or better grade. **\*\*Notation: every 3 college credits = .5 high school credit\*\***
- Students wishing to obtain the college credits will need to complete the appropriate applications and forms, and purchase the appropriate textbook(s).
- If students have completed Frontier Academy's graduation requirements in the specific content area they are enrolling in college ready courses, they may be eligible to have these college credits fall under the category of concurrent enrollment, where tuition is paid in advance by Frontier. This tuition will be paid back to Frontier by the student if the course is not passed with a C or better. This will be determined by the counseling office.
- Students enrolled in these courses and wanting to obtain college credit need to complete and submit the following to the counseling office:
  - High School Admission Application for institute of higher education.
  - ACT scores or Accuplacer Placement Scores.
  - The Student/Parent Agreement.

**\*\*All of these documents/information packets will be available in the counseling office during registration\*\***

## **(High school only) COMMUNITY SERVICE**

Students will be able to earn community service designation at the commencement ceremony. The designations will be recognized through colored honor cords in red, blue, and white that students will wear at graduation. To be able to receive an honor cord for community service, students will need to complete specified hours at each grade level or a summative total hour requirement. Three different levels of distinction will be recognized based on the number of hours completed.

### **Red, Blue, and White Honor Cord (highest honor):**

30 hours Freshman year

60 hours Sophomore year

90 hours Junior year

120 hours Senior year

If not completing yearly requirements, students must complete 400 total hours of community service

### **Blue and White Honor Cord (middle):**

20 hours Freshman year

40 hours Sophomore year

60 hours Junior year

80 hours Senior year

If not completing yearly requirements, students must complete 300 total hours of community service

### **White Honor Cord (minimum requirement):**

10 hours Freshman year

20 hours Sophomore year

30 hours Junior year

40 hours Senior year

If not completing yearly requirements, students must complete 200 total hours of community service

*Transfer students:* Students who transfer into Frontier during high school will not be held accountable for hours they should have earned prior to enrollment. Required hours for each color level designation will be calculated on a prorated basis.

*Completion time:* Students will need to complete hours for each grade between June 1st and May 31st. Freshman will be able to start earning community service hours in June after completing 8th grade. Seniors need to have all hours completed and documentation turned in to the counseling office by May 1st.

*Acceptable community service:* Hours of community service will only be counted toward the honor cord requirements if they meet the following criteria:

- All hours are completed at a recognized non-profit organization
- All hours are documented and verified (signed off on) by a member of the non-profit
  - Verification signatures cannot be from a parent or other family member.

- Students completing community service hours for Key Club, NHS, E-Week, or other Frontier organizations will be able to use the same service hours for the honor cord
- Students cannot receive payment or other compensation for any of the documented hours
- Court-mandated community service hours will not apply toward honor cord requirements

*Undesirable Student Behavior:* If Frontier receives negative feedback regarding students volunteering, it may result in a loss of service hours and potential disqualification from earning an honor cord. Administration will determine the severity of consequence based on the report from the non-profit.

## **LUNCHROOM RULES**

Students are required to clean tables and to leave the lunch area neat and clean. Boisterous activity, throwing food, cutting in line and playing with the food of others will not be tolerated. Students may lose lunchroom privileges if these behaviors occur. Students may not bring any food or drink outside.

## **VISITORS**

All visitors, while welcome, are required to report to the office and check in with a state issued ID before going anywhere else in the school. Anyone wishing to visit a teacher, the administration, or a class during the school day should make arrangements at least one day in advance. All visitors are required to wear a visitor badge while visiting. Generally, only students previewing Frontier Academy will be allowed to visit during the school day. Social visits by other students are not allowed. Administration will determine which visitors are welcome.

## **NOTICE OF QUALITY TEACHERS**

Frontier Academy Schools provides the very best teachers with over 95% certified in their respected fields. However, it is the legal right of any parent upon request in a timely manner to obtain information regarding the professional qualifications of their student's classroom teacher(s).

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Frontier Academy are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to or treatment or employment in, its programs and activities. Any person having inquiries concerning Frontier Academy's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to the principal, 6530 16th Street, Greeley, Co 80634; Telephone (970) 339-9153. The principal has been designated by Frontier Academy to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. > Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

U.S. Department of Education Phone Number: 816-268-0550

Office of Civil Rights Fax Number: 816-823-1404  
8930 Ward Parkway, Suite 2037  
Kansas City, Missouri 64114

## **INCLEMENT WEATHER**

Frontier Academy follows School District 6 procedures in the event of inclement weather. If the District closes, Frontier Academy will also be closed. If District 6 has a late start, Frontier Academy classes will begin at 9:30 a.m.. Staff are required to be at school by 9:00 a.m. In case of a winter storm, school closing, or late start, information will be shared via Frontier Academy's phone messenger system and web site. Should a storm develop while school is in session and the students are dismissed from school, the notice of their release will be broadcast over the same media outlets.

## **EARLY RELEASE OF A STUDENT**

Parents who wish to get their children out of class should check with the office and school personnel will notify the teacher who will dismiss the student from class. The student is to check out in the office before leaving. Parents should send a note with their child or call the school if early dismissal is needed.

## **PARENT - TEACHER CONFERENCES**

Teachers have conference hours from 3:45p.m. until 4:15p.m. each day. Any parent wishing to hold a conference with a teacher may schedule one during that time. For those parents who cannot schedule a time, please try to arrange an early morning conference or during a teacher's planning period.

Teachers may be unable to take telephone calls during the day, but if you leave a message they will get back to you as soon as possible. Contacting teachers via email is encouraged. Email addresses are constructed by the teacher's last name and first initial @frontieracademy.net. For example, Andrew Smith would be SmithA@frontieracademy.net

## **SCHOOL HOURS**

School hours are 7:30 a.m. – 3:45 p.m. each day for high school and 7:20-3:30 for middle school.

For safety reasons, please make arrangements so that your child is not here before 7:00 a.m. in the morning.

Unless otherwise arranged, your child should leave by 4:15. Unsupervised students will be asked to leave and the building will be locked at 4:15 every afternoon, regardless of the weather. If students cannot be picked up by 4:15, arrange to meet them at nearby facilities.

