

# Student-Parent Handbook

2017-2018



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# Frontier Schools

## Vision & Mission

### Frontier Schools Vision Statement

To become a vibrant, innovative educational leader, building strong partnerships with other academic, business and community institutions.

### Frontier Schools Mission Statement

Empower students to discover and develop their innate gifts and talents

- in pursuit of college readiness, productive citizenship and lifelong learning
- within an atmosphere of academic excellence with a STEM (Science, Technology, Engineering and Math) focus
- to prepare for the STEM-related jobs now projected for the American workforce
- meeting the needs of all, including those whose primary interest is non-STEM
- providing flexibility to expand in the future to a STEAM environment by adding an Arts component

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## SECTION I: GENERAL INFORMATION

### Student Rights

The school pledges to allow all students to:

- Feel safe in the school environment.
- Take full advantage of learning opportunities.
- Work in an environment free from disruptions and chaos.
- Express opinions, ideas, thoughts and concerns.
- Have a healthy environment that is smoke, alcohol and drug free.
- Use school resources and facilities for self-improvement.
- Expect courtesy, fairness and respect from all members of the learning community.
- Be informed of all expectations and responsibilities.
- Take part in a variety of school activities.

### Admissions Policy

Admission and enrollment of students shall be open to persons who reside within the Kansas City Missouri School District boundaries stated in the open-enrollment charter of each Frontier Schools campus and who are eligible for admission based on lawful criteria identified in the charter and in law. The total number of students enrolled in any campus shall not exceed the number of students approved in the charter or subsequent amendments.

### Non-Discrimination

Frontier Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

When making admissions decisions, Frontier Schools does not discriminate against students on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

### Denial of Admission

A student may be denied admission based upon a previous disciplinary suspension/expulsion that would have resulted in suspension/expulsion at the school or who has engaged in criminal conduct as provided in Frontier Schools Policies and Regulations and state law.

### Submission of Applications and Admissions Lottery

Frontier Schools requires applicants to submit a complete application form in order to be considered for admission. For each year of campus operation, the application period for the lottery begins on January 1st and ends on March 15th.

An admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment spots. Lottery winners may be notified by telephone, e-mail or U.S. Postal Service. Failure of an applicant to respond within designated deadline will result in the forfeiture of his or her position in the application process. Parents notified by mail should call the admitting campus immediately upon receipt of the notice in order to preserve their child's position in the lottery.

Once all enrollment spots have been filled by the lottery, the remaining numbers will be placed on a waiting list in the order in which they were generated. If a vacancy arises before the commencement of the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

## Lottery Exceptions

Students who currently attend Frontier Schools and intend to return the next school year are given priority in admission, so long as they notify the campus they attend of their intent to return for the next school year by the last school day of February. Returning students who indicate their intent to return for the next school year are exempt from the lottery process.

If capacity of Frontier Schools, Inc. is insufficient to enroll all pupils who submit a timely application at any grade level, Frontier Schools, Inc. will use a lottery admissions process that assures all applicants of an equal chance of gaining admission except that:

1. Frontier Schools, Inc. gives a preference for admission of children whose siblings attend the school or whose parents are employed at the school. If there are fewer openings at a grade level than students on the waiting list from category #1 a lottery is used to determine which children will be admitted. If the number of pupils from the category #1 waiting list is equal or less then the opening at a grade level all category #1 pupils will be admitted.

- a. "Sibling" shall mean a biological or legally adopted brother or sister residing in the same household as the applicant. Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not siblings. Sibling enrollment is dependent on available space and does not guarantee enrollment of each listed sibling.

- b. Children of the Frontier Schools Inc. teachers and staff (so long as the total number of students allowed constitutes less than five percent (5%) of the total enrollment) are exempt from lottery and boundary requirements, as permitted by federal guidance on the Charter Schools Program.

Any above listed exceptions to Frontier Schools, Inc. admissions process shall be complaint with RSMo. 160.410.

All pupils on the waiting list district-wide will be used to fill remaining vacancy by grade level. If after pupils from category #1 above are enrolled, a lottery is used to determine which children will be admitted.

All students seeking admission to Frontier Schools, Inc. and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, safety and other eligibility prerequisites as established by Charter LEA policies, rules and regulations and by State law. Students entering Frontier Schools, Inc. will be required to present a birth certificate or some other acceptable proof of age along with proof of residency.

## Student Information

Any student admitted to Frontier Schools must provide records, such as report cards from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling at Frontier Schools for the first time must present documentation of immunizations as required by the Missouri Department of State Health and Senior Services.

No later than 5 days after enrolling in Frontier Schools, the parent and school district in which the student was previously enrolled shall furnish records to verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school.

Frontier Schools will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's consent.

## Residency Verification

The Missouri Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in Frontier Schools, each student's parent must show proof of residency at the time of enrollment.

Residency may be verified through observation, documentation and other means, to include but not limited to:

- A recently paid rent receipt.
- A current lease agreement.
- The most recent tax receipt indicating home ownership.
- A current utility bill indicating the address and name of the residence occupiers.
- Mailing address of the residence occupiers.
- Visual inspection of the residence.
- Interviews with persons with relevant information.
- Building permits issued to a parent on or before September 1 of the school year in which admission is sought as evidence of residency for the school year in which admission is sought only.

Falsification of residency on an enrollment form is a criminal offense.

## Attendance

Regular attendance is essential to achieving success in school. Students are expected to be in school and attend scheduled classes 90% of the designated school days. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

## Notice to Parents

Section 167.031, R.S.Mo., states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial, home school or a combination of schools for the full term of the school year.

## Absence and Tardiness

### Absence in General

When a student must be absent from school, parents are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted. **Notes must be received within three days of the absence, or the absence will be unexcused.**

All anticipated absences must be approved by the Principal at least one full day before the absence. All assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or the Assistant Principal. Any absence not approved in advance will be unexcused.

Because excessive absences are considered truancy under state law, the school reserves the right to take extreme absence cases to court.

### Types of Absences

The school recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the school's expectations. Students and parents should also be aware of the school's policy regarding homework, quizzes, and tests following an absence.

## Excused Absences

Students may be excused for temporary absence resulting from any cause acceptable to the Principal or Assistant Principal. As discussed above, parents must provide a written explanation for their student's absence to be considered as an excused absence. Parent excuse notes may not exceed 5 days within a school year. The excuse will be filed in the attendance office and become part of the student's record.

An absence will be considered excused if the absence is for one or more of the following reasons:

- Personal illnesses that do not exceed three consecutive days. Illnesses that extend beyond three days will require a doctor's note.
- Family emergency or illness.
- Quarantine of the home.
- Death of a relative.
- Observing religious holy days. \*Note: 1 day excused for each religious holy day.
- Juvenile court proceeding documented by a probation officer.
- Attending a required court appearance
- Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship.
- Student participation in a United States naturalization oath ceremony.
- Documented health care appointments, if the student begins classes or returns to school on the same day as the appointment.
- Taking part in a United States naturalization oath ceremony
- Serving as an election clerk.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Documented college visits by junior or senior students. A student will not be excused for this purpose for more than two days during the student's junior year and two days during the student's senior year.
- Temporary absence resulting from any cause acceptable to the student's teacher, Principal, or Superintendent.
- Car trouble (with prior notification) \*Note: Eligible student drivers only.

Any student participating in an activity listed above will be allowed one day's excused absence for travelling to the activity and one day's excused absence for returning from the activity.

## Unexcused Absences

Any absence not listed above will be considered an unexcused absence. Examples of unexcused absences include, but are not limited to:

- Failure to bring a written note within three school days following an absence;
- Leaving school without the permission of the Principal/Assistant Principal;
- Walking out of class
- Receiving a pass to report to a certain school area and failing to report.
- Oversleeping
- Family vacation or going out of town
- Missing the bus
- No ride to school
- Personal business
- Needed at home
- School related activities in which the student is NOT participating
- Car trouble (without prior notification) \*Note: Eligible student drivers only.

## Make-Up Work

Students who are absent for school-related reasons or for an anticipated or planned absence their parents must make arrangements for make-up assignments prior to the absence.

For any class missed, the teacher may assign make-up work based on the instructional objectives for the subject or course and the student's needs in mastering the essential knowledge and skills or in meeting subject or course

requirements. Students are responsible for obtaining and completing make-up work in a satisfactory manner and within the time specified by the teacher.

Students will be allotted one day for every day absent to complete make-up assignments. A student who does not complete make-up assignments within the time allotted will receive a grade of "F" or 0% for the assignment.

If a student misses a test due to an excused absence, a make-up test will be scheduled by the teacher. Students are responsible for taking the test at that time. Teachers are not obligated to reschedule a make-up exam. An unexcused absence may result in an "F" or grade of 0% for each assignment missed.

### **Tardiness**

The school's tardy policy has been developed to emphasize the importance of each student arriving on time to school every day and remaining in the classroom for the entire period. Learning personal responsibility by arriving to school and class on time is an integral part of the school's standard of excellence, which helps prepare students for success. Students should be inside the classroom by designated start time. A student arriving after this time must report to the front office and obtain a tardy slip. Tardiness to school will be unexcused, unless the student arrives to campus late for one of the following reasons:

- Late Bus Arrival
- Personal illness
- Attendance at a required court appointment.
- Appointment with a doctor, dentist, or other professional.

For a tardy to be excused, the student must present a note, phone call, or email from the parent explaining the student's late arrival. The school may also require a written note from a doctor, dentist, or other professional.

The Principal and/or Assistant Principal may substitute alternative disciplinary consequences for habitually tardy students.

### **Compulsory Attendance**

The term "compulsory attendance age for the district" shall mean seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation in all other cases. Children between the ages of five (5) and seven (7) are not required to be enrolled in school. However, if they are enrolled in a public school their parent, guardian or custodian must ensure that they regularly attend.

Compulsory attendance laws require resident students between the ages of seven (7) and either seventeen (17) years or successful completion of sixteen credits toward high school graduation, to attend school full time, with the exception of those students who may be excused from full-time attendance by the Principal. Individual petitions for any deviation from full-time attendance shall be considered by the Principal on the merits of the individual student's application and in compliance with state law and regulations. For purposes of this Policy, a completed credit toward high school graduation is defined as one hundred hours of instruction or more in a course.

Any student age seventeen years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state literacy hotline office by Frontier Schools (per campus).

**Frontier School System will adhere to the following steps with regards to student unexcused absences:**

- **3 Absences** = Written Notification - The Principal or his/her designee will send written notification through Registered Mail, addressing the importance of attendance for Frontier students. If letter is returned, process will move to next step.
- **5 Absences** = Parent Meeting- The Principal or his/her designee will arrange for a parent meeting to discuss attendance concerns and create plan for improving student attendance. After the third attempt to schedule a meeting, process will move to next step.
- **7 Absences** = Citation Warning Notification Letter - The Principal or his/her designee will send written notification, Registered Mail.

- **10 Absences** = Citation issued by Kansas City Police Department per **Compulsory School Attendance Ordinance No. 120180 (Sec. 50-243)**. Parent and student will be mandated to appear at truancy court. Truancy court will be held each Tuesday at 10:00am.
- **12 Absences**= Referral to the Division of Family Services. (Does not apply for medically documented extended absences).

**NOTE:** Students missing ten (10) or more days in a semester are eligible to be immediately withdrawn. Examined on a case-by-case basis; 7 consecutive days of unexcused absence that are not communicated with the school, will result in immediate withdrawal from school and student placed on waiting list.

### **Truancy and Educational Neglect**

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate. Section 210.115 R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Family Services (DFS). The building principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.

### **Credit and Promotion**

To receive credit in a class or be promoted to the next grade level, a student must attend at least 90% of the days the class is offered. These include both excused and unexcused absences. A student who attends fewer than 90% of the days the class is offered may be referred to a campus Attendance Review Committee (each semester) to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

In determining whether there are extenuating circumstances for an absence, the Attendance Review Committee will use the following guidelines:

- All absences will be reviewed, with consideration given to special circumstances discussed in Missouri Education Code.
- For a student transferring into Frontier Schools after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student, parent, or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.
- Students whose absence is unexcused will not receive any credit for instructional activities occurring during their absence. The net effect of an unexcused absence or absences may be a reduction in the student's grade. In addition, students who have unexcused absences may be required to attend after school classes or Saturday classes to complete classroom work covered in their absences.
- Students are required to make up work as a result of class periods missed. It is the student's responsibility to meet with the teacher to obtain the necessary assignments and instructions.

