

**FRONTIER ACADEMY ELEMENTARY SCHOOL
STUDENT & PARENT HANDBOOK
(2019-2020)**



**Frontier Academy Elementary School
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WELCOME

Welcome to Frontier Academy. All of us appreciate you and the gifts and talents you bring to our school. Together with your parents and guardians, teachers, administration, and support staff, we will 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.

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, Direct Instruction and Core Knowledge Curriculum. 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. Please contact our Director of Development at 970.330.1780 for additional details.

- 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.
- I will respect the privacy of other families by not sharing contact information without prior approval.
- 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 by developing my student into an exemplary leader within the parameters of the Frontier Academy mission and vision,
- The Frontier Academy staff acknowledges that their relationship with me is a partnership and frequent communication is an essential component of that relationship,
- Frontier Academy staff commits to uphold the Mission and Vision of Frontier Academy such as,
 - Small class sizes (typically between 21- 24 students),
 - Developing thoughtful leaders by providing character education,
 - Consistent scope and sequenced curriculum through Core Knowledge and Direct Instruction, with comprehensive programs in all core subject areas including Art, Music, Physical Education, Technology/Media, Drama and Library support.

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.

Please complete the last page of this handbook and return it to your child's teacher. This Statement of Commitment will be kept on file at Frontier Academy.

Yours in Education and Service,

Dr. Bradford Every
Elementary School Principal

INTRODUCTION

This handbook is designed to provide you with basic information on requirements, rules, procedures, traditions, and other things you and your family must 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 leader. Remember, the faculty is here to help you. If you have problems 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.

START AND END TIMES

School officially starts at 7:50 am and ends at 3:20pm. Students are not to be dropped off at Frontier Academy Elementary prior to 7:20am when staff goes on duty. All k-3 students must wait on the playground until the first bell rings at 7:45am. All 4-5 students must wait behind the 4-5 building until the 7:45 bell rings. After school, parents are not to pick-up their child in the classroom or hallways. This creates a great deal of congestion as the students try to exit the buildings.

Driveline begins at 3:20 and ends at approximately 3:40. Once driveline ends, students will wait in the front of the k-3 building with supervision until 4:00. Please pick-up your child in the drive-through lane in front of the school, or wait for them in the fenced in area on the west side of the building. Staff goes off duty at 4:00 pm. Excessive late pickup may result in appropriate authorities being contacted. Students not picked up on time will be instructed to report to the After School Program at 4:00 and families will be charged at the After School Program rate.

If a student will be walking or biking to or from school, parents or guardians must provide prior written permission. Parents or guardians assume all liability, and must notify an administrative assistant when the student will be using this option.

Parking lot traffic at the beginning and end of each day can be somewhat chaotic. Please be patient and considerate of other drivers and our parking lot volunteers. Our children's safety is our greatest concern. The parking lot rules and maps must be followed at all times.

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.

ATTENDANCE

Students must attend school in order to learn. Classes begin promptly at 7:50 a.m. All absences and tardies will be counted and recorded. Students are allowed ten days of absences per school year. If a student is absent more than 10 days, the school reserves the right to request a physician's statement to record the absence as excused. If a student arrives after 10:00 a.m. or leaves before 1:00 p.m., it is counted as a half-day absence.

TARDY

Being on time is an important part of being a responsible student. If a student arrives after 7:50 a.m., they are tardy and will require a tardy pass from the front office for admission to class. Tardies may be excused if parents have notified the front office or the student has a physician's note. Students are given five tardies per quarter before administrative action is taken. After the fifth tardy in a quarter, a letter may be sent home to the parents. If tardies persist, administration will meet with parents to write a plan that will alleviate the problem. This mediation plan could consist of reporting the excessive tardies to the appropriate authorities.