## **LIBRARY**

The library includes a collection of books, magazines, newspapers and other materials for student and teacher use. Students are encouraged to make use of this learning tool for classes and recreational reading. Students may use the library during class if permission is given by their

teacher. Since library use is a privilege and not a right, students are expected to follow the rules posted by the librarian. Students using the library are expected to be quiet while there. All materials must be checked out before being removed from the library. A student will lose his/her privilege of using the library if one does not comply with the rules for an amount of time decided upon by the administration. You may be charged a fine or fee for lost or overdue books.

## **TEXTBOOKS AND SCHOOL MATERIALS**

While pursuing your education at Frontier you will have the opportunity to use many school materials including textbooks, science lab supplies, calculators, etc. You are expected to return school supplies in the same condition as you received them. Many teachers will require you to cover your textbook to preserve its condition. If you lose or damage school materials (textbooks, calculators, science equipment, etc.) that have been checked out to your care, you may be fined to compensate the school for replacement of items damaged.

## **LOST AND FOUND**

All lost and found items are to be turned in to the school office and placed in the lost and found box. If you lose something during the school year you should check with the Administrative Assistant. Every month, all unclaimed items will be donated to charity, if appropriate, or put to good use.

## **DAILY PLANNERS**

Students are required to purchase daily planners at the beginning of the year for a nominal fee. The daily planners are not to be shared. Daily planners must also be kept free from profanity, gang symbols, and anything that might be interpreted as offensive. It is especially important that you keep your daily planners in good order. Make sure that you don't tear pages from your planner, and work with your teachers to make sure that you write down the information that is needed for your parents and daily classes. The planners are one of the ways the teachers communicate with you and your parents.

## **LOCKERS**

Frontier Academy will assign a locker for books to every Frontier Academy student. Students are allowed to go to their lockers before and after school and between classes. A locker is a privilege, not a right. You may personalize your lockers as long as there is no misuse or damage to the locker. Your locker is also school property, therefore any damage or misuse of a school locker will result in the loss of locker privileges. The school reserves the right to inspect the lockers at any time. Frontier Academy cannot be held accountable for lost or stolen items from lockers. To ensure the safety of your belongings and school property, follow the rules below.

1. Keep your assigned locker. Do not change lockers unless authorized by administration.
2. To keep the contents of your locker from disappearing, be sure to keep your locker locked at all times.

3. Students are not to share their combination with any other student.
4. Students may only use, and are responsible for the contents of, the lockers to which they are assigned.
5. Contact paper, paint or any material that cannot be easily removed without damaging the paint on the lockers cannot be used to personalize lockers. Nothing permanent can be used on your locker.
6. There will be no offensive or obscene pictures posted in or on lockers.
7. Gym lockers will be used for a given period or block only. When a student is finished with a class period, the student should leave the locker empty by removing all of their personal belongings. Staff have the right to cut any locks and dispose of any contents left in the gym lockers.

### **Backpacks/book bags and purses**

Backpacks and book bags may be used to carry books, materials, and personal belongings to and from school. However, for safety reasons, backpacks, purses, and book bags must be left in school lockers during the school day and may not be taken into the classroom during the school day. Computer cases with computers are permissible.

## **CLOSED CAMPUS - STUDENT RELEASE AND OFF-CAMPUS LUNCH PRIVILEGE**

Frontier Academy is a closed campus for all students in the 6<sup>th</sup> through 9<sup>th</sup> grade and all others who do not have off-campus permission. This means that you cannot leave the campus during the school day if you are one of our 9<sup>th</sup> grade students or if you do not have off-campus permission. This includes leaving during the lunch period, open block, or for any other activity.

During the school day, the parking lot is off-limits to all students except those who have off-campus permission. This is true from 7:30 - 3:45 and includes during lunch time.

Students with off-campus privileges may only be in supervised locations during school hours. The hallways, parking lot and other areas are not supervised and students are prohibited from loitering in these areas.

In addition, students from other campuses and other visitors (with the exceptions of parents/guardians, guest speakers, or other authorized school personnel) are not allowed on campus, including the parking lot, during school hours without permission from the front office. Unauthorized persons will be requested to leave the school grounds. Students who are caught outside the school campus could be considered truant. Students will be released for diversified occupations, and to college and/or other classes that Frontier Academy does not offer and that student has been enrolled in.

Parents, if you are taking your child off campus for any reason, you must sign the student out at the school office. For your child's protection, they will not be released to anyone who does not appear

on their Information Card, or for whom parent authorization has not been given.

If you are removing a student from class for a scheduled doctor's appointment, please send a note with your child at the start of the day. This allows us to inform the teachers in advance to minimize disruption to learning. If the student has permission to drive him/herself to an appointment, that must be indicated in the note.

Students must sign back in at the school office if they are returning to school during that same day.

Students in 10th, 11th and 12th grade may be eligible to go off campus for lunch. Off-campus lunch privileges are available to students who:

1. Are sophomore, junior or senior students in good standing based on academic and behavioral records.
2. Have parental consent (an "Off Campus" form must be filled out and signed by a parent/guardian in person at the front office).
3. Have no restrictions from Administration or Staff

There are also a number of guidelines for students who would like to leave school property during lunch. They include:

1. Students will only be permitted to leave during the first 10 minutes of lunch.
2. Food may not be brought back to class.
3. Only students with an approved ID card will be allowed off campus for lunch.
4. Students who fail to show their ID card or return back to school late from lunch 3 times per semester, may receive disciplinary actions, which may revoke this lunch privilege.
5. Once a student has met all requirements, the student will be issued an appropriate student ID card. This is done with the office Administrative Assistant.
6. Drivers must park in the parking lot north of the school, and follow 'Student Driving' guidelines in the student handbook.

If all of the above criteria and guidelines are met, students can leave during their lunch period. However, this is a privilege, and as such can be revoked or suspended for any and all students by the Administration if problems occur. Any student who knowingly leaves with another student that does not have off-campus privilege may lose his/her privilege and face disciplinary action. Finally, any student may have their off campus privilege revoked as a consequence of disciplinary or academic issues, to be determined by the Administration on a case-by-case basis.

## **STUDENT DIRECTORY INFORMATION**

Student directory information is designed to be used internally within the school district and requested occasional by outside agencies. Directory information shall include the student's name,

address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by student, photograph and other likeness, and other similar information. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

The No Child Left Behind Act of 2001 requires Frontier Academy to provide military recruiters and institutions of higher education access to secondary (9-12) school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Frontier Academy not provide this information (i.e., not provide the' student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Frontier Academy will comply with any such request.