If credit is lost because of excessive absences, the Attendance Review Committee will decide how the student may regain credit. If the committee determines that there are no extenuating circumstances and that credit may not be regained,

the student and/or parent may appeal the decision by filing a written request with the Principal within 15 days of the last day of the semester. The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Principal or designee shall inform the student or parent of the date, time, and place of the meeting.

## **Dismissal Policy**

Students should be picked up no later than fifteen minutes after dismissal each day. Students should not be in the corridors, at their lockers, or in the school building later than five minutes following dismissal time unless accompanied by a staff member. Students must follow all school rules during dismissal time.

### **Dismissal/Pick up Information Form**

Parents must fill out a form provided by the school regarding dismissal information about their child. The school is not responsible for students who leave campus without written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses. Disciplinary action will be taken against students who leave and return to campus without having written permission from an administrator.

### **Important Notice**

Students are not allowed to remain on campus after designated dismissal times without adult supervision. A student who remains on campus unsupervised after dismissal time may result in notification to Kansas City Police Department and/or Division of Family Services.

## **Early Dismissal from School**

In all instances of early dismissal, the following precautions are taken to ensure student safety:

- Approval of parent or guardian is required in all instances of early dismissal.
- Students may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his or her behalf.
- A student may not be released "on his or her own" without verified parental permission and Principal or his/her designee's approval.
- No staff member shall permit or cause a student to leave school prior to the regular dismissal time, except with the knowledge and approval of the Principal or his/her designee and parent.

## **Withdrawal from School**

### **Voluntary Withdrawal**

A parent wishing to withdraw a student from school should notify the school at least 24 hours in advance. By providing this information in advance, parents help facilitate the withdrawal process. A withdrawal form may be obtained from the school registrar's office. The Principal or other administrator will verify the information on the withdrawal form when the parent arrives to sign withdrawal papers to complete the process. The parent shall also provide the name of the new school in which the student will be enrolled, and must sign the formal withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws. On the student's last day, a copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. The student will also be provided with a copy of the completed withdrawal form showing the student's grades earned to date to provide to his or her new school.

Withdrawing students and parents are expected to:

- Return all textbooks and checked-out materials and equipment;
- Complete any make-up work assigned;
- Pay any unpaid balance for student fees, if any; and
- Sign a release of student records.

## **Dress and Grooming**

As authorized by state law and the school's charter, students are required to wear uniforms to school. The school's uniform policy and grooming standards are established to teach grooming and hygiene, creates a safe and orderly



environment, instills discipline, and eliminates competition and distractions caused by varied dress styles. Students are expected to arrive in a proper school uniform every day, display modesty and neatness, and take pride in their uniforms. The school relies on student common sense and the support of parents to help maintain this dress code.

Parents must provide their student(s) with the required uniform, except in the case of educationally disadvantaged students as provided in the Missouri Education Code. The school may provide a uniform for economically disadvantaged students. A request for school assistance for purchasing uniforms must be made in writing to the Principal, and include evidence of the inability to pay. Further details are available in the Principal's office.

A parent may choose for his or her student(s) to be exempted from the requirement of wearing a uniform if the parent provides a written statement that, as determined by the school administration, states a bona fide religious or philosophical objection to the requirement.

### Notice to Parents and Students

If a student arrives at school out of uniform or is groomed inappropriately, the student's parent(s) will be called to bring a change of clothes. The student will not be allowed to attend class until he or she is appropriately dressed. Any class time missed will be counted as an unexcused absence. The school reserves the right to determine and restrict unbecoming styles. Violations of the school's uniform policy and grooming standards will result in incremental disciplinary action.

### Uniform Top

- All students must wear the Frontier School uniform shirt. This shirt must be purchased from the school, and may not be substituted with a plain red or blue polo shirt.



### Pants and Slacks

- Properly fitting navy blue, black, or khaki pants. **No other colors will be allowed.** (For all grade levels)
- Tight fitting pants, stretch pants, sweatpants, jeggings, yoga pants, spandex, or leggings are not allowed.
- Properly fitting navy blue, black, or khaki shorts. Shorts must be to the knee or longer.
- No skirts or dresses are allowed.**
- Pants may not be baggy or sag, or have a low waistline and must be worn properly at the waist.
- Pant legs may not be rolled.
- Belts must fit properly and not hang down when buckled. No big buckles are allowed.

### Footwear

- Closed toe shoes must be worn at all times. Shoes must have backs or secure straps on the heel for safety. (Athletic footwear or dress shoes are acceptable)
- No footies, slippers, sandals, flip flops, high heels, or Crocs are allowed.
- Shoelaces must be tied at all times. No long shoelaces are allowed.

### Note to Parents and Students

Uniforms with torn pants or shirts with holes are not allowed. All damaged uniform items should be replaced.

### Additional Uniform Policy and Grooming Requirements and Limitations

In addition to wearing proper school uniforms, Frontier Schools requires that students follow the following dress code guidelines. Frontier Schools prohibits any clothing or grooming that, in the administrations' judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations.

#### Outerwear

- School issued sweatshirt or sweater may only be worn with school uniform shirt.
- No hats, caps, bandannas, or other head-wear are allowed.
- No outerwear, such as windbreakers, jean jackets, or ski jackets, may be worn inside the classroom. Such items must be stored in the student's locker.
- "Hoodies" may not be worn inside the school building.

#### Personal Appearance

- No facial or body piercings (tongue piercing) are allowed.
- No clip-on jewelry (earrings, nose rings, etc.) is allowed. Only stud earrings may be worn; no dangling or hoop earrings are allowed.
- No tattoos (permanent or temporary) are allowed.
- No extreme hairstyles (Mohawk, etched designs in the hair, rat-tails, and extreme spiked-up hair).
- Hair should be properly groomed.
- No extreme colored hair is allowed.
- Sunglasses are not permitted.
- Wallets with long chains are not permitted.
- Shirts must be tucked in at all times.
- Tasteful make-up and nail polish that does not call attention to the student may be worn.
- Necklaces should be worn under the uniform shirt.

#### Dress Code on Free Dress Days

All general guidelines for dress apply on free dress days, even though school uniforms are not mandatory. Garments must be free of holes, tears, inappropriate or violent: wording, pictures, logos, messages or advertising. Skinny, tight fitting jeans/pants, stretch pants, sweatpants, jeggings, yoga pants, spandex, dresses, skirts, or leggings are not allowed. Students may not wear low cut, midriff-baring, see-through, sleeveless, or backless blouses. Students may wear jeans on free dress days only, but they must be free from holes, rips, or tears. **Parents may be called to bring a change of clothes or pick up a child if he or she violates the dress code.**

#### Student Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide their own consumable items, such pencils, paper, pens, erasers, and notebooks. Students may be required to pay certain fees or deposits, including:

1. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials.
2. Membership dues in voluntary student clubs or organizations and admission fees for extracurricular activities.
3. A security deposit for the return of materials, supplies, or equipment.
4. A fee for personal physical education and athletic equipment and apparel, although a student may provide his or her own equipment or apparel if it meets reasonable requirements and standards relating to health and safety.
5. A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, and graduation announcement.
6. A fee for voluntary student health and accident benefit plan.
7. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school.
8. A fee for items of personal apparel used in extracurricular activities that become the property of the student.
9. A parking fee or a fee for an identification card.
10. A fee for a driver training course, not to exceed the actual cost per student in the program for the current school year.
11. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff.
12. A fee for summer school courses that are offered tuition-free during the regular school year.

13. A reasonable fee for transportation of a student who lives within two miles of the campus.
14. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the student from attending the program.
15. A fee for lost, damaged, or overdue library books.
16. A fee specifically permitted by any other statute.

The school may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the Principal, and include evidence of the inability to pay. Details for the fee waiver are available in the Principal's office.

## **Textbooks and Curriculum Materials**

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class, except for dual credit courses. Materials must be used by the student as directed by the teacher. A student who is issued damaged materials should report the damage to the teacher.

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the damages are paid for by the student and/or parent. However, a student will be provided textbooks for use at school during the school day. The school may reduce or waive the payment requirement if the student is from a low-income family. The release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks or supplemental materials.

Electronic textbooks shall be returned free of viruses or any other malicious software, and free of any plug-ins or software not specifically approved by the school. All components or applications that are a part of the electronic textbook when issued must be returned.

## **Student ID Cards**

ID cards may be issued to each student. This card allows students to attend school-sponsored functions. Students may be asked to show their ID card in order to order breakfast or lunch. If a student loses an ID card, he or she should go to the main office before or after school to purchase a replacement.

## **Lost and Found**

Anyone who finds books, clothing or other personal items left unattended should bring these items to the front office. Students who have lost these items should check at the front office. Items will be kept in lost and found for up to seven days. The hallways are inspected each evening and all unsecured items are placed in the front office. Students should label all books, uniforms and other personal belongings with their name to ensure the prompt return of an item that has been misplaced.

## **Meals**

The school participates in the National Breakfast Program and National School Lunch Program and offers meals free or at reduced prices for families whose income meets eligibility guidelines. School breakfast and lunch nutrition standards are based on the latest *Dietary Guidelines for Americans*. While school lunches must meet Federal meal requirements, decisions about what specific foods to serve and how they are prepared are made by local school food service providers. Menus may be obtained at the school office or on the school website.

Students are encouraged to purchase meals from the school in advance. Payments may be made to the student's account on a weekly or monthly basis. See the school office for acceptable methods of payment.

## Free and Reduced-Cost Meals

Applications for free or reduced meals are available in the front office. Meal applications are valid for one (1) year. Therefore, families must submit an application annually. The school provides applications for free or reduced-cost meals to each student enrolled at the beginning of each school year. Applications must be completed, listing all members of the household and family income. Should family income status change, assistance may be requested at any time during the school year by completing a new lunch application. Only one application per household is required. Completed applications should be returned to the front office.

## Lunch Periods

All students will remain on-campus during the lunch period. (See campus policy) Students may buy lunch at school or bring their lunch. During the lunch period, students are expected to display good manners and courtesy. Students may eat only in the lunch area, and must clear their place and dispose of all trash appropriately. The lunch area will be monitored by administrators and/or teachers as designated.

The following guidelines apply to the cafeteria.

- Students must dispose of plates and utensils in garbage bins.
- Students must keep tables, seats, and floors clean.
- Students must talk in a normal tone or volume. No screaming, yelling, or shouting is allowed or tolerated. Students must use appropriate language at all times.
- Students must keep cafeteria lines orderly; no pushing, running, horse playing or cutting in lines.
- Students may not loiter in the cafeteria during lunch. Students must remain seated unless otherwise instructed.
- Students must keep hands, feet, personal belongings and food to themselves.
- No backpacks are allowed in the lunch area.
- Students who deface school property will be fined an amount necessary to cover the cost of restoring or replacing the damaged property.
- Students may not order food from outside Frontier Schools without approval from an administrator.

Students who do not follow these guidelines may be subject to disciplinary action.

## Public Areas

Hallways, stairways, the cafeteria, and restrooms are used by all students and school employees. The following rules of conduct apply to all students:

- Students may not loiter, eat, and run in hallways, lockers, stairways, or restrooms.
- Students may not use any profane or vulgar language while in these areas.
- Students may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- Students may not draw graffiti, post fliers or write on walls, bulletin boards, doors, desks, books or any other school property.
- Students must keep these areas clean and safe.
- Students may not leave belongings on the floor, outside of, or on top of lockers.
- Students must clean up after themselves and properly dispose of all trash.
- Students must immediately report any leaks, spills or other problems in the restroom to a teacher or the office.
- Students may not roughhouse, wrestle with, or trip others in these areas.

Students are not permitted in the halls during class periods or during the lunch hour unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes or who violate the guidelines listed above will be subject to disciplinary action.

Additionally, teachers have the authority to submit referrals to the office for the following student conduct:

- Use of a classroom without teacher permission.
- Using or removing any item from a teacher's desk.
- Using laboratories when no teacher is present.
- Using the playground without permission.
- Presence in construction areas or any other area deemed "off limits" by the Principal or Assistant Principals.

- Use of the pay phone during the day without permission from authorized school personnel.
- Disrespect to the teacher.

