

**FRONTIER ACADEMY ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
(2016-2017)**



**Frontier Academy Elementary School
2560 29th Street
Greeley, CO 80631
(970) 330-1780
Fax: (970) 330-1762**

FRONTIER ACADEMY
Parental Letter of Understanding

Vision

Frontier Academy strives to inspire excellence in all students through academic achievement, a sense of community and citizenship.

Mission Statement

Frontier Academy strives to inspire all students to reach their fullest potential in academic achievement, character development and citizenship in a safe and innovative learning environment.

This will be achieved by engaging students in:

- Intentional and meaningful instruction
- Content-rich curriculum
- Purposeful extra curricular programs

This will result in community leaders who possess a strong foundation of knowledge, with a life-long commitment to learning.

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 uniform 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 21- 24 students),
 - Character education based on the 8 Keys of Excellence, Quantum Learning ideas and Social Skills,
 - Consistent scope and sequenced curriculum through Core Knowledge and Direct Instruction, with comprehensive programs in all core subject areas including Art, Music, Physical Education, Library/Media and Fine Arts.

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,
Dr. Bradford Every
Elementary School Principal

School Start and End Times

School officially starts at 7:50 am and ends at 3:20pm. Students are not to be dropped off at the Academy 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. 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. The teaching staff goes off duty at 4:00 pm. If a child is not picked-up by 4:00 pm the appropriate authorities may be contacted. Excessive late pick-up by the parent could result in administrative action up to and including alternate educational placement in the child's home school. 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.

If you have any questions, please contact Dr. Every at 330-1780.

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.

Snow Days and School Cancellations

Generally, we will follow all cancellations of District 6 schools. These will be announced on the local radio stations: KFKA and KUNC. On days that District 6 has an early dismissal due to weather, parents/guardians are to begin picking

up their children as soon as possible. If District 6 announces a Delayed Start, **Frontier Academy Elementary** students will report at 10:00 a.m.

Attendance

Students need to attend school in order to learn. This is a simple concept. Classes begin promptly at 7:50 a.m. Any student entering the building after the last bell rings is considered tardy. All absences and tardies will be *counted* and *recorded*. Students are allowed ten days of being absent 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 (if a student arrives after 10:00 a.m., it will be counted as a *half-day absence*). Tardies may be excused if parents have notified the front office or 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 will 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 Weld County Truancy Officer and the Weld County District Attorney. Excessive tardiness could result in an alternative educational placement in the child's home school.

Student Absences Due to Illness or Vacation

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. For all elementary students you 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 will result in writing a mediation plan to alleviate the problem. This plan could consist of home visits and/or reporting the excessive absences to the Weld County Truancy Officer and the Weld County District Attorney. Excessive absenteeism could result in an alternative educational placement in the child's home school.

Exceptions

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

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.

Student Absences due to Emergencies

Due to the individual nature of student absences related to emergencies, these will be handled by the administration on a case-by-case basis.

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 he/she will be gone; please contact his/her 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.

Visitors/Volunteers

We appreciate your willingness to volunteer. Our staff depends on a strong volunteer force. Your volunteer time will be scheduled with individual teachers. 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 child's teacher through email or by phone. 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 Badge while on school premises.** For our children's 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.***

As a volunteer for a classroom teacher or school-sponsored event, there are a few guidelines that will need to 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/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 a teacher 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 (i.e. midriff covered, no short shorts/skirts, no spaghetti straps).
- 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>
- If a younger sibling must accompany you, please make sure they are supervised at all times.
- Teachers will handle **all** discipline. If, as a volunteer 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 a student other than your own.**

If these guidelines are not followed, the administration will ask you to fulfill your volunteer hours in another way.

Health Services - Who are we?

- For Health Service forms and information please see the District 6 Health Services Website. <http://www.greeleyschools.org/Page/8187>
www.greeleyschools.org > departments > health services
- District 6 has **School Health Clerks** who are the main caregivers in health offices in all district and charter schools. They perform first aid and care for ill children, administer medications, perform health screenings, manage immunization and health records. They are available to answer questions and are able to contact School Registered Nurse Consultant at all times. Health Clerks have taken a health clerk training course and have yearly CPR, First Aid, Medication Administration, and other trainings as needed for specific student health needs.
- District 6 has **School Registered Nurse Consultants** who work as a team with health clerks, school administration and staff to provide physical, mental, and social support to help children learn. School Registered Nurse Consultants are trained with an RN-BSN and have obtained School Nurse licensure through CDE. School Nurses are responsible for preparing health

care plans, documenting health histories, collaborating with special education team on educational plans, delegating to unlicensed personnel who provide care for students, assisting with health education units, consulting with outside health providers and agencies.