## **REPORTING OF CHILD ABUSE**

Any staff member of Frontier Academy who has reasonable cause to suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstance or conditions, which would reasonable result in abuse or neglect, must report this to the Principal or Assistant Principal and Weld County Department of Social Services. School personnel are considered "mandatory reporters" and by law CRS 19-3-304 and the "Child Protection Act" are required to report any reasonable finding of child abuse.

## **SAFE & DRUG FREE SCHOOL**

Frontier Academy is a safe & drug free school. Students who are found to have in their possession or using drugs or alcohol, including tobacco while on school grounds may be charged with a crime and certainly will be disciplined by the administration. The proper law enforcement agencies may be contacted. Parents & visitors are reminded that under Colorado State Laws §§ 25-14-101 et seq. (1977) and 22-32-109 (1994), tobacco is prohibited "This prohibition pertains to all students, teachers, staff, and visitors on school property and at school-sponsored events. Smoking is also prohibited in all vehicles used by the school for the purpose of transporting students, workers, visitors, or any other persons." and that Federal Laws prohibited any drugs or alcohol including tobacco on any property of Frontier Academy.

## **NOTICE OF STUDENTS AND PARENTS RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. A parent reserves the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The address of that Office:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **NOTICE OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

Parents/eligible students who believe their rights have been violated may file a complaint with:  
See administration for more details. Or contact the following:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **PARENT/GUARDIAN INVOLVEMENT AND FAMILY EDUCATIONAL RIGHTS**

The Frontier Academy Executive Board believes that all parents and families want the best for their children and acknowledges research showing that children do best when parents are enabled to

play four key roles in their children's learning:

1. Teachers (helping children at home)
2. Supporters (contributing their skills to the school)
3. Advocates (helping children receive fair treatment)
4. Decision-makers (participating in joint problem-solving with the school at every level).

The Board recognizes parents/guardians are full partners with educators, administrators, and the Board to achieve the best possible learning experience for each child. A strong program of communication between home and school must be encouraged, continually evaluated and maintained so the school and community are connected in meaningful and productive ways.

No parent or guardian shall be required to participate in a parent education program or sign a contract or agreement, but voluntary participation and agreements would be encouraged.

**Educational Rights Parents/guardians are entitled to:**

1. A description of all curriculum course materials, assessments, textbooks, and other teaching aids, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats used in the classrooms with explanations as to how they are used to instruct students and measure a child's progress;
2. Proficiency levels students are expected to meet and timely communication to parents so they can work with educators to improve a child's achievement utilizing screening and test results, as well as other performance indicators;
3. Give parental consent for a child's participation in the administration of a survey or any instrument used in the collection of personal information, pursuant to federal and state laws, and upon request of the parent, inspect a survey or instrument created by a third party or the district prior to administration or distribution of such to a student;
4. Assistance in understanding state standards, assessments and accountability systems in place within the state, district, and local school levels and understanding their child's educational achievement in comparison to state and local standards;
5. Be provided, upon request to the appropriate school official, notification of records, reports, and educational data directly related to their child and maintained by the state and local school which the student attends or has attended;
6. Access all of their child's written student records, upon request directed to the appropriate school official, and be given the opportunity to seek having the records amended, as well as rights related to disclosure of information from the records in accordance with the Family Educational Rights and Privacy Act (FERPA); and
7. Full information regarding the school activities of a child.

**EDUCATION OF HOMELESS STUDENTS**

For more information, contact administration or see:

Legal Reference: RCW 28A.225.215

Enrollment of children without legal residences

Title I, Part C No Child Left Behind Act, 2002

## **EMERGENCY SHEETS**

Students are asked to have an emergency sheet on file. These sheets are used to notify parents or guardians if an emergency occurs. Children who show temperatures of 99.9 or above are usually sent home. Children who have vomited in class are also sent home. Parents are notified in such cases and asked to come to the school to pick up their child. Parents are required to notify the health office when their student has any medical condition that could be potential life threatening.

## **ACCIDENT-ILLNESS-INJURIES**

If a child becomes ill, he/she will be isolated from the other children. You will be called to pick up your child if at all possible to prevent other children from getting ill. Please be sure to keep the school informed of any changes of your work or emergency phone numbers. If you cannot be reached we will try to contact someone on your authorization list.

Minor cuts and abrasions will be taken care of by school health clerk. If your child is seriously injured, staff will take whatever steps necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to:

1. Attempt to contact parent or guardian
2. Attempt to contact parent or guardian through any persons listed on the emergency information form.
3. If we cannot contact you, we will do any or all of the following:
  - i. Call ambulance
  - ii. Have the child taken to a hospital in the company of a staff member.
4. Parents / guardians will be responsible for all incurred costs.

In the case of any crisis the school does have a “Crisis Manual” that goes into more in-depth procedures that may be taken in the time of a crisis.

## **IMMUNIZATIONS**

Colorado law requires certain minimum immunizations before a child may attend school. A complete record of all immunizations your child has received must be furnished to the school. The record must be current and signed by a recognized medical authority as designated by the Colorado State Health Department. If such record is not furnished to the school, regulations specifically demand that we disallow the child attendance in the school until the record, or a signed statement of exemption is in our possession.

## **MEDICATION**

If your child must have medication of any type, including prescription or over-the-counter medicine (pills, syrups, cough drops, eye drops, creams, ointments, inhalers, injectable), you have three choices:

- Parents/Guardians may come to school and give it to your child at the appropriate time.

- Parents/Guardians and health care provider may complete and sign a physician authorization. The medication must be in a pharmacy-labeled bottle with instructions. Many pharmacists are willing to "double bottle" prescriptions. (one for home and one for school)
- Parents/Guardians may discuss with health care provider an alternative schedule so the medication can be given outside of school hours.

This is a school district policy and will be strictly enforced to insure the health and well-being of all students. Medications of any sort (over the counter or prescription) are not to be in the possession of students, except for those with written authorization from health care provider, family and school registered nurse consultant.

If your child will need any medication or treatment at school, please obtain a copy of the physician authorization form from the health office or download from health services website.