## **Closed Campus**

The school operates a closed campus. Students are not allowed to leave for any reason during the school day without properly checking out in accordance with campus rules and procedures.

## **Library**

The library is a resource center used by all students for class assignments and for reading of appropriate materials. The resources of the library are available to support and enhance student learning and understanding and to encourage students to become independent, life-long learners. Books, magazines and reserve materials may be checked out for varying times. Desks and carrels are available for studying. Students may perform group work for class if they work quietly. School policy does not allow students to bring food or drink into the library. The total number of students who may use the library at any one time will be limited.

## **Cell Phones and Other Electronic Devices**

Possession and use of cell phones, computers, and other devices capable of electronic communications at school is a privilege and not a right. Possession and use of such devices at school or school-related events or activities shall be subject to school approval and regulations.

### **Cellular Phones**

All cellular phones must be turned off and placed in their locker upon arrival. Students may not use cellular phones within the school building. Devices that are on and/or cause a disruption during the school day will be confiscated. If a school employee observes a student using any cell phone or other telecommunication device during the school day or a school-related activity, the school employee shall confiscate the device and turn it in to the front office. Any such device may be powered on and searched by school officials if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation. The school administration will return confiscated items to the parent. A \$10 fee will be assessed to retrieve the confiscated items to be used for the student activity fund. The school will not be responsible for damage to or loss or theft of confiscated items.

School administrators shall have the discretion to determine the appropriate use of phones for students participating in extracurricular activities or attending school-sponsored or school-related activities on or off school property.

The use of camera phones for recording is strictly forbidden on the school premises or school-related activities at any time.

### **Electronic Devices**

The school further prohibits students from possessing other electronic devices - including but not limited to radios, tape or CD players, iPods, iPad, electronic games and other similar devices - on school property during the school day. These devices disrupt classes and distract others from learning. If a school employee observes a student using any electronic device during the school day or a school related activity, the school employee will confiscate the device and turn it in to the front office. The school administration will return confiscated items to the parent. The school will not be responsible for damage to or loss or theft of confiscated items.

Any student refusing to give a cell phone or other electronic device to school staff shall be subject to disciplinary penalties in accordance with the Student Code of Conduct.

### **Phone Messages**

During school hours, parents should not try to reach a student's cell phone. Parents should call the main office in emergency situations. The school will then notify the student of any emergency.

## **Distribution of Published Materials**

### **School Materials**

Publications prepared by and for the school may be posted or distributed with prior approval by the Principal and teacher. Such items may include school posters, brochures, murals, etc.

### **Non-School Materials**

Students must obtain prior approval of the Principal before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Non-school literature shall not be distributed by students on school property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

## **Fundraising**

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he or she has the written permission of the Principal or Superintendent.

### **Sales**

Advertising may be permitted for approved school-related activities. This may include school newspapers, yearbooks, and other fundraising projects. Advertising material that promotes the use of alcohol and/or tobacco is strictly prohibited. No person may display, solicit, or sell any item or service to students or school personnel while on school property, at school-sponsored events, or on school transportation without the written permission of the Principal.

## **Demonstrations or Meetings on School Premises (Non-School Sponsored)**

Any student who wishes to promote, organize or participate in a non-school sponsored demonstration or meeting on school premises must obtain written approval from the Principal at least three days prior to the requested activity. This three-day period does not include the day of the request or the day of the activity. The school may prohibit demonstrations or meetings that materially and substantially interfere with school activities or the rights of other students or teachers; are vulgar or profane; might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized order; inappropriate for the maturity level of the audience; associates the school with a non-neutral position on matters of political controversy; and/or the school demonstrates reasonable cause to believe that the expression would create material and substantial interference with its educational program.

## Bulletin Boards

Students must obtain permission from teachers to post materials on classroom bulletin boards and from the Principal to post materials on hallway bulletin boards. Materials should not be taped to glass surfaces, and students should not damage any surface by using tacks or pins to post materials.

## Deliveries

Flowers, balloons, or food items should not be delivered to the school for students. These items will not be delivered to the classroom. Student may not receive any form of delivery (balloons, food, flowers, etc.) except by any parent/guardian in person and as necessary for the school day. Food items, including but not limited to, fast food, pizza, cakes, etc. will not be accepted for delivery to the student without prior approval from an administrator. However, parents are welcome to join students for a cafeteria lunch in our school cafeteria.

Parents who want to organize activities in school such as birthday parties, pizza parties etc. , must receive prior approval from the Principal or his/her designee. **All food items must be store-bought**; homemade items will not be allowed.

## School Activities

The school offers a wide range of activities to enrich student learning during and after school. Students participating in such activities are subject to the provisions of this Handbook and the Student Code of Conduct whenever the students are under the direct supervision of a school employee.

## Field Trips

Field trips offer exciting ways to learn. Students will have the opportunity to go on field trips at various times during the school year.

The following rules apply to all field trips:

- Students must return a Field Trip Permission Slip signed by his or her parent(s) by the specified date. Phone calls will not be accepted as permission.
- Students must wear their school uniforms, unless otherwise specified.
- Students will abide by the Student Code of Conduct while on the field trip.
- Students will be responsible to make up any missed assignments.
- The group will leave within five minutes of the scheduled departure time. After a group returns from a field trip, the school is not responsible for students who are not picked up at the designated time.

## After-School Activities

There is no better way for students to enrich their education than by taking part in clubs and after-school activities, or working with a teacher. Students who stay for after-school activities are expected to follow these rules:

- Students must be with a teacher or other staff member at all times.
- Students must arrange for their own transportation; the student's ride should arrive promptly at the end of the activity. Failure to arrive promptly may result in the student's dismissal from the after-school activity.
- Students must abide by the Student Code of Conduct while participating in the activity.
- Students may not stay after school to wait for another student.

## Science Fair

Each school may organize a school-wide science fair every year. Due to the school's high expectations in math, science and technology, each student may complete an individual or group research project in one of these areas.

The science fair handbook will be provided to each student by the science fair committee. Students are required to follow the guidelines cited in the science fair handbook.

## Arts and Activity Groups

Students participating in arts and activity groups will be evaluated on both practice and performance. Students and parents should be aware of possible conflicts with other activities, within and out of the school system. Students participating in performing arts and activity groups are subject to the following guidelines:

- Participating students must adhere to all organizational rules and policies.
- Students are expected to attend rehearsals and performances. Participation will be a determining factor of the student's grade.
- A student may have his or her semester grade lowered one letter grade for any unexcused absences from scheduled rehearsals or performances. Additionally, the student may lose his or her position in the group and become an alternate performer.

The following conditions constitute reason for an excused absence for a required rehearsal or performance:

- Scheduled family trip or vacation provided the student provides five days' written notice obtains prior approval from the director.
- Family emergencies.
- Illness. The student should notify the activity director of the illness as soon as possible.
- Conflicting school activities that have been cleared with the activity director and the Principal.

The Principal may review a request to miss a required rehearsal or performance if the director denies the request. The Principal will meet with the concerned student and the director. The decision of the Principal is final.

## Transportation

Students who participate in school-sponsored trips will be required to ride a school vehicle to the event, but may be allowed to return from the event with a parent upon written request. The Principal or his/her designee, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or if the parent presents a written request that the student be permitted to ride with an adult designated by the parent, so long as the written request is presented before the scheduled trip.

Riding in a school vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. Students are expected to assist school staff in ensuring that school vehicles remain in good condition. When riding in a school vehicle, students are held to behavioral standards established in this Handbook and the Student Code of Conduct.

### Students must:

1. Follow the driver's directions at all times.
2. Enter and leave the vehicle in an orderly manner.
3. Keep feet, books, instrument cases, and other objects out of the aisle.
4. Not deface the vehicle or its equipment.
5. Not put head, hands, arms, legs, or any object out of any window, or throw objects within or out of the vehicle.
6. Not possess or use any form of tobacco on school buses.
7. Observe all usual classroom rules.
8. Be seated while the vehicle is moving.
9. Fasten seat belts, if available.
10. Wait for the driver's signal in order to leave or cross in front of the vehicle.



Only designated students are allowed to ride in school vehicles. Students may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities. Misconduct will be punished in accordance with the Student Code of Conduct, and the student's bus-riding privileges may be suspended.

If a special needs student is receiving bus transportation as a result of an Individual Education plan ("IEP"), the Admissions Review and Dismissal ("ARD") Committee will have discretion in determining appropriate disciplinary consequences for improper behavior in a school vehicle.

## **Student Drivers and Parking**

Driving to school in a personal vehicle is considered a privilege. Students wanting to drive to school in a personal vehicle must complete and submit appropriate forms to the front office. Parking permits will be issued once completed forms are returned. Students must also adhere to the following rules:

### **Drivers**

1. Driving privileges are limited to licensed eleventh and twelfth grade students only.
2. Student drivers must complete and submit a Parking Permit Application and Vehicle Registration Form for approval.
3. Student must possess current and valid insurance on the vehicle driven onto school property. NO EXCEPTIONS.
4. Student must have parental permission filed in the office.
5. Student must obtain a parking permit application from the office to be completed and returned. Only then will a parking pass be issued.
6. Student must display parking permit in the vehicle so it can be seen clearly by school officials.
7. Student must arrive at school prior to first hour start bell for beginning of school day.
8. Student is required to park his or her vehicle in the student designated parking area. NO EXCEPTIONS.
9. Upon arrival, student must lock their vehicle and enter the building immediately.
10. No loud noise will be allowed to emanate from the vehicle while on school property.
11. Student code of conduct as outlined in current Parent/Student Handbook will be strictly adhered to with regards to vehicle once on school grounds.
12. Office must be notified of any changes with regards to registered vehicles.
13. Allowance to drive on school property is a privilege, and may be revoked if all applicable rules are not followed.
14. Frontier School System reserves the right to charge a fee for parking based on availability of spaces.

## **Pledge of Allegiance**

Each school day, students will recite the Pledge of Allegiance to the United States flag. Students are not required to recite the pledge of allegiance, but required to stand during the recitation pledge of allegiance. A parent may request, in writing, that his or her child be excused from participation in the daily recitation of this pledge.

## **Prayer and Meditation**

Students have a right to individually, silently, and voluntarily pray or meditate in school in a manner that does not disrupt instructional or other school activities. A written request will be required. Administration will determine an appropriate time for student's to voluntarily pray or meditate. The school will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

## **School Facilities**

### **Damage to School Property**

Students shall not vandalize or otherwise damage or deface any property belonging to or used by the school, including furniture and other equipment, textbooks, and library books. To ensure that school facilities can serve those for whom they are intended - both this year and in coming years - littering, defacing, or damaging school property is not tolerated. In addition to disciplinary sanctions under the Student Code of Conduct, parents or guardians of students who are guilty of damaging school property shall be liable for damages in accordance with state law.

### **Use by Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

## SECTION II: STUDENT HEALTH AND SAFETY

### Section II General Information

Student health and safety is a high priority of Frontier Schools. Student and parent/guardian cooperation is essential to ensuring health and safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this Handbook, including the Student Code of Conduct, as well as any additional rules for behavior and safety set by the Principal, teachers, or other school staff.
- Remain alert to and promptly report safety hazards, such as intruders on campus and threats made by a person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Immediately follow instructions from staff members who are overseeing student welfare.
- Parent/guardian will be required if notified to pick up their student immediately upon request from school officials for any health and safety related issues. Failure to do so will result in notification to the Division of Family Services for neglect.

### No-Nit Policy

Frontier Schools follow the No-Nit Policy. **At the time head lice are positively identified the student's parent/guardian will be notified to pick up their student immediately.** Before returning to school, the student and parent/guardian will need to check-in at the nurse's office to have the student re-checked. At the time of re-check, if there are nits visible, the student will not be allowed to remain in school.

### Tobacco-Free School Notice

Smoking and using smokeless tobacco are not permitted in school buildings, vehicles, or on school property, 300 feet from school property, or at school-related or school-sanctioned events off school property. Students may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

### Alcohol-Free School Notice

In order to provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on school property at all times, and at all school-sanctioned activities occurring on or off school property. Student violators are subject to the disciplinary terms of the Student Code of Conduct.