STUDENT ABSENCE DUE TO ILLNESS

Students are given 5 days of absence per semester before administrative action is taken. Parents must call Frontier Academy before 9:30am each day a child is not attending school to excuse the absences. Otherwise, it will be recorded as an unexcused absence. Parents or guardians will need to call 330-1780, Attendance Line, and leave a message. The message should include the student's name, teacher, grade, reason for absence and a contact number. If a child is absent for a planned period of time, the parent needs to call on or before the first day of the absence. The parent must specify the exact dates of

the absence and the date the student will be returning to school. In the case of absences due to illness, a physician's statement will determine the validity of absence for illnesses over 10 days.

Excessive absences without a doctor's excuse may result in writing a mediation plan to alleviate the problem. This plan could consist of home visits and/or reporting the excessive absences to appropriate authorities.

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

Exceptions

Exceptions to the attendance policy are long term health related illnesses that can be documented by a certified doctor/dentist or other unforeseen emergencies. The administration may waive days due to any unforeseen circumstances or emergencies.

School Functions and Activities

Students who are representing the school at a school activity will not be counted absent if prior approval has been given by the administration.

Missed Assignments

Short term - (1-3 days) For every day that a student has missed due to illness, they have two days to make the work up without a grading penalty.

Long-term - (4-10 days) If a student knows in advance they will be gone; please contact their classroom teacher. Homework will be made up when the student returns. Students will be given one week for the make-up of the missed work.

Leaving School Campus during School Hours

Appointments with doctors, dentists and other professionals should be scheduled before school, after school or on Fridays whenever possible. When this is not possible and your child must be dismissed early for an appointment, parents must notify the school. Parents must sign their child out at the office when they leave and must sign their child back in when they return. *All* children must be dismissed through the office during school hours (7:50am-3:20pm).

If you take your child off campus during lunchtime, you must notify the school and sign your child out at the office when they leave and sign them in upon their return. Parents are not allowed check-out other students without written permission from the student's parent. All students must be signed out and signed in at the appropriate front office. Written permission will remain in the office.

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.

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

Parents and students alike are responsible to adhere to the dress code. All clothes must have a neat and clean appearance. Staff will be checking students' dress each morning and throughout the school day. Infractions will be noted and parents will be notified. On the third infraction, the parent may be asked to deliver the proper clothing to school. On the fourth infraction, the student may be sent home to change clothes. The student may not be allowed in class until they are in the proper dress code. Parents and students are expected to follow the spirit of the dress code and not try to find "loopholes".

Shorts, Pants, Skirts and Skorts:

- Colors: solid navy and khaki
- Fabrics: cotton twill, stiff polyester or corduroy
- Length: shorts may be no more than 3 inches above the knee. Pants should not drag on the ground
- Belts are optional

Dresses:

- Colors: solid navy, red, khaki, or white
- Fabrics: cotton twill, stiff polyester or corduroy
- Must have a collar
- May be no more than 3 inches above the knee
- Jumpers must be worn over a dress-code compliant shirt

Biker Shorts Leggings and Tights:

- Colors: solid navy, red, khaki, black or white
- Must not show below the hem of skirt, dress, or jumper
- Must be worn under skirts, dresses and jumpers

Shirts:

- Colors: Solid collared shirt in navy, red and white
- Shirts need to be long enough to stay tucked in at all times OR if untucked then no longer than the tips of the fingers when arms are relaxed at the sides
- No logos larger than a credit card

Sweaters and Sweater Vest:

- Colors: solid navy, red, or white
- Must be worn over a dress code-compliant shirt
- No logos larger than a credit card

Sweatshirts and Hoodies:

- Colors: solid navy, red or white
- No logos larger than a credit card
- Frontier Academy sweatshirts and hoodies are always allowed

Please note: Clothes should be properly fitted and worn as intended. If any over garment is worn for warmth it must have a dress code shirt underneath if the student will be taking it off during the day.