## **COMMUNICABLE DISEASES**

Students with suspected communicable diseases: Principals may prohibit student suspected of having a contagious disease from any contact with other students. Students cannot attend school if they have a contagious disease (chicken pox, measles). When a student is absent because of a contagious disease, his/her return may be contingent upon a note signed by the student's physician.

(Adopted by Executive Committee 8/3/06- Policy 5.5 (c))

## **EMERGENCY DRILLS**

Fire drills will be held periodically during the year. Students should file out of the building in an orderly manner and with as little noise as possible. They should remain with their class until told to return to the building, and then should return in an orderly manner. Areas in the school building have been designated as shelter areas for use during a tornado. These areas are the interior downstairs hallways free from windows or glass. Tornado drills will be held so students know where they are to go in the event of a tornado. Lock down and other safety procedures will be communicated to students and staff on a regular basis.

## **GRIEVANCE PROCEDURE**

Frontier Academy recognizes the value of observations, perspective, and ideas of the parents and students of the school, as well as the importance of being accountable to parents for the educational program for their children. The purpose of the Grievance Committee (GC) is the accountability process to provide an avenue for parent and/or students to address concerns, complaints or grievances that both satisfy the parents and improve the operation of the school.

The grievance committee will be comprised of a 3-5 person sub-committee. The committee members are: Grievance Chair, appointed by the Executive Committee chair, elementary OPT officers; secondary OPT officers and two Executive Committee (EC) members.

## **Avenues for Expression**

The first step of the parent/student grievance process is to establish appropriate avenues for expression to allow all involved parties to respond. Parents and students are encouraged to follow certain lines of communication when they have concerns, complaints or grievances in or outside of the classroom. All parties must communicate in a non-accusatory manner honoring the school rules. All parties must keep issues from becoming personal attacks and stay to the point of the concern.

First it is always necessary that individuals should attempt to resolve issues directly with the party/parties involved, including the teacher if applicable.

Second, if the situation does not improve or further problems exist, please go to the Building Administrators.

Third, if issues continue to receive unsatisfactory or incomplete answers to the concern, obtain a "Grievance Form" from the school offices or principals. Return grievance form to the front office in a sealed envelope, and it will be forwarded to the GC Chair. A copy of the completed form will also be given to the administration and involved parties. The GC will review the form to make sure all of the above steps have been followed, and contact involved parties if necessary. If all steps have been followed and the problem still exists, the GC will forward the matter to the EC Secretary to forward to the Board. The Board will determine the accessibility of all interested parties to be present at the next regularly scheduled board meeting and add it to the agenda. The Board will attempt to resolve the issue in a timely manner. However, if an issue requires additional research and deliberation, the Board will give a timeline for resolution.

If a parent is perceived by the teacher or administration as being belligerent and using inappropriate language during a conference or meeting, the teacher or administrator reserves the right to end the conference and reschedule the conference at another time. Teachers will have an administrator present at rescheduled conference. If the parent continues to display belligerent behavior, the administration may contact parent via mail or by telephone to explain the unacceptable behavior and that the parent may no longer be allowed in the building.

## **NOTICE OF PARENT AND STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973**

- The Parent/Guardian has a right to participate in the Team meeting to determine eligibility, program, placement and discipline related issues. The parent shall receive advance notice of the Team meeting. A disabled student who may be entitled to a Section 504 service plan is defined to mean a person who has a physical or mental impairment that substantially limits one or more major life activities.
- The parent/guardian is not entitled to a postponement of the Team meeting but may receive one upon request.
- Should a parent/guardian have any concerns or questions concerning rights, the process or any other related issue, the parent/guardian is encouraged to contact the site coordinator at Frontier Academy (970) 339-9153. If an issue cannot be resolved at the site and the parent/guardian wishes to discuss the matter further, the parent/guardian may contact the principal at Frontier Academy at the same number.
- The parent/guardian has a right to a hearing to resolve disagreements with the District relating to assessment needs, eligibility, program, placement, related service needs and

issues related to discipline (relationship of behavior to handicap, appropriateness of placement).

- A request for a hearing must be filed in writing. If a hearing request concerns discipline related issues and is not filed within 5 calendar days, the District will proceed with the discipline procedures.
- Upon such request, an impartial hearing officer shall be retained by the District. The process for the hearing and applicable rights of parents are set forth in District regulations.
- Parents/Guardians shall receive copies of all team documents and assessments related to the District's 504 process.

## **SPECIAL EDUCATION IDENTIFICATION PROCEDURES**

Frontier Academy provides periodic screenings to identify children with special needs, regardless of the severity of the disability, and who are in need of special education and related services. The district also requests that parents may refer any child who may be in need of Special Education services by calling Frontier Academy at (970) 339-9153.

Parents who question whether their child is making satisfactory progress in a regular classroom should request a conference with the child's teacher and/or Principal. The parents may ask for their child to be referred to the school's Student Assistance Team (SAT). This team is made up of school personnel who have knowledge of the child's school performance and can address the parents' concerns. The team will review the student's educational, health, and family history, screen for visual and hearing difficulties, and make a determination regarding the student's dominant language. The SAT, including the parents, will look at what has already been tried and offer more suggestions for helping the child in school. A referral to the SAT may also be made by the student's regular education teacher, the school nurse if there is a medical concern, the counselor, or the school Principal. The parents are always notified and invited to attend the SAT meeting(s).

For more information, please contact the Special Education team at Frontier Academy.

## **COLORADO DEPARTMENT OF EDUCATION COMPLAINT PROCEDURE**

If you have questions, please contact the office of Civil Rights, which may be reached at:

U.S. Department of Education Phone Number: 816-268-0550

Office of Civil Rights Fax Number: 816-823-1404

8930 Ward Parkway, Suite 2037

Kansas City, Missouri 64114

## **HARASSMENT**

To provide a positive environment based on mutual respect of each and every person, certain guidelines for appropriate behavior need to be recognized by each student. Frontier Academy recognizes individual differences in culture, race, ethnic origin, and religion, gender, and lifestyle preferences. Inappropriate behavior, either verbal, written or physical, disregards the feelings of others, is demeaning and will not be tolerated. This includes unwelcome physical advances, unwarranted verbal remarks, and derogatory or discriminatory statements.

Furthermore, the educational program of Frontier Academy shall be non-religious, non-sectarian, and consistent with applicable law and school district policy, shall not discriminate against any student on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, religion, ancestry or disability.