Illness/Injury, Emergency Information

- Accidents/Illness/Injury –Health office staff or other qualified personnel will administer first aid for any ill or injured student. If needed, parent/guardians will be contacted and in extreme cases, 911 may be called.

- Emergency information – **PLEASE KEEP EMERGENCY CONTACT INFORMATION UPDATED WITH THE FRONT OFFICE STAFF.** We need to be able to contact you if your child is ill or injured.

Medications

- If your child must have medication of any type during school, including prescription or over- the-counter medicine (pills, syrups, cough drops, eye drops, creams, ointments, inhalers, injectable), you have three choices:
 - o Parents/Guardians may come to school and give it to their child at the appropriate time.
 - o Parents/Guardians and health care providers may complete and sign a physician authorization form. The medication must be in a pharmacy-labeled bottle or original packaging with instructions.
 - o Parents/Guardians may discuss with their health care provider an alternative schedule so the medication can be given outside of school hours.

- 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 their health care provider, their 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 <http://www.greeleyschools.org/Page/8183>

Health Questionnaire / Students with Health Concerns

- Health questionnaires - It is extremely important that parents/guardians complete the annual health questionnaire and **Emergency Information** form.
- Students with known health concerns – School Registered Nurse Consultants write Health Care Plans (HCP) for students that require specific procedures at school.
- All students who have diabetes, seizures, severe allergies, severe asthma or who have any medication (prescription or over the counter) in school should have a HCP. Other disorders may also have specific precautions which would require a HCP. PLEASE contact the school Health Clerk or School Nurse if you have concerns about your child's health.

§ Students with Severe Asthma, Severe Allergies, Seizure Disorder or Diabetes – forms are available from health office or on health services website for physician completion <http://www.greeleyschools.org/Page/8183>

Immunizations

- Immunizations are an important part of our children's health care and Colorado Law requires that children going to school be vaccinated to prevent vaccine-preventable disease. Students are not permitted to attend school without meeting immunization requirements or having a signed personal, medical, or religious exemption.
- If parents have concerns about immunizations and vaccine safety, visit www.ImmunizeForGood.com . The Colorado Immunization Program's website is located at www.ColoradoImmunizations.com.

- Schools work hard to ensure compliance with the immunization laws. Your help in providing updated immunization records at school registration and when your child receives additional vaccine(s) is greatly appreciated.

Screenings

- Hearing and vision screenings are conducted annually by health services staff including District Audiologist. The following grades are screened: Pre-K, K, 1, 2, 3, 5, 7, and 9, all new students, and students with special education needs – per the State of Colorado guidelines.
- Glasses when prescribed by an eye care professional are extremely crucial to student success. Please make sure students wear them daily at school.
- Students who do not pass vision screening will receive a —referral || for follow-up care. Students who do not pass hearing screening will continue to be monitored by school audiologist.

Parent Health Resources

- Health office staff are happy to assist parents in finding health information and access to health care.

School Wellness

- Research shows that children perform better in school when they eat healthy and are physically active. To support academic achievement and healthy living, District 6 offers exciting wellness opportunities for both students and employees. Please visit www.greeleyschools.org/wellness.

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.

Special Education Identification Procedures

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 request that their child be considered for the school's RtI (Response to Intervention) process. The RtI team will look at what has already been tried and offer more suggestions for helping the child in school. 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 the school principal.

Frontier Gifted and Talented Program

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.

Leaving School Campus during School Hours

Appointments with doctors, dentists and other professionals should be scheduled before/after school 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 the 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 to take *guest* children without written permission from the *other* parent. Guest children will also need to be signed out and back in at the office. The written permission will remain in the office.

Required State and District Testing

According to the Colorado Revised Statutes (1.2)(d)(i) it requires every student enrolled in a public school to take the assessments in the grade level in which the student is enrolled.

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 classroom instruction and reflect our true success to the community.