### Drug-Free School Notice

The school believes that student use of illicit drugs is both wrong and harmful. Consequently, the school prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the Principal so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

Amebiasis  
Campylobacteriosis

Infections (wounds, skin, and soft tissue)  
Infectious mononucleosis

Ringworm  
Rubella (German measles)

Chickenpox	Influenza	Salmonellosis
Common cold	Head lice (pediculosis)	Scabies
Conjunctivitis (bacterial and/or viral)	Hepatitis A	Shigellosis
Fever	Measles (rubeola)	Streptococcal (sore throat)
Fifth disease (erythema infectiosum)	Meningitis, bacterial or viral	Streptococcal (scarlet fever)
Gastroenteritis	Mumps	Tuberculosis, pulmonary
Giardiasis	Pertussis (whooping cough)	

Any student excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

- Certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-infectiousness in a school setting;
- Submitting a permit for readmission issued by a local health authority; or
- Meeting readmission criteria as established by the commissioner of health.

## Immunizations

The State of Missouri requires that every child in the state be immunized against preventable diseases caused by infectious agents, in accordance with an established immunization schedule. To determine the specific number of doses that are required for your student, please read the "Missouri Minimum State Vaccine Requirements for Students." This document and more information about school vaccine requirements are available at the Missouri Department of State Health Services Immunization Branch website: <http://www.dhss.mo.gov/immunizations> Proof of immunization may be shown through personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

All students attending school must be compliant with state programs mandating immunization against specific diseases. Failure to comply with school immunization requirements will result in exclusion from school until proof of compliance is provided.

Any student considered homeless will have a 30-day grace period to provide immunization records to the school. During that time, if a record of past immunizations cannot be located and/or provided to the school:

- The student will be required to "restart" the state required immunization OR
- If a physician feels that re-immunization is not necessary, the physician may provide the student with a medical exemption card stating the reason for the exemption

After 30 days, failure to comply with the immunization requirements will result in exclusion from school until the parent/guardian provides documentation.

## Exclusions from Immunization Requirements

Exclusions from immunization compliance are allowable on an individual basis for medical reasons, reasons of conscience, and active duty with the armed forces of the United States.

If a student should not be immunized for medical reasons, the student must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim exclusion for reasons of conscience, including a religious belief, a signed DSHS affidavit must be presented by the student's parent, stating that the student's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period. Information for obtaining an affidavit for exclusion from immunization requirements is available at <http://www.dhss.mo.gov/immunizations> (click on the "School/Childcare Requirements" link). The official DSHS affidavit form must be notarized and submitted to the school office within 90 days from the date it is notarized. Frontier Schools will accept only official DSHS affidavit forms

developed and issued by DSHS; no other forms or reproductions will be allowed. The student, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

To claim exclusion for military service, the student must prove that he or she is serving on active duty with the armed forces of the United States.

If a parent seeks an exemption for more than one student, a separate form must be provided for each student.

### **Immunization Records Reporting**

The school's record of your student's immunization history, while private in most instances, may be inspected by the Missouri Department of Elementary and Secondary Education, local health departments and the Missouri Department of Health and transferred to other schools associated with the transfer of your student to those schools.

### **Emergency Medical Treatment**

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, school employees will seek emergency medical treatment unless a parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an emergency care consent form, which includes information about their student's allergies to medications, etc. Parents should keep emergency care information up-to-date. Please contact the Principal or secretary to update any information.

### **Illness During the School Day**

Students becoming ill or injured during the school day are directed to report to the nurse. If the nurse is not available, the student should report to the main office. Parents or other persons designated on the student's enrollment application will be contacted as appropriate and may be required to pick up their student.

Except in emergencies, students failing to report to the nurse or main office will be counted absent, unexcused. Students must report to the main office before leaving the building.

### **Administration of Medication**

All medication should be administered outside of school hours, if possible. If necessary, medication can be administered at school under the following circumstances:

1. The school will NOT dispense over the counter medication (i.e., acetaminophen, aspirin, ibuprofen, etc.) to students, without a signed parental consent form on file.
2. Medication brought to school must be submitted to the school nurse, along with a Medication Administration Directions Form signed by the student's physician and parent.
3. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a licensed pharmacist.
4. Prescription medications must be submitted in a labeled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be administered.
5. Only the amount of medication needed should be delivered to the school, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.
6. If the school provides liability insurance for a licensed physician or registered nurse who provides volunteer services to the school, the Board may allow the physician or nurse to administer to any student nonprescription medication or medication currently prescribed for the student by the student's personal physician.

Changes to daily medications require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising the school office that a medication has been discontinued.

## **Asthma and Anaphylaxis Medication**

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on school property or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student's physician or other licensed health care provider and the school nurse, if available. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

## **Fitness Testing**

According to requirements under state law, the school will annually assess the physical fitness of students. The school is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

## **Vision and Hearing Screenings**

All children enrolled in Missouri schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Missouri Department of State Health Services. Students shall be screened for vision and hearing problems annually at any time during the year prior to May 31.

Screening records for individual students may be inspected by the Missouri Department of State Health Services or a local health department, and may be transferred to another school without parental consent.

## **Exemption**

A student is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, managing conservator, or guardian, must submit to the Principal on or before the day of admission an affidavit stating the objections to screening.

## **Counseling Services**

The school provides a counselor to see students regarding problems that they may be experiencing at school or home. Usually, a student's class teacher will refer the student to the counselor with the approval of the Principal or Assistant Principal.

## **Freedom from Discrimination, Harassment, and Retaliation**

### **Statement of Nondiscrimination**

Frontier Schools prohibits discrimination, including harassment, against any student on the basis of race, color, religions, gender, national origin, disability, or any other basis prohibited by law. Frontier Schools also prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of school policy.

### **Discrimination**

For purposes of this policy, discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

## Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

## Sexual Harassment

In compliance with the requirements of Title IX, Frontier Schools does not discriminate on the basis of sex in its educational programs or activities. Frontier Schools does not tolerate sexual harassment of a student by employees or other students. Romantic or inappropriate social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

Sexual harassment of a student by a school employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A school employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
  - Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - Creates an intimidating, threatening, hostile, or abusive educational environment.

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

## Dating Violence

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student,

threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engaged in these behaviors.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

## **Retaliation**

Frontier Public Schools prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

## **Reporting Procedures**

Any student who believes that he or she has experienced prohibited harassment or believes that another student has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, the Principal, or other school employee. Alternatively, a student may report prohibited harassment directly to one of the officials below:

Reports of discrimination based on race, color, national origin, sex, disability or age, may be directed to the Title IX Coordinator. Please contact the school front office for contact information.

A student shall not be required to report prohibited harassment to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator may be directed to the Superintendent or the Board of Directors. A report against the Superintendent may be made to the Board of Directors. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

After receiving a complaint of sexual harassment the school may, but need not, require the student to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the Title IX Coordinator or other authorized school official shall promptly authorize and undertake an investigation. When appropriate, the school may take interim action to avoid additional opportunities for harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations.

The investigator will prepare a written report of the investigation. The report shall be filed with the Title IX Coordinator or other school official overseeing the investigation. If the results of the investigation establish that prohibited harassment occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment and prevent its recurrence. The school may take disciplinary action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

## **Confidentiality**

To the greatest extent possible, the school shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.



## Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the Frontier School Systems' grievance procedure. See "Parent and Student Complaints and Concerns". A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

## Freedom from Bullying

Frontier Schools prohibits bullying as defined by this policy, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

- Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying of a student may include cyberbullying, hazing, threats, taunting, teasing, confinement, assault, demands for money, and destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

## Reporting Procedures

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Principal, a teacher, counselor, or other school employee. A report may be made orally or in writing. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Principal or his/her designee.

## Investigation of Report

The Principal shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under that policy instead. See "Freedom from Discrimination, Harassment, and Retaliation," page 31. The Principal shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

The Principal shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the superintendent. If the results of an investigation indicated that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. The school may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

To the greatest extent possible, the school shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

### Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the school grievance procedure. See "Parent and Student Complaints and Concerns," page 65.

## Law Enforcement Agencies

The following procedures shall be followed when law enforcement officers and other lawful authorities want to question or interview a student at the school:

- The school administration shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school;
- The school administration shall make reasonable efforts to notify the student's parent.
- Unless prohibited by law or when the student has been arrested or taken into police custody, a staff member shall be present during the questioning or interview.

When the investigation involves allegations of child abuse, special rules apply. See “Child Abuse Reporting and Programs,”

The school shall permit a student to be taken into custody:

- Pursuant to an order of the juvenile court;
- Pursuant to the laws of arrest;
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;
- By a probation officer if there is probable cause to believe the student has violated the terms of probation imposed by a juvenile court;
- Pursuant to a properly issued directive to apprehend; or
- By an authorized representative of the Missouri Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order and under the conditions set out in Missouri Family Code relating to the student’s physical health or safety.

## **Child Abuse Reporting and Programs**

Frontier Schools provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. Frontier Schools provides training to its teachers and students in preventing and addressing incidents of sexual abuse of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse. Assistance, interventions and counseling options are also available.

The school’s administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Missouri Department of Protective and Family Services. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student’s parent, if necessary.

## **Plan for Addressing Sexual Abuse of Students**

### **What is Sexual Abuse of a Child?**

The Missouri Family Code defines “sexual abuse” as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

### **Reporting Obligation**

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Missouri Department of Social Services. Reports may be made by contacting one of the following:

- Missouri Abuse Hot line: **1-800-392-3738** or, in non-emergency situations only, <http://health.mo.gov/safety/abuse>
- Non-Emergency number: 816-234-5000.
- Call 911 for emergency situations.

The school has established the following Plan for Addressing Sexual Abuse of Children (the “Plan”). The Plan may be accessed at school’s website and copies of the plan are also available at the Principal’s office and central administrative office.

## **Methods for Increasing Awareness Regarding Sexual Abuse of Children**

**For Teachers:** The school annually trains teachers in all content areas addressed in the Plan. Training will include contents of the adopted board policy and is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration.

**For Students:** School counseling staff will address issues to increase awareness regarding sexual abuse of children and anti-victimization programs with age appropriate conversation and materials no less than once per [school year/semester]. Sexual abuse awareness will be discussed in classroom group settings for students in grades Pre-K-8, and in health or PE classes for students in grades 9-12.

**For Parents:** Parents must be aware of warning signs indicating that their child may have been or is being sexually abused. A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where he or she may be injured or abused may also be subject to prosecution for child abuse. And, if you are frightened for your own safety or that of your child, you should call 911 or 1-800-392-3738.

Also remember that parents are legally responsible for the care of their children and must provide their children with safe and adequate food, clothing, shelter, protection, medical care and supervision, or arrange for someone else to provide these things. Failure to do so may be considered neglect.

The Principal or campus counselor will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse. DFPS also provides early abuse intervention through counseling programs. The County location may be contacted at their phone number.

## **Likely Warning Signs of Sexual Abuse**

Psychological and behavioral signs of possible sexual abuse may include:

- Nightmares, sleep problems, extreme fears without an obvious explanation.
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, "checking out" or showing significant changes in eating habits.
- Depression or irritability.
- An older child behaving like a young child, for example, bed-wetting or thumb-sucking.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Refusal to talk about a secret he or she has with an adult or older child.
- Leaving clues that seem likely to provoke a discussion about sexual issues.
- Using new or adult words for body parts.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burning, running away, and sexual promiscuity.
- Thinking of self or body as repulsive, dirty, or bad.
- Becoming increasingly secretive about Internet or telephone use.

**Physical symptoms of possible sexual abuse include:**

- Stomach aches or illness, often with no identifiable reason.
- Difficulty in walking or sitting.
- Stained or bloody underwear.
- Genital or rectal pain, itching, swelling, redness, or discharge.
- Bruises or other injuries in the genital or rectal area.

- Unexplained soreness, pain or bruises around mouth, sexually-transmitted disease, or pregnancy.

Any one sign does not necessarily mean that a child has been sexually abused, but the presence of several signs is the time you should begin asking questions and seeking help. Signs often first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

#### **Actions That A Child Who Is A Victim of Sexual Abuse Should Take**

During student awareness sessions concerning sexual abuse issues, students will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse or have been in situations which make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Older students will also be provided with local crisis hot line numbers to obtain assistance.

### **Lockers and Desks**

Each student will be assigned a locker and desk for his or her individual use. The use of lockers is strongly encouraged, as backpacks are not allowed in classrooms. Lockers are to be used to store books, coats and personal items. Valuable items should not be stored in lockers or desks. The school is not liable for personal items stored in lockers or desks.