If anyone has a harassment complaint, see staff or administration.

## **COMPUTER AND INTERNET - ACCEPTABLE USE POLICY**

At Frontier Academy, you will have the opportunity to use computers for research, learning, and computer skill development. You will be allowed to access the Internet with teacher approval. You will also be allowed to use application software deemed appropriate by the administration and your teachers. Because our network serves a variety of people and uses it is important for you to understand what is appropriate use and what constitutes a violation. Read the following terms and conditions of use. Be proactive. Know what you can and can't do.

Students enrolled in Frontier Academy have the opportunity to both use school-owned computers and bring their own device to use for educational purposes. If a student chooses to use a BYOD (bring your own device) computer/tablet during the day they will need to agree to act according to these additional BYOD guidelines each time they connect via BYOD. The following policies apply to all users while connected to Frontier Academy computer networks regardless of device ownership.

### Terms of use:

1. Your use of any information or materials on sites you access is entirely at your own risk, for which we shall not be liable.
2. You agree that, though this portal, you will not perform any of the following acts:
  - Attempt to access devices or resources to which you have no explicit, legitimate rights
  - Copy, reproduce, or transmit any copyrighted files or information other than in accordance with the requirements and allowances of the copyright holder
  - Launch network attacks of any kind, including port scans, DoS/DDoS, packet floods, replays or injections, session hijacking or interception, or other such activity with malicious intent
  - Transmit malicious software such as viruses, Trojan horses, and worms
  - Surreptitiously install software or make configuration changes to any device or application, by means of the installation or execution of key loggers, registry keys, or other executable or active application or script
3. You agree that you will use the access provided here responsibly and with full regard to the safety, security, and privacy of all other users, devices, and resources.
4. You agree that you will be mindful of the cultural sensitivities of others while using this portal so as not to provoke reaction or offense, and that you will not intentionally access pornographic, graphically violent, hateful, or other offensive material (as deemed by Frontier Academy and State law) regardless of others' sensitivities.

5. You understand that we reserve the right to log or monitor traffic to ensure that these terms are being followed.

6. You understand that unauthorized use of resources through this portal may give rise to a claim for damages and/or be a criminal offense.

Any violation of this policy will result in immediate administrative action in addition to serious consequences which may include (1) loss of computer privileges for up to one year, (2) dismissal from your computer class, (3) loss of all Internet access, (4) a temporary ban from the computer lab, and/or (5) other consequences imposed by school policies and/or local, state or federal law, where applicable.

## **STUDENT DATA PRIVACY & TRANSPARENCY**

All schools and districts collect student information to enhance every student's educational experience and ensure academic success, and Frontier Charter Academy has always been dedicated to maintaining security and confidentiality of these student records. In a technology-driven era of online curriculum and cloud-based storage, we recognize that constant vigilance and active safety measures are more critical now than ever before when it comes to student data privacy.

Frontier Charter Academy is committed to protecting student data privacy and takes active measures to ensure staff, parents, and students exercise best practices in data usage. Furthermore, the institution of Frontier Charter Academy takes responsibility to ensure student data is handled securely and confidentially in compliance with the following laws:

- Colorado Student Data Transparency and Security Act (HB 16-1423)
- COPPA (Children's Online Privacy Protection Act)
- CIPA (Children's Internet Protection Act)
- HIPPA
- FERPA (Family Educational Rights and Privacy Act).

Frontier Academy shares certain student data with the Colorado Department of Education (CDE) for purposes of monitoring the effectiveness of educational programs, diagnosing areas of need and inform of improvement efforts.

Frontier Academy does not share any student data with CDE other than what is required by federal or state law or required to receive a benefit, such as competitive grant funding. In fact, Colorado's recently passed Student Data Protection, Accessibility, Transparency and Accountability Act of 2014, in § 22-2-309(5)(a), C.R.S., explicitly states this prohibition.

In addition to the [data collected by the Colorado Department of Education](#), Frontier Charter Academy generally collects and maintains the following on its data systems:

- Household Information:
  - Parent Name
  - Address

- Email Address
- Phone Numbers
- Employer
- Attendance
- Fees
- Communication records
- Medical Information
  - Health Conditions
  - Immunizations
  - Medications
  - Vision and Hearing Screening
  - Doctor of Record
- Learning Accommodations
- Disciplinary Incident Details
- Bus Transportation Details
- Personal Vehicle Information Details
- Academic Performance Data
  - Assessments
  - Learning Activities
  - Transcripts
  - Grades
- Schedules
- Locker Assignments
- Currently Checked-out Media
- Account Access Logs

Frontier Academy uses this data in order to meet its mission to build leaders. Employees of the school and district only have access to the Personal Identifiable Information (PII) that is required for them to carry out the responsibilities of their job. Employees of Frontier Charter Academy are trained and committed to ensuring the protection of all student data to which they have access.

PII may also be shared with carefully vetted third-party service providers whose privacy policies comply with federal and state law and who use only the most secure data transfer methods in accordance with current industry best practices. A complete list of the third parties whose software, websites, apps, and programs are used at Frontier Academy can be found on our website. By agreeing to the policies in this handbook, you are also agreeing to the acceptable use of any and up to all of the vetted service providers with which Frontier Academy maintains a contract.

All schools, districts, individuals, and third parties are subject to strict penalties under the law if student information is misused or compromised.

**PUBLIC NOTICE:** In accordance with the Colorado Student Data Transparency and Security Act, C.R.S. Section 22-16-101 et seq., please be advised that if Frontier Charter Academy ceases using or refuses to use a School Service On-Demand Provider pursuant to C.R.S. 22-16-107 (3) (c), Frontier Charter Academy shall post on its website the name of the On-Demand provider, with any written response that the On-Demand Provider may submit, and will notify the Colorado Department of Education, which will post on its website the On-Demand Provider's name and any written response.

## **COPYRIGHT LAWS**

Copyright laws related to use of printed, audio, and visual documents from books, internet, etc. Did you know it is unethical to copy printed/visual/audio material without giving credit to the author or publisher? This is called plagiarism.

It is illegal to sell, or use for sale, any copied printed/visual/audio material from a book, magazine, internet source, software, videotape, DVD, CD, or audio tape unless given permission by the author or publisher. This also includes the full lyrics of songs. Failure to get permission violates copyright law.