Shoes:

- All shoes must be closed-toed
- No blinking lights
- Heels may be no higher than 1" heels. No platform shoes
- Crocs are not allowed
- Heelys are not allowed
- Any color or design may be worn, but should not cause a classroom distraction
- Socks must be worn with shoes

Additional Guidelines:

- Ear piercing: No more than 2 piercings per ear; small posts and small hoops up to 1 ½” may be worn. (No long dangling earrings.)
- Eyes must be seen
- Outerwear (jackets, coats, hats and scarves): May not be worn inside and should be marked with student’s name

Items not allowed:

- Glitter on face, body or hair, visible tattoos, either real or stick-on
- Bandanas or hairnets
- Excessive hair color or hairstyles that cause a classroom distraction
- Scarves and hats are not to be worn indoors

Frontier Academy maintains a clothing bank for all families. Please contact a school staff member for directions. The clothing bank gladly accepts donations of quality new and used dress code clothing. Please bring donations to the elementary school.

Dress Down Day Guidelines:

Occasionally we will announce a dress down day for our students. The following is the guidelines for those days.

- Clothing must be fitted
- No holes in clothing
- Shorts and skirts must still be no higher than 3 inches above the knee
- No reference to drugs, alcohol, gangs, violence, or sex on any clothing
- Mid sections (stomachs) must be covered
- No tank tops or spaghetti strapped tops, no undergarment straps showing
- No open toed shoes or crocs may be worn

Spirit Wear:

On the last day of each week, students will be allowed to wear Frontier Academy Spirit Wear shirts. These shirts can be purchased through the Wolverine Booster Club, from Frontier Academy sponsored events or through our online store. This is not a dress down day. All other dress code policies apply.

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 has a set of expectations and consequences for their classroom, however, none are more important than the first three. Staff 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 times, in the lunchroom during lunch and on the playground areas during grade level recess. Staff should 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 administration. In-school suspension, out of school suspension and expulsions may occur if the behavior warrants such action on the first offense.

Students are expected to be responsible for their behavior while at Frontier Academy. Students will be held accountable for violating classroom or school rules. Students who have a negative impact on the learning environment will be expected to give back to the Academy through school-wide involvement and assistance. Many situations where discipline is needed may be handled directly by immediate staff. When staff determines that a student's behavior requires a significant consequence, is habitual in nature or requires further investigation, discipline will be handled by administration. Examples of classroom discipline consequences may include:

- Warnings to stop the behavior or act.
- Student privileges may be revoked for a specific amount of time (loss of recess).
- Teachers may ask parents/guardians to attend school with the child for a day to assist in changing the behavior.
- Students may be given assignments related to the area of concern.
- Students may be required to assist in fixing broken items or clean messes.
- Students may be asked to provide some community service to the Academy.
- Students may receive a formal-individualized behavior plan that states clear expectations, supports for meeting those expectations and consequences for not meeting those expectations.

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.

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 life style 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.

Please bring any harassment complaints directly to 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.

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.

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. Our network serves a variety of people and uses, therefore 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.

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 inappropriate, 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 may result in immediate administrative action in addition to serious consequences which may include:

- loss of computer privileges for up to one year,
- dismissal from your computer class,
- loss of all Internet access,
- a temporary ban from the computer lab, or
- other consequences imposed by school policies and/or local, state or federal law, where applicable.

DISCIPLINE MATRIX

Level I Disturbances	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence/ Habitual
Disruption of Classroom/ Educational Process	Follow Teacher Discipline Model	Follow Teacher Discipline Model, Parent Notification	Follow Teacher Discipline Model, Parent Notification	In School Suspension (1- 5 Days), Create Behavioral Plan
Inappropriate Behavior – Recess/Lunchroom/ Hallway/Bathroom/ Unstructured Time	Detention in/on -Classroom or -Lunchroom or -Playground	3 Days of Community Service to School, Parent Notification, Referral to Administration	4–7 Days of Community Service, Parent Notification	In School Suspension (1- 5 Days), Create Behavioral Plan
Inappropriate Language or Actions (PDA)	Detention, Parent Notification	In School Suspension (1-3 Days), Parent Notification	In School Suspension (3-7 Days), Parent Notification, Create Behavioral Plan	Follow Behavioral Plan
Level II Disturbances	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence/ Habitual
Academic Dishonesty	In School Suspension (1-3 Days), Parent Notification, No Credit for Assignment	Out of School Suspension (1-3 Days), Parent Notification, No Credit for Assignment	Out of School Suspension (4-10 Days), Parent Notification, No Credit for Assignment, May create Behavioral Plan	Follow Behavioral Plan
Insubordination/Willful Disobedience/Disrespect Shown to Staff Member or Other Students or Volunteer	In School Suspension (1-3 Days), Parent Notification	Out of School Suspension (1-3 Days), Parent Notification	Out of School Suspension (4-10 Days), Parent Notification. May create Behavioral Plan	Follow Behavioral Plan