The school will provide a locker for each student. Students may be required to provide their own combination lock for their locker. Students must keep their locker combinations private. Students may not trade or share lockers. Students are responsible to make sure that lockers are kept locked at all times. Any damage, vandalism, or other problems with lockers or desks should be reported to the front office. Students will be held responsible for the condition of their lockers if such damage, vandalism, or other problems are not reported.

During the school day, students may go to their lockers during the following designated times only:

- Before class begins in the morning.
- During passing periods between classes.
- Upon dismissal.

### **Interrogations and Searches**

In the interest of promoting student safety and attempting to ensure that the school is safe and drug free, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Express or implied coercion - such as threatening to contact parents or police - invalidates apparent consent.

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonable related to the circumstances justifying the search; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Desk and Locker Searches**

Students should have no expectation of privacy in the contents of their lockers, desks or other school property. Lockers and desks assigned to students remain at all times under the control and jurisdiction of the school. The school will make

periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks, and shall be held responsible for any prohibited items found during a search. The student's parent shall be notified if any prohibited articles or materials are found in a student's locker or desk, or on the student's person, as a result of a search conducted in accordance with this policy.

### **Trained Dogs**

The school may use or contract for specially trained non-aggressive dogs to sniff out and alert school officials to the current presence of concealed prohibited or illegal items, including drugs and alcohol. Such visits to the school may be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be asked to alert on students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

### **Procedures for Use of Restraint and Time-Outs**

School employees, volunteers or independent contractors are authorized to use restraint in the event of an emergency and subject to the following limitations:

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.
- At no time, however, may a student be placed in seclusion.

A student with a disability may not be confined in a locked box, locked closet or other specially designated locked space as either a discipline management practice or a behavior management technique.

### **School Visitors**

Visitors for educational purposes are welcome at the school. Visitors must sign in with the front office and present a valid photo: state or government ID upon arrival. Parents must also sign in at the front office. Guests should not be brought to school without prior approval.

Visitors will not be allowed unless a visitor's form has been completed in advance of the school to provide notice of the visit. This form must also be completed when a parent requests to observe a class.

The Principal may take the following actions whenever there is a school visitor:

- Require the visitor to display his or her driver's license or another form of identification issued by a governmental entity containing the person's photograph.
- Establish an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the school.

Any visitor identified as a sex offender will be denied access and escorted by designated school personnel off of the school property.

### **Disruptive Activity**

In order to protect student safety and sustain an educational program free from disruption, state law permits the school to take action against any person who:

- Interferes with the movement of people in an exit, entrance, or hallway of a school building without authorization from the Principal;
- Interferes with an authorized activity by seizing control of all or part of a building;
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly;
- Uses force, violence, or threats to cause disruption during an assembly;
- Interferes with the movement of people at an exit or an entrance to school property;
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from the Principal;
- Disrupts the conduct of classes or other school activities while on school property or on public property that is within 500 feet of school property; or
- Interferes with the transportation of students in school vehicles.

“Disruption” includes making loud noises; enticing, attempting to entice, preventing, or attempting to prevent a student from attending a required class or school activity; entering a classroom without the consent of either the Principal of the teacher; and, through acts of misconduct or the use of loud or profane language, disrupting class activities.

## **Fire and Disaster Drills**

Fire, lock-down, evacuation, and tornado drill instruction will be discussed during the first week of each semester. Students need to understand and follow these procedures. Instructions will be posted on the bulletin board in each teacher’s room. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

## **Emergency Closings**

Weather conditions may occur which will make it necessary for campuses to be closed. Parents and students are advised to view website and listen to local radio or television for announcements that the school will be closed.

## **Skateboards**

Students and others are not permitted to use their skateboards, scooters and/or roller blades on campus grounds at any time. If a student uses any of these items as a means of transportation to or from school, he or she must walk and carry the item while on school property.

## **Videotaping of Students**

For safety purposes, video/audio equipment may be used to monitor student behavior in classrooms and hallways, on buses and in common areas on campus. Students will not be told when the equipment is being used. The Principal may review the tapes routinely to document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

## SECTION III: ACADEMICS AND GRADING

### Report Cards and Grading Scales

The school will issue progress reports for each student at the end of each four-week progress period within each quarter. Report cards will be issued for each student at the end of each quarter and mailed to parents. Each student will also receive a final grade for the semester, which will be averaged together from the two previous quarters.

Parents are encouraged to maintain contact with their child's teacher if their student is not making adequate progress.

**Kindergarten:** All classes will follow a standard student evaluation:

E = Exceeds Expectations, ME = Meets Expectations, NI = Needs Improvement, NA = Not Assessed at This Time.

**Grades 1-12:** All classes will follow a standard letter grade scale for each quarter. Individual teachers will establish the grading policies and procedures for their classes, with grades corresponding to the following scale:

A = 90-100%    B = 80-89%    C = 70-79%    D = 60-69%    F = 59% and below

Regular Academic Course letter grades have the following GPA weights: A = 4.0    B = 3.0    C = 2.0    D = 1.0    F = 0.0

AP & Dual Credit Course letter grades have the following GPA weights: A = 5.0    B = 4.0    C = 3.0    D = 2.0    F = 0.0

### Academic Dishonesty

Students engaging in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct.

Academic dishonesty includes: cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. The school will notify the parents of students who are believed to have been academically dishonest during any examination.

### State Assessments

#### Elementary and Middle School

Students at certain grade levels will take state-mandated assessment tests in the following subjects:

- Mathematics, annually in Grades 3-8
- Reading, annually in Grades 3-8
- Science, annually in Grades 5 and 8
- Any other subject and grade required by federal/state law.

### State Examination Procedures

Examinations fulfill an important function in the assessment of each student's academic performance. Examinations are helpful in assisting students to prepare for state-mandated assessment tests by providing exposure to examination conduct, procedures and techniques.

The school has enacted a special Academic Code of Conduct pertaining to state examinations:

- Students are to remain silent during all examinations, unless otherwise directed by the supervising teacher.
- Under no circumstances are students permitted to disrupt the testing environment.
- Students are not permitted to take any paper, including worksheets and scratch paper, into the examination room. Students are also not permitted to remove any paper, including the examination, from the examination room.
- Students are required to be on time for examinations and will not be permitted to leave early.
- All exams must be made up within the state regulated testing window.
- Student are not permitted any electronics during any district or state examination

### Alternative Assessment

Students with disabilities who receive special education services in grades 3-8 and who are exempt from MAP in one or more subject areas will participate in state-approved assessment instruments in the applicable subject(s).

## Homework Policy

Homework is assigned to support and reinforce the information taught by instructors during the academic day, and an essential part of education. Homework assignments help to develop valuable skills, such as effective study habits, time management skills, responsibilities, and perseverance. Teachers assign homework to foster individual learning and growth that is appropriate for each subject area. Students are responsible for completing and turning in homework on time. A teacher's record regarding homework assignments, in cases of conflict, are final. Students or parents with questions about homework should contact the teacher who assigned it.

## Promotion Requirements

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit, a student must demonstrate mastery on grade-level standards and meet the state requirement for attendance.

### Promotion of Students in Kindergarten

Students in kindergarten may be promoted to the next grade level after demonstrating satisfactory completion of curricular grade level requirements and meeting all attendance guidelines.

### Promotion of Students in Grades 1-8

Students in grades 1-8 may be promoted to the next grade level if the following conditions have been satisfied:

- The student must have maintained a yearly average of 60% in core classes (Communication Arts, Mathematics, Social Studies, and Science).
- The student must have attended at least 90% of classes throughout the year.

The school may offer summer school for class recovery to students failing core subjects and for students that do not meet the 90% attendance requirement. If a failing student does not attend summer school, the student will automatically be retained.

## Computer Resources

To prepare students for an increasingly computerized society, the school has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students with access to the school's computers and their parents are required to sign and follow the Student Acceptable Use policy found at the back of the Handbook. Violations of this agreement may result in withdrawal of computer privileges and other disciplinary action. Electronic communications, such as e-mails sent from or received on school computers, are not private and may be monitored by school staff.

## Tutoring and Enrichment

Students are encouraged and may be required to see teachers for tutoring or enrichment.

Frontier Schools currently uses the NWEA and teacher input to determine if your child would benefit from tutoring in the following areas: English, Mathematics, and Science.

In addition, Frontier Schools offers students enrichment opportunities in the following areas: computers, music, art, physical education, and other opportunities determined to be enrichment by the individual school. Tutoring aims to grow specific skills that teachers have identified that will prepare students to be successful in their classes. Enrichment aims to offer opportunities not found in the regular school day.

Teachers employed by Frontier Schools are not permitted to privately tutor their students for pay.

## Honor Rolls

Students who earn all "A"s in regular courses or at least a "B" in AP classes will be named to the Principal's Honor Roll.

Students who earn at least a "B" in all classes will be named to the Honor Roll.

*4.0 Principal's Honor Roll*

*3.5 (School Mascot) Honor Roll, example Falcons/Tigers/Panthers Honor Roll*

*3.0 Honor Roll*



Students in grades 4-8 who have zero Discipline Points, no discipline referrals; will be awarded the Exceptional Behavior Award. Students in grades 4-8 who have received 15 or less Discipline Points, no discipline referrals will be awarded the Good Behavior Award.

## Special Programs

### ELL Services

In keeping with state and federal law, the school offers English as a Second Language (“ELL”) services at all appropriate grade levels for English language learners who are limited in their English proficiency. The school’s goal is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with state-approved Oral Language Proficiency and Norm-Referenced Tests to qualify for placement in the program. If test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support.

### Special Education Services

The school has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5-21 years of age and who fall within the school’s jurisdiction. If you know or suspect that your child has a disability, please contact the school’s Principal for information about available programs, assessments, and services.

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan (“IEP”) which is developed by the student’s IEP Team. The IEP Team considers the student’s disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

The *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*, can be obtained from the Special Education Director.

#### Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the Principal to learn about the school’s overall general education referral or screening system for support services. This system may link students to a variety of support options, including potential referral for a special education evaluation. Students having difficulty in a regular classroom must be considered for, and provided service from, all tutorial, compensatory, and other support services prior to a referral for special education services.

A parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the school must decide if the evaluation is needed. If the school determines the evaluation is needed, the parent will be notified and asked to provide written consent for the evaluation. The school must complete the evaluation and the report within 60 days of the date it receives the written consent. The school must meet with the parent to explain the findings of the evaluation and must give a copy of the report to the parent.

If the school determines that an evaluation for special education services is not appropriate, it will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs parents of their rights if they disagree with the school. Additionally, the parent will be provided a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning disabilities or a referral for evaluation for special education is the Special Education Coordinator.

### Section 504 Services

Frontier Schools provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student’s disability. A “student with a disability” is one who has a physical or mental impairment that substantially limits one or more of the student’s major life activities, has a record of having such impairment, or is regarded as having such impairment. A student with a disability is “qualified” if he or she is between the ages of three and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student’s individual educational needs as adequately as the needs of students who do not have disabilities are

met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless the school demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, the school shall comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

In providing or arranging for nonacademic and extracurricular services and activities, the school shall ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a "physical or mental impairment" that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the Principal for information concerning available programs, assessments, and services. For further information, please contact the Section 504 Coordinator at your school.

### **Services for Title I Participants**

Information regarding the school's Title I program may be obtained from the Principal.

## SECTION IV: STUDENT CODE OF CONDUCT

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. This includes an appreciation for the rights of others. Frontier Schools is committed to helping every student fulfill his or her intellectual, social, physical, and emotional potential. To foster an orderly and distraction-free environment, Frontier Schools has established this Student Code of Conduct ("the Code"). The Code outlines prohibited behaviors and consequences for such behavior. Frontier Schools has the responsibility and authority to enforce the Code, question students, counsel them, and assign discipline when appropriate.

The Code does not define all types and aspects of student behavior. The Board of Directors and the Superintendent may establish written policies, rules, and regulations of general application governing student conduct in all schools. In addition, each Principal, within his or her own school, may establish certain rules and regulations not inconsistent with those established by the Board and the Superintendent.

Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

A teacher may request for intervention assistance through the front office, to maintain effective discipline in the classroom. In addition, a teacher may request removal of a student from class for the following but not limited to:

1. Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

The Board of Directors has authorized In, After, or Saturday School Detention, In-school and Out-Of-School Suspension, and Expulsion as methods of disciplining students. The Board of Directors has also given authority to the Superintendent or designee to use any of these disciplinary actions which, in his or her judgment, is appropriate for the violation.