For educational purposes, it is legal and ethical to cite printed/visual/audio material if the author or publisher is given credit within the educational work and if copyright law is consulted. When in doubt it is best to get permission.

## **STUDENT FEES**

The Executive Board realizes some activities may require additional expenditures, which are properly to be borne by students as a separate charge.

For the purpose of this policy, the following definitions shall apply

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

- Participation in extracurricular activities, including extracurricular music courses
- Admission fees
- Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution
- Copies of student files or records as allowed by state statute
- Reimbursement to the district for property lost or damaged by the student
- Before and after school or pre-kindergarten services in accordance with state statute
- Summer school or night school
- Breakfast and lunch programs
- Any other fee authorized by law

The district may also require students to furnish musical instruments for participation in elective music courses that are not extracurricular activities.

Students shall not be denied credit for failure to pay student fees. Students may be required to partake in fund raising activities in order to participate in extracurricular activities. If fund raising is required for a particular extracurricular activity, any student participating in said activity shall be expected and required to participate equally and share equally in whatever funds are raised.

## NON-REFUNDABLE ACADEMIC FEES FOR GRADES 6-8

Item	Fee per Year	Description
*Band/Orchestra/ Choir or any Performing Art	\$10.00	Consumable material like sheet music. *Rental of Equipment is done through a non-school entity at parent/student's expense.
Beginning Orchestra/Band	Cost of Book	Music Theory and Practice Book purchased at local music store parent/student's expense.
*Science with Labs	\$15.00	Lab Costs: consumable products like chemicals, safety goggles, etc.
*Any Art class	\$10.00	Materials: consumable products like paper, paint, clay, etc.
*Physical Education Classes	\$15.00	Consumables and equipment.
Yearbook	\$40.00	Yearbook (6-8)
ID Replacement	\$5.00	The first one is free, if it is lost: ID is required for off-campus
<b>TOTAL</b> (minimum*)	\$50	\$50.00 or \$ 90.00 with yearbook

## NON-REFUNDABLE ACTIVITY FEES FOR GRADES 6-8

Item	Fee	Description
Athletic Team	\$80	Pay to play, helps offset expense of multiple programs and goes back into the athletic budget. Includes transportation.
Drama Production	\$80	Pays for script, costumes, sets and goes back into the drama budget.
All other Extra-Curricular Activities other than Athletics or Drama	\$25	Goes back into program. See the School Handbook for a description of what is an extracurricular activity.
Athletic Pass	\$30	Provides student entrance to any regular season high school home sporting event. Students will need to show student ID with athletic pass sticker.
General Admission to Middle School Athletic Events	Free	Adults / Students
General Admission to Middle School Playoff Athletic Events	Varies	Entry to event

\* Charged to all students.

#Students eligible for free and reduced lunch under the national poverty income guidelines shall not be required to academic pay fees. Student qualifying for a fee waiver will receive it without unnecessary embarrassment or public exposure of their need.

There is a fee associated with a variety of extracurricular activities. Students who are eligible for free or reduced lunches are still required to pay extracurricular fees.

## **NON-REFUNDABLE ACADEMIC FEES FOR GRADES 9-12**

<b>Item</b>	<b>Fee per course</b>	<b>Description</b>
Band/Orchestra/Choir or any performing art	\$15	Consumable material like sheet music. *Rental of Equipment is done through a non-school entity at parent/student's expense.
*Science with labs	\$25	Lab costs: consumable products like chemicals, safety goggles, etc.
Advanced Placement (AP) course fee	\$94	Cost of the Advanced Placement course (per AP course). Non-refundable.
Any art class	\$20	Materials: consumable products like paper, clay, etc.
Physical Education classes	\$15	Consumables and equipment.
Yearbook	\$50 (\$60 after Dec 31st)	Hardback (9-12)
ID Replacement	\$5	The first one is free. If it is lost, the replacement fee applies. This ID is required for students with off-campus privilege.
Key Club	\$25	Optional membership in Key Club – for students
Total (minimum*)	\$25	\$25 or 75.00 with a yearbook

## **NON-REFUNDABLE ACTIVITY FEES FOR GRADES 9-12**

<b>Item</b>	<b>Fee</b>	<b>Description</b>
Athletic Team	\$110	Pay to play, helps offset expense of multiple programs and goes back into the athletic budget. Includes transportation.
Speech & Debate Team	\$110	Helps offset expense of multiple programs and goes back into the speech & debate budget. Includes transportation.
Drama Production	\$90	Pays for script, costumes, sets and goes back into the drama budget.
All other Extra-Curricular Activities other than Athletics, Speech and Debate Team, or Drama	\$25	Goes back into program. See the Handbook for a description of what is an extracurricular activity.
Athletic Pass	\$30	Provides student entrance to any regular season high school home sporting event. Students will need to show student ID with athletic pass sticker.  Athletic Pass is purchased thru the Athletic Department.
General Admission to High School Athletic Events	\$6 / \$5	Adults / Students
General Admission to High School Playoff Athletic Events	Varies	Entry to event

\* Charged to all students.

#Students eligible for free and reduced lunch under the national poverty income guidelines shall not be required to pay fees. Student qualifying for a fee waiver will receive it without unnecessary embarrassment or public exposure of their need.

There is a fee associated with a variety of extracurricular activities. Students who are eligible for free or reduced lunches are still required to pay extracurricular fees.



# **EXTRA-CURRICULAR ACTIVITIES**

## **A LETTER TO THE PARENTS**

The parents are so very important to the success and prosperity of Frontier Academy School's athletic & activity programs. Parents have a significant impact on the attitudes, perceptions and effort of the students. What the parent thinks of our program, so too will that student. Please, keep a positive attitude about all of our programs; be supportive and encouraging of all participants. All of the coaches/sponsors at Frontier Academy Schools will treat your son or daughter with respect and dignity; please repay this by treating all of our coaches/sponsors with the same respect. The following are some guidelines for parents to help in communicating with our coaching staff.

- ☛ Please talk to your son or daughter prior to talking with the coach.
  - ☛ Please talk to the coach prior to speaking to the Athletic Director.
  - ☛ Please make an appointment to see the coach; don't do it at the game.
  - ☛ Coaches will only talk to you about your son or daughter, not any other athlete.
- Sportsmanship is very important at Frontier Academy. Please do your part to make Frontier a place to be proud of, on and off the field and court.