Students who have been opted-out a test by their parents will not participate in any activities, celebrations, or rewards associated with that test.

Scheduling Conferences or Meetings with Teachers or Administration

Parent/Teacher conferences will take place in the fall semester. Teachers will be available for ***scheduled*** conferences throughout the year during their daily planning time or before or after school. Please call the front office to make an appointment or leave a voicemail message for your child's teacher. Meetings with administration will need to be scheduled in advance with the building administrative assistant.

If a parent is perceived by the teacher or administration as being belligerent and/or is using inappropriate language during a conference, 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 the rescheduled conference.

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 the parent/student continues to receive unsatisfactory or incomplete answers to the concern, obtain a —Grievance Form || from the school offices or principals. Return the completed 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 go forward with the grievance process.

Grievance Procedure

Frontier Academy recognizes the value of observations, perspectives, 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 to be appointed by the Executive Committee Chair.

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.

After School Program

Our After School Program (ASP) is operated by a team of Frontier Academy staff members and serves to enrich the lives of Frontier students. The program runs from 3:40-6:00pm most full days that school is in session. ASP does not run on scheduled professional development days. Fees associated with ASP are not tax deductible.

Enrollment will require an enrollment form and medical release form. Enrollment in the After School Program is limited and will be on a first come first served basis. Enrollment paperwork can be picked up in the front office. For prices and questions, please leave a message for Dan Stone at 330-1780 or email danstone@frontieracademy.net

Cell Phone and Electronic Devices Policy

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 school hours 7:20a.m. to 3:45p.m. Any of these devices heard or seen during school hours will be confiscated by staff and the *parents* must pick them up in the office from administration. 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.

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

Donation of Technology

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

Lunch Program

Students attending the Academy 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 provided on or before the beginning of each month in the Monday folders. **All lunches are pre-paid, 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 from grade level to 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

The grade level field trips are offered to support the grade level curriculum. It is also an opportunity for our students to represent Frontier Academy in our community. The field trip is a privilege. **If a teacher or team determines that a student's behavior leading up to the field trip is less than exemplary, the student will not be allowed to participate.** Those students will spend the day with another teacher or administrator on the school campus. During the field trip, if staff members feel a student's behavior is detrimental to them or others, a parent/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 using Frontier Academy's Activity buses. Students that participate in the field trip will be asked to contribute a fee for each trip.

Textbooks

Textbooks (hard back books) will be checked out to students. Students will be required to cover them with brown paper bags. (No nylon covers please.) 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.

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 semester all unclaimed items will be donated to charity, if appropriate, or put to good use.

Student Discipline Code

Students are expected to be responsible for their behavior while at Frontier Academy. Students will be held accountable for violating classroom or Academy standards. 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. Each teacher has a set of expectations and consequences for their classroom. Most situations where discipline is needed will be handled directly by the teaching staff or administration. When a teacher determines that a child's behavior requires a significant consequence, the parent will be notified of the behavior and the consequence. Typical teacher discipline will include:

- Warnings to stop the behavior or act.
- Student privileges may be revoked for a specific amount of time (loss of recess, detention, late dismissal for lunch).
- For dealing with ongoing problems, 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 cleaning messes.
- Students may be asked to provide some community service to the Academy.

Suspensions

There are three types of suspension: in-school suspension, out-of –school suspension and expulsion. These suspensions may last up to 10 days, expulsion will be more than 10 days and less than 365.

§ **In-School Suspension**—Student remains in school, isolated from normal school activities and will receive full credit for any work completed, but will miss the benefits of classroom discussions and teacher lectures.

§ **Out-of-School Suspension**—Student will not be allowed on school grounds before, during or after school hours. This would include extracurricular activities that take place on the school grounds. Parents may request the work that is missed during the OSS.

§ **Expulsion**—Student will be denied admission to Frontier Academy, and future enrollment at Frontier Academy will be determined at the expulsion hearing.