When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, student behavior and consequences.

### Jurisdiction

The school may discipline a student:

1. For any violation of the Code committed while a student is
  - a. On school property;
  - b. In transit to and from school;
  - c. Attending any school-related or school-sponsored activity, so long as the student is under the direction of a school employee;
  - d. On the school property of another Missouri school district;
2. Attending another district's school-sponsored or school-related activity;
3. When a school employee or volunteer is a victim of retaliation no matter when or where it takes place; or
4. When a felony is committed.

### Note

In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus will be reported to an appropriate law enforcement agency.

### Standards for Student Conduct

## Classroom Rules

### Students:

- Shall be in assigned seat and ready to work before the tardy bell rings.
- Shall bring pencils, pens, paper, books and all assigned materials to class.
- Shall not disrupt classroom activities.
- Shall follow instructions and directives.
- Shall not chew gum or bring food or drink in the building, except in designated food service areas.
- Shall raise hand and be recognized before speaking.
- Shall not leave class without permission. Any student leaving class must have a hall pass.

## School-Wide Rules

### Students shall:

- Shall demonstrate courtesy at all times.
- Shall behave in a responsible manner, always exercising self-discipline and control.
- Shall attend all classes, regularly and on time.
- Shall meet school standards for grooming and dress.
- Shall obey all campus and classroom rules.
- Shall respect the rights of others, including property and facilities of the school.
- Shall cooperate with and assist school personnel, including volunteers, in maintaining safety, order and discipline.
- Shall adhere to all requirements of the currently-adopted Code.

## Parental Expectations

### Parents are expected to:

- Serve as a model for students by showing respect for themselves, students, teachers, other parents, and school staff;
- Ensure their student's compliance with school attendance requirements and promptly report and explain absences and tardies to the school;
- Assist their student in being properly attired;
- Take an active interest in the overall school program;
- Communicate regularly with the school concerning their student's conduct and progress;
- Discuss report cards and work assignments with their student;
- Bring to the attention of school authorities any problem or condition which affects their student;
- Maintain up-to-date home, work, and emergency telephone numbers at the school;
- Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system; and
- Respond promptly when notified by campus to pick up student due to medical or disciplinary issues. Failure to do so will result in notification to the Division of Family Services for neglect.

## Discipline Point System

Frontier Schools has implemented a Discipline Point System ("DPS") in which students are given "DPS points" for unacceptable behavior. All teachers and staff will use this system. Parents will be notified when conduct results in consequences under the DPS system.

### Rules of Discipline Point System:

1. Every unwanted behavior has a numerical point.
2. Every teacher is required to mention the DPS system in his or her syllabus and implement the system.
3. If a student has at least one discipline point and does not receive any discipline points within a school day the student's discipline points will be reduced by one the following school day.
4. A teacher can give points only once for the same incident per class period. The teacher shall fill out a Discipline Referral Form if the same behavior and contact an Assistant Principal.

5. An accrual of 10 or more points within a semester may result in attending In-School, Saturday, or After School Detention. Students who are required to attend In-School, Saturday or After School Detention are rewarded five points for attending and obeying the rules of conduct for Saturday or After School Detention. Students may receive more DPS points, however, for unwilling behavior. Failing to attend a Saturday or After School Detention without any confirmed excuse may result in a one day Out of School Suspension. (per campus policy)
6. Accrual of 25 or more points within a semester may result in a one day In School Suspension. (per campus policy)
7. Accrual of 50 or more points within a semester may result in two days In or Out of School Suspension. (per campus policy)
8. Accrual of 65 or more points within a semester period may result in a three days Out of School Suspension.
9. Accrual of 75 or more points within a semester may result in expulsion.

### Discipline Point Cases

Following is a list of student conduct that will result in the accrual of DPS points.

CASE	POINTS	CASE	POINTS
Lack of materials	1	Excessive talking	2
Not being in assigned location	2	Dress code violation	1
Unexcused tardy	1	Eating/drinking in class	2
Sleeping in class	1	Chewing gum	1
Running in the hallway	1	Leaving the classroom without permission	3
Lack of cooperation	2	Leaving paper/trash on the floor	1
Disorderly conduct/disturbing class	2	Throwing things in class/hallway/cafeteria	1
Antagonistic behavior	2	Disrespect to a teacher	3
Inappropriate behavior towards another student	2	Vulgarity/Using profanity	3
		Not receiving any DPS points within a school day	-1

### Positive Reinforcement System

Frontier School System also utilizes the Positive Reinforcement System (PRS). PRS is specially designed to give students the opportunity to be recognized and rewarded for good behavior.

Each time a student is observed performing a random act of kindness, helping a classmate, or assisting a teacher, he or she will be rewarded with a PRS point. (In addition to these examples, there are several other ways to earn PRS points.) Points are accumulated throughout the school year, and students can use them to participate in field trips, free dress days, and other fun activities. PRS points can even be used to reduce DPS points!

Please help us encourage your child to earn PRS points. A full listing of PRS point-eligible behavior can be found in the chart below.

CASE	POINTS	CASE	POINTS
Academic Improvement	3	Helping Teacher without being asked	2
Active Participation	3	Honesty	3
Behavioral Improvement	3	Perfect Dress Code	3
Being a Positive Role Model	3	Perfect Hallway Behavior	2
Donation to the School	3	Random Act of Kindness	2
Going above the requirements of a project/assignment	2	Turning all work in on time for a three-week period	2
Having all supplies during a random supply check	1	Volunteering in any school activities or events	3
Helping a fellow student without being asked	2		

## Offenses and Consequences

### Level I Offenses/Prohibited Conduct

1. Accessing restricted areas.
2. Accumulating five or more, but less than ten, tardies to school and/or to class.
3. Accumulating up to 20 discipline points within a semester.
4. Any act of disruptive, unruly behavior, including non-compliance and insubordination that interferes with the teacher's/staff's ability to communicate effectively with the students within the school
5. Any violations of "Standards for Student Conduct" (see page 48).
6. Any violations of the school's Acceptable Use Agreement Policy.
7. Any violations of the Student Dress and Grooming codes.
8. Engaging in offensive conduct of a sexual nature, whether verbal or physical, directed toward another student or any other person.
9. Failing to comply with directives of school personnel.
10. Failing to attend any assigned class or tutorial sessions during school hours.
11. Inappropriate physical contact not defined as a Level II, Level III, or Level IV offense. i.e. pushing, tripping.
12. Inappropriate public displays of affection, including kissing or hugging.
13. Offensive language, orally or in writing.
14. Parking infractions or violations of campus vehicle operation regulations.
15. Possessing a laser pointer on school property or at school-sponsored events.
16. Possessing/distributing/exhibiting/transmitting obscene materials, including pornography.
17. Possession or use of any electronic device(s) without permission/prior approval during school hours. (i.e., cellular phone, pager, iPad/tablet, CD player; MP3 player; iPod; Game Boy; Nintendo; or other video, listening, or entertainment device)
18. Posting materials or holding student gatherings without school approval.
19. Profanity/obscene gestures toward other students.
20. Throwing any objects that can cause bodily injury or property damage.
21. Use of a skateboard, scooter, and/or roller blades are strictly prohibited while on school property.
22. Verbal or written abuse, i.e., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment.

### Level I Disciplinary Consequences

- 1st Offense: After School Detention
- 2nd Offense: In-School Suspension
- 3rd Offense: 2 days In-School Suspension

**Note:** Corporal punishment is never an acceptable disciplinary measure.

Disciplinary actions may be used individually or in combination for any offense. The school may reserve the right to increase/decrease consequences and/or adjust consequences as necessary.

### Level II Offenses/Prohibited Conduct

1. Abusing prescription drugs, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.
2. Academic dishonesty.
3. Accumulating fifteen-twenty tardies to school and/or to class.
4. Accumulating twenty-five to seventy-five discipline points within a semester.
5. Arranging and/or instigating fight.
6. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, or gang, as defined by Missouri Education Code.
7. Destruction of school property, vandalism/criminal mischief not a felony towards school property.
8. Disrespect to teacher: any verbal or non-verbal signs of disrespect such as rolling eyes, sucking teeth, etc.
9. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
10. Failure to comply with rules of bus safety or disturbing others.
11. False accusation of the commission of a misdemeanor or felony.

12. Falsification of school records.
13. Forgery of school documents.
14. Gambling. Gambling includes but is not limited to card playing, dice shooting and/or sports pools and involves the transfer of money or other personal belongings or assistance from one person to another. Bringing, trading, or playing with any cards are prohibited. Playing cards will be confiscated.
15. Harassment under Missouri Educational Code
16. Hazing under Missouri Educational Code
17. Hit list under Missouri Educational Code
18. Inappropriate public displays of affection, including physical conduct. i.e. fondling, groping, or imitating any sexual act.
19. Intentionally providing incorrect information
20. Leaving school classroom/grounds/events without permission.
21. Possessing ammunition.
22. Possession of stolen property.
23. Possession or use of fireworks or other explosive devices.
24. Possession or use of tobacco or related products on school property or at school-related events.
25. Profanity/obscene gestures toward personnel.
26. Refusal to follow directions from a teacher/administrator/staff.
27. Repetitive Level I Offenses - i.e., two or more Level I offenses within a semester.
28. Sending or posting abusive, obscene, sexually oriented, threatening, harassing, defamatory or illegal electronic messages
29. Sexual harassment/sexual abuse not defined as a Level III or IV offense by the Missouri Penal Code
30. Stealing/theft.
31. Suspicious drug/alcohol involvement.
32. Threats - student on personnel/facility.
33. Threats - student on student.
34. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program.

## **Level II Disciplinary Consequences**

1. Any applicable Level I Disciplinary Consequence.
2. Out-of-school suspension.
3. Expulsion (upon Discipline Committee recommendation).

Disciplinary actions may be used individually or in combination for any offense. The school may reserve the right to increase/decrease consequences and/or adjust consequences as necessary. (1st Offense: In-School Suspension; 2nd Offense: Out of School Suspension; 3rd Offense: Possible Expulsion)

## **Level III Offenses/Prohibited Conduct:**

1. Accumulating 75 or more DPS points within a semester.
2. Aggravated assault.
3. Aggravated kidnapping.
4. Aggravated robbery.
5. Aggravated sexual assault
6. Any associated/affiliated gang activity or secret society activity, i.e. to include street, neighborhood, block, and/or national.
7. Any discretionary or mandatory expulsion violation under Missouri Education Code.
8. Any lewd and lascivious behavior i.e. inappropriate sexual conduct and/or indecent exposure.
9. Any offense listed in the Missouri Education Code, no matter when or where the offense takes place.
10. Arson.
11. Assault- student on student and/or student to teacher/school personnel.
12. Bullying. Bullying will be considered, but not limited to, any of the following: verbal or physical harassment or threat thereof, taunting, hazing, intimidating or any other action whereby one or more individuals deliberately single out another student for cruel, mean and/or humiliating treatment.
13. Burglary, damage to, or theft of a motor vehicle on school property.
14. Capital murder.
15. Commission of a felony offense listed under Title 5, Missouri Penal Code.

16. Conduct punishable as a felony.
17. Criminal attempt to commit murder or capital murder.
18. Criminally negligent homicide.
19. Dating Violence or Retaliation.
20. Deliberate destruction or tampering with school computer data or networks.
21. False alarm or report.
22. Felony criminal mischief against school property, another student, or school staff.
23. Fighting. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will, at a minimum, be suspended for the remainder of the day.
24. Indecency with a child.
25. Issuing a false fire alarm.
26. Manslaughter.
27. Murder.
28. Persistent Level I offenses (four Level I offenses).
29. Persistent Level II offenses (four Level II offenses).
30. Possessing a knife, razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
31. Possessing a stun gun, mace, or pepper spray.
32. Possessing, exhibiting, using or threatening with a real or look-alike weapon, including a firearm, knife, club, or prohibited weapon without limitation, BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon.
33. Possessing/selling "look-alike" drugs/dispensing medicine violation.
34. Possessing, selling, distributing or being under the influence of inhalants, stimulants, simulated controlled substances, marijuana, controlled substances, dangerous drugs, synthetic drugs, or alcoholic beverages to include: alcohol.
35. Registration as a sex offender.
36. Retaliation against any school employee or volunteer at any time or place.
37. Setting or attempting to set fire on school property (not arson).
38. Sexual abuse of a young child or children.
39. Sexual assault.
40. Targeting another individual for bodily harm.