## **CHSAA ATHLETIC ELIGIBILITY FOR HIGH SCHOOL**



## **INSURANCE**

Frontier Academy provides no insurance coverage. Students are required to be insured before they are allowed to compete in interscholastic athletics or waive this right. This information is addressed on Family ID.

## **EQUIPMENT/JERSEYS**

The activities department will provide appropriate uniforms and/or jerseys in good condition. The sponsor/coach will check out all equipment and or jerseys at the beginning of the activity/season. The student will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked back in or returned in bad condition, at the end of the activity or when the student is removed from the activity/sport. All collection for the lost equipment will be handled by the head coach/sponsor in conjunction with the Athletic Director.

At no time should the athlete wear equipment belonging to Frontier Academy except for practices and contests unless the activity sponsor and Athletic Director give permission. Also, at no time should the athlete "trade" equipment with another participant.

## **PRE-PRACTICE & PRE-GAME REQUIREMENTS**

All athletes must meet the following requirements **before** they begin **practice**:

- Complete online registration through Family ID.
- Return an updated physical, signed by a physician to the athletics department.

- Pay the required athletic fee

### **PRACTICE TIMES AND PROCEDURES**

The individual coach or sponsor establishes practice times. All students are expected to be at designated activity location at the time designated by the coach/sponsor. If a student cannot be at practice, he/she must contact the coach/sponsor before practice begins. Each coach/sponsor may have specific attendance requirements or procedures for participants to follow. Practice during school scheduled vacations or holidays are not mandatory. According to the Colorado High School Activities Association, no activity contests may be scheduled on Sunday.

### **FRONTIER ACADEMY ELIGIBILITY RULES**

Frontier Academy Schools have only to acquire sufficient evidence to proceed with suspension and/or expulsion. Frontier Academy Schools reserves the right to penalize individuals to the maximum based on severity of violation. In the event that policies are violated and a student is to be suspended or expelled from an activity, the following procedure shall be used.

- 1) The student will be notified immediately of the policy violation.
- 2) The student shall meet with school officials. Parents of the student may be notified and invited to attend the meeting, if warranted.
- 3) During the meeting, school officials will summarize details related to the incident and then advise the student and parents of the action that will be taken. The student and parent shall also be afforded full opportunity to make any statements or request explanations related to the incident. Frontier Academy, under FERPA, is required to protect the confidentiality of any individual.
- 4) The school administration shall issue a decision related to long term suspension or expulsion. This decision is final on all parties.

The guidelines for eligibility are as follows:

1. Students who have 2 Ds or 1 F in any course(s) at Frontier Academy are considered ineligible for extra-curricular activities (Athletics, Drama, Speech and Debate Team) for one week from Monday through Sunday the following week. During E-Week or vacation periods (Thanksgiving, Christmas, Spring Break). Eligibility will be pulled prior to the vacation period and will be valid for the duration of the vacation plus the following week.
2. Ineligible students may practice for, but not participate in, extracurricular contests.
3. If a student accumulates more than sixty minutes of detention assigned in one calendar week, he or she will be ineligible for extra-curricular activities the following week, Monday through Sunday of the following week.
4. In School Suspension (ISS) - Any student who receives ISS will be ineligible beginning the day assigned, for the following duration:
  - Level 1\* - 7 calendar days ineligibility
  - Level 2 or higher\* - 14 calendar days ineligibility. This applies to school dances as well.
  - Multiple suspensions within the same time frame will be cumulative. For example- two level 1 suspensions within the same week would result in 14 calendar days of ineligibility.

\*Refer to discipline matrix for levels of discipline

5. Out of School Suspension (OSS)- Any student who receives OSS will be ineligible beginning the day assigned, for 14 calendar days. Additionally, students may not participate in any

extra-curricular activities, including practice, games, drama productions or any organized group contact on the day OSS is served.

6. Any student who is ineligible for three consecutive weeks or for a total of five weeks within one season will be terminated from the team for that specific season and may regain eligibility for the next sport or season.

7. Any currently enrolled Frontier Academy student, participating in extracurricular activities at any other CHSAA sanctioned school will follow the receiving school's eligibility standards. Schools will be contacted weekly regarding these students' current academic or behavior standings.

8. Any student not enrolled at Frontier Academy, participating in extracurricular activities at Frontier Academy, will follow Frontier Academy's eligibility standards.

9. Students who are ineligible for any reason (other than OSS) may only participate in scheduled practices and NOT in games, scrimmages, drama performances or transportation to and away from games. On the day(s) a suspension is served, any suspended student will remain in class on away and home activities (including practice), and not be excused for early release.

Eligibility lists will be generated at 7:00 a.m. on Thursday morning and given to teachers for review to be completed before noon (with the exception of winter break). The administration will have phone calls sent home and to coaches on Thursday.

### **ATTENDANCE POLICY ON GAME/EVENT DAY**

An athlete must be in school for at least half of all scheduled classes on the day of an activity in order to participate. Absences for school-sponsored activities, dental and doctor appointments, as well as circumstances beyond the control may be exceptions to this rule. If an athlete is gone for any reason on a game day, please check with the office to find out if an exception has been made. Only the administration has the right to make exceptions to this rule.

### **INCLEMENT WEATHER**

If school must be canceled or dismissed early because of inclement weather, practices and contests will be postponed as a rule. Occasionally, weather and road conditions clear by early afternoon, and, if it is determined that students can travel safely, a practice or contest may be held. The head coach, athletic director, and administrator will make the determination and every effort will be made to contact all the students. School closing information & rescheduled games will be announced during the school day. Students will have the opportunity to notify parents, using the front office phone.

### **TRANSPORTATION**

It is our preference to have students ride the school bus with the team when available. For in-town activities, students may drive to the school hosting the activity. Parents who drive must complete the school's driving form with a copy of their valid driver's license and insurance card. If students wish to ride home in a different vehicle than the one they arrived in, the parent is required to sign a transportation release form at the conclusion of the event.

### **LETTERING REQUIREMENTS**

Each head coach & sponsor will develop and inform participants of the requirements to earn a varsity letter. Copies of these requirements must be filed with the Athletic Director *prior* to the start of the season.