Level II Disturbances	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence/ Habitual
Harassment and/or bullying See Anti-Bullying Policy on Page 13-15	Detention or ISS, parent Notification	ISS, Possible Behavior Plan, Parent Conference	ISS, Create or Follow Behavior Plan	Follow behavior Plan
Technology Misuse on School Campus	In School Suspension (1-3 Days), Parent Notification	In School Suspension (3-5 Days), Parent Notification, Loss of Technology Privilege	Out of School Suspension (1-5 Days), Parent Notification, Loss of Technology Privilege, May create Behavioral Plan	Follow Behavioral Plan
Lying to a Staff Member	In School Suspension (1-3 Days), Parent Notification	In School Suspension (3-5 Days), Parent Notification	Out of School Suspension (1-3 Days), Parent Notification, May create Behavioral Plan	Follow Behavioral Plan

Level III Disturbances	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence/ Habitual
Destruction or Vandalism of School/Personal Property	In School Suspension (1-5 Days), Restitution, Parent Notification, Possible Police Notification	Out of School Suspension (1-10 Days), Restitution, Parent Notification, Possible Police Notification, May create Behavioral Plan	Follow Behavioral Plan, Possible Police Notification	
Aggressive Behavior	In School Suspension (1-5 Days), Parent Notification of All Parties Involved	ISS (2-5) days, Possible behavior plan, Parent Conference	Out of School Suspension (1-10 Days), Parent Notification of All Parties Involved, Create or Follow Behavior Plan	Follow Behavioral Plan
Fighting/Assault, Mutual Combat Including Self- Defense	In School Suspension (1-5 Days), Parent Notification of All Parties Involved,	Out of School Suspension (1- 3Days), Parent Notification, May create Behavioral	Follow Behavioral Plan, Possible Police Notification	

	Possible Police Notification	Plan, Possible Police Notification		
Sexualized Behavior	In School Suspension (1-3 Days), Parent Notification, Possible Police Notification	Out of School Suspension (1-3 Days), Create Behavior Plan, Parent Notification, Police Notification	Follow Behavior Plan, Parent Notification and Police Contact	
Theft of Student, School, or Employee Property	In School Suspension (1-5 Days), Parent Notification, Restitution	Out of School Suspension (4-10 Days), Parent Notification, Restitution, May create Behavioral Plan	Follow Behavior Plan	
Level IV Disturbances	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.)
- Chemical

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
 - In-School - Student remains in school, isolated from normal school activities. Student receives up to 100% earned credit for work completed while serving ISS.
 - Out-of-School - Student is suspended from school during school hours. Students can earn up to 100% credit for work completed during OSS.
3. Suspensions may last up to and including 10 days.
4. Students participating in extracurricular activities who receive an ISS or OSS may be ineligible to participate in those 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.

CELL PHONES AND ELECTRONIC DEVICES

Cell Phones, cell phone watches and electronic devices are acceptable before and after school and must be kept in student's backpack during the school day. These devices are prohibited during the school hours of 7:20a.m. to 4:00p.m. Any of these devices heard or seen during school hours will be confiscated by staff. The student's parent must pick them up in the office from administration or administrative assistants. Use of electronic devices during extracurricular activities is at the discretion of that sponsor. Frontier Academy staff will not be responsible for lost or stolen electronic devices or any expenses that may result in a lost or stolen electronic devices. Please contact administration for any special circumstances or considerations.