### Level III Disciplinary Consequences

1. Any applicable Level I or Level II Disciplinary Consequence
2. Out of school suspension for five-ten days.
3. Expulsion for up to one year.

Disciplinary actions may be used individually or in combination for any offense. The school may reserve the right to increase/decrease consequences and/or adjust consequences as necessary.

## Consequences

### Detention

Detention may be held on each day during school for up to eight hours. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention. There are three types of detention: In-School, After School, and Saturday.

### In-School/After School Detention

1. Students will bring materials to work on - homework or books to read from the Library; only school acceptable materials are permitted. Classroom materials may be sent by a teacher.
2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
3. Sleeping is not permitted.
4. Students are not allowed to talk, unless given permission.



5. Students should use the restroom before detention starts and be prepared to stay in the detention room for the entire length of time, except during an emergency.
6. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
7. Any student assigned to the detention room must stay the entire time. Students refusing to cooperate during detention may be suspended from school.
8. Students assigned after school detention will not be permitted to participate in any extra-curricular activities that day.
9. Parental notification will be provided as required.

### **Saturday Detention**

Saturday Detention serves as an alternative to in school suspension for violation of school rules, and prevents students from losing instruction time. During the hours of detention, students work to increase academic skills, engage in activities to improve self-concept, and address discipline issues.

Students who attend Saturday Detention may receive academic assistance and may be given the opportunity to do homework, make-up or remedial work, under the supervision of a teacher. Written notification of a Saturday detention is sent home with the student. This notification lists the cause for and date of the detention. The only acceptable excuse for not attending a Saturday detention is a verified (doctor's note) illness of the student.

### **Rules:**

1. Saturday Detention will be held in the school cafeteria at the Principal's designee's discretion.
2. Parents are expected to provide transportation to and from detention
3. Students are required to wear their school uniforms. Should a student arrive late for a Saturday Detention without a note for an "emergency excuse," he or she will be assigned the next scheduled Saturday Detention. A second late arrival to an assigned Saturday Detention will result in out-of-school suspension beginning on the following Monday, plus attendance at the next Saturday Detention.
4. If an emergency arises and the student cannot attend, the parent must contact the Assistant Principal. If the reasons are acceptable, the detention will be rescheduled. If a student does not participate in scheduled Saturday detention without any confirmed excuse, the student will receive one day out of school suspension plus attendance at the next scheduled Saturday detention.
5. Students left at the school after 11:45 a.m. will be unsupervised. The school is not responsible for students who are left after 11:45 a.m.
6. Students may be asked to bring appropriate materials with which to work.
7. No radios, food, beverage, candy, comic books, etc. allowed during Saturday Detention.
8. Students will be expected to work the entire time while at Saturday Detention. Any student not working will be removed from the detention and referred to the Assistant Principal. Any student acting disruptively will be removed from Saturday Detention and be referred to the Assistant Principal for further disciplinary action. Parents will be notified regarding the infraction immediately.
9. No student is permitted to sleep during Saturday Detention.
10. Lavatory privileges will be at discretion of the Saturday Detention administrator.
11. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he or she will have one day out of school suspension.

Failure to follow these guidelines may result in one day of out of school suspension, plus attendance at the next scheduled Saturday Detention or any other Level I offense.

### **Suspension**

The school utilizes two kinds of suspension: In School Suspension and Out of School Suspension.

**Disciplinary Process:** The Principal will designate one Assistant Principal as the campus Dean of Discipline/Students. The Dean of Discipline/Students will form a Discipline Committee to review decisions regarding student discipline at the request of the Principal. The Discipline Committee may review all offenses under the Code of Conduct. The Principal will review the Discipline Committee's recommendation and issue an appropriate consequence. For all decisions involving out of school suspension lasting 10 days or less, the Principal's decision is

final. Special rules apply when the Discipline Committee recommends out of school suspension lasting ten or more days or expulsion.

### **In School Suspension**

The following rules and regulations apply to all students assigned to in school suspension:

1. Students must report to the Suspension room at designated school's prescribed time. Students arriving late may be subject to further disciplinary actions.
2. Students will bring materials to work on, including an in school suspension assignment with their teachers' names, subjects, and assignments. Students are responsible for obtaining assignments from each teacher.
3. Students must sign in when reporting to the detention room, and sign out when the suspension period is over. Students may not leave the room without permission.
4. No talking.
5. Students must be seated at all times. No physical contact of any kind between students is allowed.
6. Students will not be permitted to go their lockers. All materials must be brought to the room upon reporting.
7. Students will not be permitted to eat lunch in the cafeteria.
8. No disruptive behavior will be allowed.
9. Unexcused absences from suspension will be referred to the Assistant Principal.
10. No visits by parents, relatives or other students are allowed.
11. Sleeping is prohibited.
12. Students must abide by the provisions of this Handbook and the Student Code of Conduct during their suspension period.
13. A student who misses a scheduled in school suspension without a confirmed excuse may be assigned one day out of school suspension. The missed in school suspension period will be rescheduled. If a student misses more than one scheduled in school suspension without a confirmed excuse, he or she may be subject to expulsion.

Failure to follow these guidelines will be reported to the Assistant Principal for further action, which may include up to three days of out of school suspension or any other Level I offense.

### **Out of School Suspension**

#### *Process for Suspensions Lasting Ten Days or Less*

In addition to the above list of Code of Conduct violations, the Discipline Committee and/or Principal have the authority to suspend a student for a period of up to ten school days for any of the following additional reasons:

1. The need to further investigate an incident,
2. A recommendation to expel the student, or
3. An emergency constituting endangerment to health or safety.

#### *Prerequisites to Suspension*

Prior to suspending a student, the Principal or designee must attempt to hold an informal conference with the student to:

1. Notify the student of the accusations against him/her,
2. Allow the student to relate his or her version of the incident, and
3. Determine whether the student's conduct warrants suspension.

#### *Notification to Parents/Guardians*

If the Principal or designee determines the student's conduct warrants suspension during the school day, the Principal or designee will make reasonable effort to notify the student's parent(s) that the student has been suspended before the student is sent home. The Principal or designee will notify a suspended student's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal.

#### *Credit During Suspension*

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

### *Process for Out-of-School Suspensions more than Ten Days and/or Expulsion*

When the Discipline Committee and/or the Principal recommends that a student's conduct warrants suspension for more than five days or expulsion, but prior to taking any expulsion action, the Principal or designee will provide the student's parent(s) with written notice of:

1. The reasons for the proposed disciplinary action; and
2. The date and location for a hearing before the Principal, within five school days from the date of the disciplinary action.
3. The notice shall further state that, at the hearing, the student:
  - a) May be present;
  - b) Shall have an opportunity to present evidence;
  - c) Shall be apprised and informed of the school's evidence;
  - d) May be accompanied by his or her parent(s); and
  - e) May be represented by an attorney and/or designated representative.

### *Hearing Before Principal*

The school shall make a good faith effort to inform the student and the student's parent(s) of the time and place for the hearing, and the school shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends. The Principal may audio record the hearing.

Immediately following the hearing, the Principal will notify the student and the student's parent(s) in writing of his or her decision. The decision shall specify:

1. The length of the suspension or expulsion, if any;
2. When the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period; and
3. The right to appeal the Principal's decision to the Board of Directors or the Board's designee.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter.

### *Appeal to the Board of Directors*

The student or his or her parent(s) may appeal the expulsion decision to the Board of Directors by notifying the Principal in writing within seven (school) calendar days of the date of receipt of the Principal's decision. The Board will review the audio or transcribed record from the hearing before the Principal at a specially called meeting. The Board will notify the student and his or her parent(s) of its decision, in writing, within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board.

### *No Credit Earned*

Except when required by law, students will not earn academic credit during a period of expulsion.

### *Emergency Placement and Expulsion*

If the Principal or designee reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of the school or a school-sponsored activity, the Principal or designee may order immediate removal of the student. Immediate suspension may be imposed by a Principal or designee if they reasonably believe such action is necessary to protect persons or property from eminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

## **Placement of Students with Disabilities**

All disciplinary actions regarding students with disabilities shall be conducted in accordance with the most current federal and state laws.

## **Suspension/Expulsion Requirement**

A student with a disability shall not be excluded from his or her current placement pending appeal to the Board of Directors for more than ten days without IEP Committee action to determine appropriate services in the interim. Pending appeal to a special education hearing officer, a student with a disability shall remain in the present education setting, unless the school and parents agree otherwise.

## **Gun-Free Schools Act**

In accordance with the Gun-Free Schools Act, the school shall expel, from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to school. The Principal may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis.

For the purposes of this law, "firearm" means:

1. Any weapon - including a starter gun - which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon - other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes - by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

## SECTION V: ESPECIALLY FOR PARENTS

### Your Involvement as a Parent

A student's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides.
2. Becoming familiar with all of your student's school activities and academic programs, including special programs, offered in the school. Discuss with the teacher or Principal any questions you may have about the options and opportunities available to your student.
3. Monitoring your student's academic progress and contact teachers as needed.
4. Attending scheduled conferences and requesting additional conferences as needed.
5. Becoming a school volunteer or participating in campus parent organizations.

### Surveys and Activities

Students will not be required to participate without parental consent in any survey, analysis, or evaluation - funded in whole or in part by the U.S. Department of Education - that concerns:

1. Political affiliations or beliefs of the student or the student's parent(s).
2. Mental or psychological problems of the student or the student's family.
3. Sexual behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of individuals with whom the student has a close family relationship.
6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers.
7. Religious practices, affiliations, or beliefs of the student or parents.
8. Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis or evaluation.

### "Opting Out" of Surveys and Activities

Parents have a right to receive notice of and deny permission for their child's participation in:

1. Any survey concerning the private information listed above, regardless of funding.
2. School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
3. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

### Communication

Communication between parents and school staff is a key component of student success. Parents are responsible for notifying the school of any change of address, telephone number, or e-mail address. Parents may contact school staff by using several methods, including:

- Calling the front office during school hours. Administrative assistants will take a message and the teacher will respond as soon as possible.
- Sending an e-mail to teachers. Teacher e-mail addresses are available on the school database.

- Checking a student's progress and conduct on-line by viewing the school website and logging into your child's database account.
- Checking the "Letters and Messages to Parents" board in the front office.
- Checking the school marquee in front of the school, if available.

## Civility Policy

The Frontier School System (FSS) staff will treat parents and other members of the public with respect and expect the same in return. The school and office must be free from disruptions or threats. Accordingly, this policy promotes mutual respect, civility, and orderly conduct among FSS staff, families, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression. Rather, FSS wants a safe, harassment-free environment for our students and staff. We encourage positive communication and discourage volatile, hostile or aggressive actions.

### Provisions:

1. Disruptive individuals must leave school grounds. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school property will be directed to leave school property promptly by the Administration.
2. The staff uses the following procedures in dealing with abusive individuals. If any member of the public uses obscenities or speaks in a loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop, the employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; if the meeting or conference is on school property, the employee shall direct the abusive individual to leave promptly.
3. During the conference, the staff member should provide written copy of this policy to any individual who violates this policy. The staff member will then immediately notify his/her supervisor and provide a written report of the incident. When the Administration believes that any repeat violations of this policy may occur, a letter should be sent to the individual who has violated the policy. The letter will include a copy of the policy and list any restrictions on the individual's access to school facilities.

## Parent and Student Complaints and Concerns

Student and/or parental complaints shall be submitted in writing. Copies of documents that support the complaint shall be attached to the complaint form or presented at the Level One conference. After the Level One conference, no new documents may be submitted unless their existence was unknown to the complainant before the Level One conference. A complaint that is incomplete may be dismissed.

For purposes of this policy, "days" shall mean school calendar days and announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

### Level One

The student or parent shall request in writing a conference with the appropriate Assistant Principal within three days from the time the event(s) causing the complaint were or should have been known. Following a conference, the appropriate Assistant Principal shall have seven days to respond.

### Level Two

If the student or parents is not satisfied with the Level One decision, or if no decision is provided, the student or parent may request in writing utilizing Form A-Principal Complaint Form a conference with the Principal or designee. The request must be filed within seven days of the Level One decision or the response deadline if no decision is made. The Principal or designee shall hold the conference within seven days of the request.