Anti-Bullying 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* (1) (11) (I) 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 pro-active 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

Frontier Academy Discipline Matrix

Student Behavior / Incident	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence/ Habitual
Level I Disturbances				
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				
Academic Dishonesty	In School Suspension (1-3 Days), Parent Notification, No	Out of School Suspension (1-3 Days), Parent	Out of School Suspension (4-10 Days), Parent Notification,	Follow Behavioral Plan

	Credit for Assignment	Notification , No Credit for Assignment	No Credit for Assignment, May create 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
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
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

Student Behavior / Incident	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence / Habitual
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	Follow Behavioral Plan

			create Behavioral Plan	
Level III Disturbances				
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, Possible Police Notification	Out of School Suspension (1-3Days), Parent Notification, May create Behavioral Plan, Possible Police Notification	Follow Behavioral 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				
Use / Possession/ Distribution of Drugs or Alcohol or Any Controlled Substance*	Police and Parent Notification Recommend Expulsion			

Possession of a Weapon* See Firearms/Weapon Policy	Police and Parent Notification Recommend Expulsion			
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Student Behavior / Incident	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence / Habitual
Assault on a Staff Member or Volunteer Parent*	Police and Parent Notification Recommend Expulsion			
**Classification of Habitually Disruptive – See Explanation Below	Parent Notification Mandatory Expulsion			

*Expulsion is the first step for this incident according to Colorado School Law. 22-33-106.

<p>**Habitually Disruptive Classification – State law sets the definition for students to be classified as habitually disruptive. There are two ways a student might be determined to be habitually disruptive. Any student who receives more than five discipline referrals in any one school year will be habitually disruptive. Any student who accumulates the equivalent of three suspensions in one year will be classified as habitually disruptive.</p>
<p>Disciplinary actions of any offense not specifically listed will be determined by administration.</p>
<p>Parents will be notified of each suspension that counts toward the classification of Habitually Disruptive. CSL22-33-106 c.5II</p>
<p>Parents will be notified in writing the definition of Habitually Disruptive and Mandatory Expulsion. CSL 22-33-106 c.5III</p>
<p>Administration reserves the right to alter any disciplinary action outlined in the matrix based on extenuating circumstances and age appropriateness.</p>

School Authority Rights

Policy 5.10 – Investigations and Searches:

(A) 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.

(B) 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.

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:

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

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

“Dangerous weapon” means:

1. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm;
2. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;

3. 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
4. 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(1)(D)(I) AND (II)

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.

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.

Reporting Child Abuse and Neglect

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 result in abuse or neglect, must report this to the Principal or Assistant Principal. The Principal or Assistant Principal will make the decision to report this to the Weld County Department of Social Services. Frontier Academy and its staff have your child's best interest in mind and, therefore, we will always take the side of protecting the child.

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 or eligible students may ask the school to amend a record that they believe is inaccurate. They 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 Quality Teachers

Frontier Academy School provides the very best teachers, with 98% 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).

In accordance with Title I of the No Child Left Behind (NCLB) Act of 2001, parents through the Right-to-Know provision, may request information regarding the professional qualifications of their child's classroom teacher(s) or the qualifications of paraprofessionals providing services to their child. Additionally, parents may request information about their child's level of achievement on any state academic assessments. For that information, send your written request to the school Principal or Assistant Principal.

Dress Code

Each year the Academy will send out the updated dress code. Students who are in violation of the dress code will be notified through a written form sent home by the administrative assistant.

Frontier Academy Dress Code

Parents and students alike are responsible to adhere to the dress code. All clothes must have a neat, clean appearance. Teachers will be checking students' dress each morning. Infractions will be noted and parents will be notified. On the third infraction, the parent will be asked to deliver the proper clothing to school. On the fourth infraction, the student will be sent home to change clothes. The child will 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 and Pants:

- A. Colors: solid navy and khaki
- B. Styles: cotton twill, stiff polyester or corduroy

- C. Length: **GIRLS**—shorts may be no more than a credit card length above the knee. Capri length pants are allowed. **BOYS**—short length cannot go below the knee. Pants may not touch the ground.
- D. Pockets: Pants or shorts may have no more than 6 pockets.
- E. The following are not allowed: rolled-up pants or shorts, hip huggers, sagging or bagging pants or shorts, button-fly, embellishments of buttons or designs, side zippers, stripes down the side, and logos.