Recording devices may only be used if the student has a documented requirement for such a device in a written, formal plan.

SCHOOL AUTHORITY RIGHTS

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. In no circumstances will a student be questioned or detained 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 school personnel assigned by the administration, has the right to conduct a search of students, their lockers and 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 are subject to search by school officials when there is reasonable cause to believe such vehicle contains materials or objects prohibited by law or board policy.

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 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.

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.

“Dangerous weapon” 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.

VOLUNTEERS AND VISITORS

We appreciate your willingness to volunteer. Our staff depends on a strong volunteer force. Your volunteer time must be scheduled with individual staff members. Please honor those times by notifying the staff if you cannot keep your obligation. If you would like to be on campus beyond your scheduled time (more than 4 hours per month), please obtain prior approval from your student's teacher through email. When arriving, please use our main entrances of the buildings. State and federal laws require that visitors sign in on the Visitor Log at each of the front desks and wear a Visitor ID Badge while on school premises. For our students' safety, we require all visitors to be accompanied or directed by school staff. No visitor or volunteer will be permitted to enter a classroom without a visitor badge. All visitors must present a valid, government issued ID in order to be vetted through RAPTOR prior to entering the building. RAPTOR is used to generate visitor ID badges. As a volunteer or visitor, there are a few guidelines that must be followed for safety, legal liability and good mannered purposes:

- All access to student information either seen or heard is confidential and is not to be discussed with other individuals outside of the classroom.
- Please silence or vibrate cell phones when working in the classrooms.
- Conduct yourself in a respectful and fair manner, without partiality to individual students.
- Help us motivate children to work and succeed in school.
- Graciously accept direction and constructive criticism from staff members for which you are volunteering.

- Acknowledge the teacher as the authority in the classroom.
- Do not confront staff regarding disagreements or differences of opinion in the presence of children.
- Keep professional distance with students that are not your own.
- Be respectful of the classroom by not disrupting the teacher's instructional time or student learning.
- Dress modestly and appropriately for a school environment.
- If a younger sibling must accompany you, please make sure they are supervised at all times.
- Staff will handle all discipline. If, as a volunteer or visitor you are concerned for the safety or behavior of a student, you should report it immediately to the nearest school employee. In a discipline situation, you are never to touch or verbally reprimand any student other than your own.
- If these guidelines are not followed, the administration may ask you to fulfill your volunteer hours in another way.

Last, please remember to record all volunteer hours, including those worked out of school, on the computer at the K3 building or online at <http://www.frontieracademy.net/support/volunteer> so that we can honor your time and commitment. We thank you for your dedication to our school.

Donation of Technology

The Information Technology (IT) Department must approve any technology or electronic donation.

Drug & Alcohol Awareness

Frontier Academy is a drug and alcohol free school. Possession, sale or distribution of drugs or alcohol on school property will be grounds for mandatory expulsion. No parent is allowed on school grounds or at school functions where students are present, if he/she is under the influence of drugs or alcohol. Authorities will be notified.

PETS IN SCHOOL

Pets should not be brought to the school building at any time without prior permission from administration. Animals licensed under ADA regulations do not require prior approval.

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.

PARENT AND STUDENT RIGHTS

Notice of 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

Parent Involvement

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. As Teachers, parents will help children at home
2. As Supporters, parents will contribute their skills to the school
3. As Advocates, parents will help children receive fair treatment
4. As Decision-Makers, parents will participate in joint problem-solving with the school at every level

The Board recognizes parents and 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 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.

Protection of Pupil Rights Amendment

Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

We encourage students and parents to discuss any concerns or questions with administration.

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

HEALTH AND SAFETY

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 are unable to a parent, we may do any or all of the following:
 - a. Call ambulance
 - b. Have the child taken to a hospital in the company of a staff member.

Parents or guardians will be responsible for all incurred costs.

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.

MEDICATIONS

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:

1. Parents/Guardians may come to school and give it to your child at the

appropriate time.