### **EXTRA CURRICULAR SUSPENSION/EXPULSION**

The Athletic Director, Administration, and Head Coach/sponsor reserve the right to make any independent investigation of any violations, during extracurricular activities that led to suspension and may result in expulsion from that or all activities. Every student reserves the right to a long term suspension or expulsion hearing. If a student and parents would like to request a hearing to review a student/athletes expulsion, they must contact the Athletic Director in writing within one week after the expulsion.

### **Wolverine's Athletic Fee Agreement**

There is an athletic fee that is non-refundable under any circumstances. The fees for middle school are \$80 per student per sport. This includes transportation fees. High school fees are \$110 per student per student per sport. This includes transportation fees. See the official fee schedule elsewhere in the student handbook. Please understand that paying this fee does not guarantee playing time. It does, however, contribute to the athletic program and the development of all players on the team. The athletic fee is nonrefundable once an athlete makes the team.

Extra fees might be required for the purchase of clothing to wear in practice/games. Any items bought this way are for the student/athletes to keep.

## **FRONTIER ACADEMY EXTRACURRICULAR PARENT CONTRACT**

1) I hereby give my consent for the above named student to participate and compete for the Frontier Academy Schools.

2) I have read the Athletic Handbook of Frontier Academy School and understand it fully. I agree that my son or daughter will abide by it while he or she is out for an activity and that the school and its coaches/sponsors will follow and enforce these guidelines as nearly as possible.

I further understand that it is my responsibility to do everything I can to support and encourage all the athletes, coaches/sponsors, and administrators to carry out all the guidelines associated with Frontier Academy Schools and its athletic/activity programs.

I further understand that should there ever be a time whereby either my son or daughter or the school is not in accordance with these guidelines, I may request a conference with school personnel to discuss the matter further.

3) I have read the summary of the Eligibility rules of the Colorado High School Activities Association published in CHSAA competitors Brochure and understand them fully. I realize that these requirements must be met before my son/daughter is eligible to participate for a member school of the Colorado High School Activities Association.

4) I hereby give my consent for the above named student to accompany any school activity of which he/she is a member on any of its local or out-of-town trips. I authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become necessary for the student in the course of such activities or such travel. I also agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the above named student in the course of such activities or such travel.

5) I understand that the school carries no insurance of any kind to cover medical expenses incurred while participating and I will assume all such expenses personally.

6) I agree to allow my student to ride to and from school events on the schools bus during athletic events.

## **FRONTIER ACADEMY EXTRACURRICULAR STUDENT CONTRACT**

1) I realize and agree that being able to participate in school sponsored activities at Frontier Academy Schools is a privilege and not a right.

2) I understand the following are basic policies of all Frontier Academy Schools Activities:

- Frontier Academy's extracurricular activity drug and alcohol policy will reflect actions of the current academic year. Offenses will be cleared from the prior year at the start of a new academic year. Suspensions and other restrictions will carry to the next season in the following academic year if not completed in the current academic year.
- A student shall not use or be in the vicinity of others illegally using tobacco, alcohol, or drugs in any form or be charged with any drug or alcohol related offense by police. Any student found guilty of using tobacco, alcohol, or drugs, or if administration finds reasonable

suspicion of guilt at any time during the academic school year (August-May), including out of school activity hours, will be subject to:

- **First Offense:** If the sport season is eleven games/contests or less, the athlete will be suspended two games/contests. If the sport-season is more than eleven games/contests the athlete will be suspended four games/contests. While under suspension, the athlete is required to attend all practices for the team.
- If the athlete does not serve all of the suspension before the sports season is over, the suspension will carry over for the next season the athlete participates in, including into the following academic year.
- If the athlete is out of season, the suspension will be applied to next season the athlete participates in, including into the following academic year.
- **Second Offense:** The athlete will be suspended from all athletic contests for one calendar year from the day found guilty. The athlete needs to complete an approved drug and alcohol counseling program outside of school in order to be reinstated the following year for athletic programs.
- Students shall not exhibit, generally speaking, overall misconduct at activities, such as leaving the area without permission, stealing, vandalism, fighting, and insubordination, profane or abusive language.
- Failure to comply with any or all of the above policies and other policies stated in the handbook will lead to my suspension from all school activities. **The severity of suspension will be based on the individual violation.**

3) I have read the Athletic Handbook of Frontier Academy and understand it fully. I agree that I will abide by it while I am out for an activity and that the school and its coaches/sponsors will follow and enforce these guidelines as nearly as possible.

I further understand that it is my responsibility to do everything I can to support and encourage all the athletes, coaches, and administrators to carry out all the guidelines associated with Frontier Academy Schools and its athletic program.

I further understand that should there ever be a time whereby I or the school is not in accordance with these guidelines, I may request a conference with school personnel to discuss the matter further.

4) I have read the summary of the Eligibility rules of the Colorado High School Activities Association published in this handbook and understand them fully. I realize that these requirements must be met before I am eligible to participate for a member school of the Colorado High School Activities Association.

5) I understand the rules and policies apply to all the following activities that I participate within the academic school year



FRONTIER ACADEMY

**MEDIA FORM - NON-RELEASE**

Throughout the school year students attend programs, activities, field trips and events along with normal classroom routines that support their education, promote community service or encourage positive behavior.

With Administrator's approval, occasionally, staff, parents and local media cover these events by taking photographs or video. This may include newspaper, television, websites, or other media production. This also includes our school's website.

If you **GIVE PERMISSION** for your child's name or photograph to be used for school-related public media or the school's website, you do not need to return this form.

If you **DO NOT GIVE PERMISSION** for your child's name or photograph to be used for school-related public media or the school's website (student will still be allowed to attend the activity or program) please fill out the bottom portion of this form, including your signature and date, and return to any Frontier Academy front office.

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Student Name Grade

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Parent Signature Date



## **STUDENT-PARENT ACKNOWLEDGMENT**

You are acknowledging that you will read and review the rules and regulations, and adhere to the contents contained in the student/parent handbook found at [www.frontieracademy.net](http://www.frontieracademy.net). A paper copy is available upon request.

I understand that my person, locker, personal property or vehicle is subject to search in accordance with these policies, and when reasonable under the circumstances.

I will read the Student/Parent Handbook found at [www.frontieracademy.net](http://www.frontieracademy.net).