Shirts:

- A. Colors: solid navy, light blue, red, white or dark green.
- B. Styles: short, long or $\frac{3}{4}$ length sleeve, Polo's, Henley's, Oxford's, turtleneck, mock turtleneck, and Peter Pan collars. Buttons must match the shirt or be a neutral color.
- C. Shirts need to be long enough to stay **tucked in** at all times.
- D. Only the official school logo can be embroidered on the tops.
- E. The following are not allowed: velvet, silk, ribbed, velour, stretchy, rayon, knit or t-shirt material, lacy or frilly embellishments, crop tops, scoop necks, darted fitted shirts, and t-shirts.

Sweaters and Sweater Vest:

- A. Colors: solid navy, red, white and dark green.
- B. Styles: crew neck, mock turtleneck, Henley collars, cardigans or pullovers.
- C. Must be worn only over a dress code-compliant shirt.
- D. Only the official school logo may be embroidered on the tops.
- E. The following are not allowed: fleece, zipper front tech vests, and embellishments.

Sweatshirts and Hoodies:

- A. Colors: solid navy, red, white or dark green.
- B. Must be worn right side out at all times: may not be tied around the waist.
- C. Must be worn over a dress code-compliant shirt.

- D. Only the official school logo may be imprinted on the front.

Belts:

- A. Students are not required to wear a belt. If they choose to wear one, it must be a solid color, either brown or black. It may be no more than 6" longer than the waist measurement.

Shoes:

- A. All shoes must be closed-toed.
- B. No blinking lights or character shoes are allowed.
- C. Heels may be no higher than 1 ½" heels. No platform shoes. Snow boots can only be worn outdoors. They must be removed after the students return to class.
- D. Crocs are not allowed.
- E. Heelies are not allowed

Socks:

- A. Socks must be worn.
- B. Colors: solid navy, red, white, hunter green, brown, black or tan.
- C. Lace or embellishments must be the same color as the socks.

Skirts and Skorts:

Girls Only

- A. Colors: navy, khaki, plaid (J.C. Penney, Class Favorites or the thin uniform plaid).
- B. Fabric: cotton twill or stiff polyester.
- C. Styles: pleated or straight style. Long or short styles. (No longer than the top of the shoes or no shorter than a credit card length above the knee.)
- D. The following are not allowed: stripes, logos or deep slits on the side, back or front of the skirt.

Jumpers:

- A. Colors: navy, khaki, hunter green or the same plaids as stated above.
- B. Fabrics: cotton twill or corduroy
- C. Styles: same as above.
- D. The following are not allowed: front zippers, buckles other embellishments and Velcro.

Biker Shorts: (to be worn under skirts and jumpers)

- A. Colors: navy, red, khaki, black or hunter green.
- B. Shorts must not show below the hem of jumper or skirt.

Tights/Leggings:

- A. Colors: solid navy, red, white or student skin tone.
- B. Styles: cable knit or regular; no seams on legs. Must be in good repair.

Additional Guidelines:

- A. Fingernail polish must be neutral colors (no black, green, purple, rainbow designs etc.)
- B. Make-up may not be worn.

Boys and Girls Additional Guidelines

Ear piercing:

- A. No more than 2 piercings per ear; small posts and small hoops up to ½" may be worn. (No long dangling earrings.)

Other jewelry:

- A. Necklaces need to be small and no longer than 12" in length.

Eyes:

- A. Eyes must be seen (no sunglasses may be worn inside).
- B. Contact lens must be natural eye color only.

Outerwear (jackets, coats and hats):

- A. May not be worn inside.
- B. Should be marked with student's name.

Items not allowed:

- A. Glitter on face, body or hair, visible tattoos, either real or stick-on.
- B. Bandanas or hairnets
- C. Excessive hair color (hair must be natural colors) or hairstyles that cause a classroom distraction.
- D. Shaved designs in hair, including mohawks.

Frontier Academy maintains a clothing assistance program for those families in need. Please contact a school administrative assistant 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, not sagging or bagging.
- No holes in clothing.
- Shorts and skirts must still be mid-thigh when sitting.
- No reference to drugs, alcohol, gangs, violence, or sex on any clothing.
- Mid sections (stomachs) must be covered.
- No tanks tops or spaghetti strapped tops, no undergarment straps showing.
- No excessive or unnatural hair dyes.
- 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 High

School Booster Club. This is not a dress down day. All other dress code policies apply.

Statement of Parent’s/Student’s Commitment

(This form is to be signed and returned to the Academy)

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 Child’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