2. 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)
3. 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.

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.

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 by paying special attention to the following:

- 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.
- Emphasizing safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities that offer special hazards.
- Providing first-aid care for students in case of accident or sudden illness.
- Providing bullying prevention and education:

Anti-Bullying

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 their academic performance or against whom federal or state laws prohibit discrimination based on the following: 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. Staff 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:

- To send a clear message to students, staff, parents and community members that bullying will not be tolerated.
- To train staff and students in taking pro-active steps to prevent bullying from occurring. Staff will receive professional development regarding bullying at least every 2 years.
- To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
- 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.
- To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
- To support victims of bullying by means of individual and peer counseling.
- To help develop peer support networks, social skills and confidence for all students.
- To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

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

Crisis Management Plans

Frontier Academy has created a comprehensive Crisis Management Plan for the elementary campus. Throughout the school year various drills will be practiced. They will include fire drills, tornado drills, and lockdown drills. Students are expected to follow the drill procedures outlined by their teacher. If students do not follow procedures as requested, they will be subject to consequences from the discipline matrix.

If Frontier Academy is under a tornado warning or other severe weather warning, students may only be released to parents if parents sign them out. Parents are strongly encouraged to stay in designated safe areas until the warning has been downgraded to a watch or less.

SPECIAL EDUCATION AND INTERVENTION

Parents who question whether their child is making satisfactory progress in a regular classroom should first request a conference with the child's teacher and then with administration if results are not satisfactory. The parents may request that their child be considered for the school's RtI (Response to Intervention) process. The RtI team will determine appropriate next steps. An RtI referral may also be made by the student's regular education teacher, the school nurse if there is a medical concern, the counselor, or administration.

GIFTED AND TALENTED

Gifted and Talented programming at Frontier Academy takes place in two main settings; in the general education classroom and in pull-out groups. The groups focus on the following:

- Higher level thinking skills
- Creative Problem Solving
- Group Affective Support
- Research Skills
- Leadership
- Creativity
- Individual Research Projects

The in-class part of the program varies depending on the class and teacher. Differentiation could take place in the form of enrichment activities, content extensions, acceleration, etc.

SCHEDULEING CONFERENCES OR MEETINGS **WITH TEACHERS OR ADMINISTRATION**

Scheduled Parent-Teacher conferences will take place in the fall semester. We strive to have 100% participation with families during fall conferences. Spring conferences will be held by staff or parent invitation upon request. Teachers will be available for scheduled conferences throughout the year during their daily planning time, before school or after school. Please call the front office to make an appointment or leave a voicemail message for your child's teacher.

We ask that all meetings or conferences with staff be planned in advance so that we can be best prepared to answer any questions or offer any ideas. Meetings with administration will need to be scheduled in advance with the building administrative assistant.

If a parent is perceived by staff as being belligerent or is using inappropriate language during a conference, staff reserve the right to end the conference and reschedule the conference at another time. Staff will have an administrator present at the rescheduled conference.

RESOLVING CONCERNS AND ISSUES **WITH SCHOOL OR STAFF**

First, it is necessary that parents and students should attempt to resolve issues directly with the party or parties involved by discussing the concern and attempting to create a solution accepted by all parties. If the concern is regarding specifics within the classroom, the teacher or staff member should be contacted directly for an agreeable solution. If the concern regards school

procedures or management issues, building administration should be contacted directly for an appointment.

Second, if the concern has not been resolved with the school representative stated above, the parent or student must discuss the concern with the school administration, who will attempt to help the individual resolve the issue. In the interest of resolving the concern, administration must confer with all involved parties.

Last, if the parent or student does not feel the concern has been resolved, they may initiate the formal “Grievance Procedure” stated below.

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 to oversee the accountability process and provide an avenue for a parent or student to address concerns, complaints or grievances that potentially satisfy the parents and improve the operation of the school.