The student or parent shall submit a signed statement of the complaint, any evidence supporting the complaint, and the date and results of the conference with the Principal. The Principal or designee shall have seven days following the conference to respond.

### **Level Three**

If the student or parent is not satisfied with the Level Two decision, or if no decision is provided, the student or parent may request in writing Form B a conference with the Superintendent or designee. The request must be filed within seven days of the Level Two decision or the response deadline if no decision is made. The Superintendent or designee shall hold the conference within seven days of the request.

The student or parent shall submit the documentation submitted to Principal, and the date and results of the conference with the Principal. The Superintendent or designee shall have seven days following the conference to respond.

### **Level Four**

If the student or parent is not satisfied with the Level Three decision, or if no timely decision is provided, the student or parent may submit to the Superintendent of Schools or designee in writing a request for a hearing before the Board of Directors utilizing Form C. The request must be filed within seven days of the Level Three decision or the response deadline if no decision is made. The student or parent shall be informed of the date, time, and place of the hearing.

The Board of Directors shall hear the student or parent complaint, and may set a reasonable time limit for presenting the complaint. Only written documentation and issues previously submitted and presented by the student or parent and the school will be considered. An audiotape recording of the hearing shall be made.

The Board of Directors shall communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the Level Three decision shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Superintendent in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

## **The Right to File a Complaint Regarding Every Student Succeeds Act (ESSA)**

Any individual or organization may file a complaint. A complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

Complaints can be filed with Frontier School Systems or with the department. Complaints filed with Frontier School Systems are to be investigated and attempted to be resolved according to locally developed and adopted procedures. A complaint not resolved at the local level may be appealed to the Department.

### **A Complaint Filed with the Department**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by Frontier School System or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

### **Investigation of complaint**

The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.

2. **Notification of Frontier School Systems.** The Frontier School Systems will be notified of the complaint within ten days of the complaint being filed.
3. **Resolution at Frontier School Systems.** The Frontier School Systems will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by Frontier School Systems.** Within thirty days of the complaint being filed, the LEA, will submit a written summary of the Frontier School Systems investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or Frontier School Systems may appeal the decision of the Department to the U.S. Department of Education.

If the complaint is Frontier School Systems is not providing equitable services for private school children, in addition to the procedures listed above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

### **Appeals to the Department**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the Frontier School Systems. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the Frontier School Systems.

### **A complaint is not resolved at the state level (the Department)?**

The complainant or the Frontier School Systems may appeal the decision of the Department to the United States Department of Education.



## SECTION VI: IMPORTANT NOTICES

### Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. These rights include the following:

#### The Right to Inspect and Review

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

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's educational records, the school shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

The school shall not destroy any educational records if there is an outstanding request to inspect and review the records under this section. The school may charge a reasonable fee for a copy of an education record that is made for the parent or eligible student, unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records. The school will not charge a fee to search for or to retrieve the educational records of a student.

If the educational records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

#### The Right to Seek Amendment of the Student's Educational Records

Parents and/or eligible students may ask the school to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the privacy rights of the student. Such a request must be made to the Principal in writing, clearly identify the part of the record the parent or eligible student wants changed, and specify why it is inaccurate or misleading. The school will decide whether to amend the record as requested within a reasonable time after the school receives the request. If the school decides not to amend the record as requested by the parent or eligible student, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, the school decides that the information in the educational record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school, or both. If the school places an amended statement in the educational records of a student, it is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

#### The Right to Consent Prior to Disclosure

Parents and/or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's educational 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 Board of Directors; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an

official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 open-enrollment charter school, school district, or private school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

### **The Right to File a Complaint**

Parents and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. These complaints should be addressed as follows:

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

### **Access to Medical Records**

Parents are entitled to access their students' medical records.

### **Notice for Directory Information**

Under FERPA, the school must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless a parent or eligible student has advised the school, in writing, to the contrary. The primary purpose of directory information is to allow the school to include this type of information from a student's education records in certain school publications.

The school has designated the following categories of information as directory information:

- Student's name.
- Parent/Guardian name.
- Address.
- Current campus of attendance

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be released to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and/or businesses or members of the public seeking information about a student under the Missouri Public Information Act. In addition, two federal laws require the school to provide military recruiters, upon request, with student names, addresses and telephone listings, unless a parent or eligible student has advised the school that they do not want the student's information disclosed without prior written consent.

Any parent or eligible student who does not want the school to disclose directory information from the student's education records without prior written consent must notify the school in writing by completing and returning the "Use of Student Photos and Directory Information Opt Out Form" no later than the end of the first week of instruction after the student is enrolled.

### **Student Acceptable Use Policy**

#### **Technology Mission Statement**

The school is committed to utilizing the maximum potential of technology to enhance student learning and increase teacher effectiveness by providing students with technology-related experiences. Recognizing the ever-changing influences of technology on all aspects of our lives, the school is dedicated to providing an integrated technological curriculum for all students and staff members. Students will have access to the technology necessary to produce,

manage, communicate and retrieve information in an efficient manner for educational use. In the attainment of both present and future goals, the school will provide a continually evolving staff development program oriented toward the integration of technology in areas of curriculum.

### **Instructional Resource**

The school is proud to bring network and Internet access to school employees and students, and believes the Internet offers many diverse and unique resources to both students and staff. The school's goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovative teaching, and communication skills.

Students and staff have access to numerous research oriented and instructional resources via the Internet. On-line encyclopedias, professional journals, and databases filled with timely information on thousands of topics are just a few of the resources provided. On-campus computers have the technology necessary to support student research and to promote academic achievement.

### **Student Safety**

The school is aware that resources which are inappropriate or not designed for use in the educational setting may be accessed on the Internet. To protect students and staff from such inappropriate material, the school's Internet access is filtered with one of the highest-rated Internet filtering systems available. However, users must recognize that it is impossible for the school to restrict access to all controversial material and individuals must be responsible for their own actions in navigating the network.

### **Purpose**

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators and school employees who obtain their Internet access through the school are expected to use these services appropriately.

### **User Responsibilities**

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. The school is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

1. The use of the school's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the school.
2. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
3. Individual accounts may be used only by the owner of the account except where specifically authorized by the school administration. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
4. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords or accounts.

### **Acceptable Use**

Users are to properly use school network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the school's mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring or sharing obscene, sexually oriented, lewd or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

## Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only the school's authorized IT Manager may read, delete, copy or modify the electronic mail of other system users.

## Vandalism

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the school's network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of school policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of school policy and administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. The school will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

## Network Etiquette

Each network user is expected to:

1. Be polite (i.e., an all-caps message implies shouting);
2. Use appropriate language;
3. Refrain from any activity that may be considered "cyber bullying," including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation;
4. Maintain confidentiality of the user, colleagues, and students;
5. Respect copyright laws; and
6. Be respectful in all aspects of network use.

## Consequences

Violation of the school's policies and procedures concerning use of the computer on the network will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

1. Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
2. Any campus-based disciplinary consequence, including suspension, as deemed appropriate by the administration.
3. Suspension may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
4. Expulsion may be considered in instances where students have used the school's Internet access to engage in conduct that constitutes felony criminal mischief, and/or have deliberately attempted to bypass installed security software or copy/modify another student's work files.

## Acceptable Use Agreement Acknowledgement Form

I have read and agree to abide by the Frontier Schools Student Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Frontier Schools Student Acceptable Use Agreement. I understand that this access is designed for educational purposes. Frontier Schools has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school to restrict access to all controversial

materials and I will not hold the school responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

## Electronic Communication Device Commitment Form

### (Regulation of Electronic Communication Devices)

Electronic communications at school and at school-related functions are subject to regulation by the school.

This Electronic Communication Device Commitment Form grants authority and permission to the school to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law, school policies and to perpetrate conduct disruptive of an educational environment essential to the school's educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices which are often carried concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature of the School-Student-Parent Compact/Student/Parent Handbook/Acceptable Use Agreement Acknowledgement/Signature Page, agrees to the following:

1. The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is a privilege and not a right.
2. Students are required to keep all electronic communication out of sight and turned off during school hours.
3. In consideration for the privilege to possess and use such devices on school property and at school-related events, the school is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
4. I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and may cause the loss of the privilege to possess and use such devices on school property and at school-related events for an indefinite period of time.

## Federal Programs

### Parent/Guardian Notification

Every Student Succeeds Act (ESSA) requires notification to parents/guardians when any of the following situations exist in a district/LEA (local educational agency) receiving Federal funds.

1. Districts/LEAs must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school district/LEA must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district/LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.

3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the district/LEA must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days after the beginning of the school year, a district/LEA must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

(From the Missouri Consolidated Federal Programs Administrative Manual, January 2005)

## Right to Know: Every Student Succeeds Act

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent -

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## School Parental Involvement Plan

Frontier School Systems has developed a school parental involvement plan. Please see your student's school for more information.

# Frontier School System

## SCHOOL-PARENT-STUDENT COMPACT

(2017-2018)

All Frontier Schools, and the parents of students participating in Title I.A activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

### School Responsibilities

All Frontier Schools and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me Standards as follows -
  1. Retain highly qualified principals and teachers,
  2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
  3. Maintain a safe and positive school climate.
- Hold annual parent-teacher conferences to -
  1. Discuss the child's progress/grades during the first quarter,
  2. Discuss this compact as it relates to the child's achievement, and
  3. Examine the child's achievement and any pending options at the end of the third quarter.
- Provide parents with frequent reports on their child's progress as follows -
  1. Monthly suggestions from the classroom teacher,
  2. Mid-quarter report mailed from the school, and
  3. Quarterly grade cards/reports sent home by the school.
- Be accessible to parents through -
  1. Phone calls or person-to-person meetings,
  2. Scheduled consultation before, during, or after school, and
  3. Scheduled school or home visits.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows -
  1. Listen to children read,
  2. Present a program on your culture, a different country, etc., and
  3. Assist with educational trips.

### Parent Responsibilities

I, as a parent, will support my child's learning in the following ways:

1. Make sure they are in school every day possible.
2. Check that homework is completed.
3. Monitor the amount of television watched.
4. Volunteer in my child's classroom/school.
5. Be aware of my child's extracurricular time and activities.
6. Stay informed about my child's education by reading all communications from the school and responding appropriately.

### Student Responsibilities

I, as a student, will share the responsibility to improve my academic performance to meet the Show-Me Standards and will:

1. Attend school every day possible,
2. Be respectful toward others,
3. Do my homework every day and ask for help when I need it,
4. Read at least 30 minutes every day outside of school time, and
5. Give all notes and information from my school to my parent/guardian daily.

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

## Use of Student Photos and Directory Information Opt Out Form

You have the right to choose whether your student's information is released or not. Please check a box in the appropriate column below and return this form to your student's school no later than the end of the first week of instruction after the student is enrolled. Parents, guardians, or eligible students who do not check a box, or who do not return this form, give their implied consent for release of directory information, consent to student photographs, and consent to release directory information to the military (grades 9-12 only). If you do not wish to allow disclosure of this information, please return this form directly to the school either in person or by U.S. mail. If you have more than one student enrolled, you must complete a separate form for each student.

### Information About the Military

The military requests, and is entitled to, the names, telephone numbers, and addresses of high school juniors and seniors, unless the parent, guardian, or eligible student checks Box C in the high school portion of this form. The military typically requests this information in the fall semester of each academic year. **If you do not want information to be released to the military, you must return this form by September 1st** in order to ensure that your preferences are entered in time. Parents, guardians, and eligible students are encouraged to remember that checking Box C means that the school will not release student information to the military, but it does not mean that the military might not gather student information from other sources not affiliated with the school.

<p><b>ALL STUDENTS</b> Please mark each applicable space:</p> <p>A. ____ I do NOT consent to the release of directory information about the student named below outside of Frontier School Systems to sources such as an institution of higher education or newspapers and other media, except as authorized by law.</p> <p>B. ____ I do NOT consent to the release of photograph or directory information within the Frontier School Systems, such as yearbooks, rosters for sports information, programs or articles.</p>	<p><b>ALL STUDENTS IN GRADES 9-12</b> Release to Military</p> <p>C. ____ I do NOT consent to the release of the above directory information to the military about the student named below.</p>
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