The Grievance Committee shall be comprised of the Grievance Committee Chair (appointed by the Executive Committee President), one OPT officer, one Executive Committee member, one Frontier Academy staff member (from the other campus), and one member that is chosen from either the Colorado League of Charter Schools, or a former Frontier Academy Executive board member. If any of the aforementioned members are the subject of the grievance process, they will not participate in the Grievance Committee for that grievance.

Student Retention

Final decision for retention of a student lies with the school staff and administration. It is not Frontier Academy’s desire to retain students and therefore, interventions will be in place and documented prior to the final decision of a student being retained.

WOLVERINE ENRICHMENT PROGRAM

This program includes our before school, after school, Friday and summer enrichment or child care opportunities. Our Wolverine Enrichment Program is operated by a team of Frontier Academy staff members and serves to enrich the lives of Frontier students. The program runs from 6:30-7:20a.m. and 4:00-6:00p.m. most days that school is in session. We now offer a Friday enrichment program on most Fridays when students are not scheduled to be in school.

Enrollment will require an enrollment form and medical release form which can be found on our school's website. Enrollment paperwork and information can also be found in our front offices. Please contact the program coordinator with any specific questions.

Lunch Program

Students may either bring their own sack lunch or participate in the hot lunch program, which is provided by the District Six Nutrition Services Department. The food service will offer a daily lunch menu with two entrée choices, three side dish choices and milk. Free and Reduced Meal applications are available at any Frontier Office at any time. The applications will be processed by an approved Colorado Department of Education system. A monthly menu will be available online. All lunches must be pre-paid as charges will not be allowed.

Homework

Frontier Academy believes homework is a key for students to practice and apply skills taught in the classroom. Homework will be assigned for the purpose of enhancing the academic lessons learned in the classroom. It is expected that if a student is given homework, that the assignments are completed on time and brought to class the following day. Consequences for late assignments will vary by grade level.

Grading

Students will be evaluated and receive formal grades quarterly throughout the academic year. Grades are based on a 10-point scale. Students, with the exception of kindergarten, will receive a letter grade in all core subjects.

Mid-term reports will be sent home mid-way through each quarter for students earning a letter grade of C or below.

Field Trips

Field trips are offered to support grade level curriculum and instruction. It is also an opportunity for our students to represent Frontier Academy in our community. Field trips are a privilege. If a student's behavior leading up to a field trip presents a concern to staff, the student may not be allowed to participate. During the field trip, if staff members feel a student's behavior is detrimental to them or others, a parent or guardian will be called and expected to pick up their child immediately at the field trip location. All costs incurred are at the parent's expense. All field trips will be coordinated using Frontier Academy's Activity buses. Students participating in the field trip will be asked to contribute a fee that covers the cost for that trip.

Textbooks

Textbooks may be checked out to students. If any textbook is lost or damaged, parents are responsible for the replacement cost.

Bad Check Policy

Many occasions call for money to be exchanged in the form of a check. If a check is returned due to insufficient funds, the check will be turned over to a collection agency.

STUDENT FEES

Item	Fee	Description
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Paper	\$20	Frontier will purchase all copy paper
Athletic Pass (optional)	\$30	Provides entrance to any regular season Frontier sporting event

Lost and found

All lost and found items are to be turned in to the school office and placed in the lost and found. If your child loses something during the school year, you should check with the administrative assistant or the lost and found in the building. At the end of each quarter all unclaimed items will be donated to charity, if appropriate, or put to good use.

Statement of Parent and Student Commitment

This form is to be signed and returned to your student’s teacher

We agree to the policies, rules and expectations set in the Parental Letter of Understanding and the Parent/Student Handbook for Frontier Academy (go to frontieracademy.net to view). We further agree to provide our child with the necessary assistance and support to be successful at the Academy.

Parent / Guardian

Date

Parent / Guardian

Date

Statement of Student's Commitment

I agree to be the best student and learner that I can be.

I will follow the expectations of my teacher and the conduct code of Frontier Academy.

I will be a good friend to other students and assist them in being successful at Frontier Academy.

I will support Frontier Academy in being a drug and alcohol free environment.

Student Signature

Date