

# TAB - 15

Student Handbook

# **STUDENT HANDBOOK**

**FRONTIER SCHOOL of INNOVATION**

**2010-2011**

Dear Students,

Welcome to the 2010-2011 school year at Frontier School of Innovation! This new school year means a new beginning and new futures. The administrative team is excited about this coming year, and the staff at Frontier School of Innovation is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. The mission of Frontier School of Innovation is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and play together in harmony.

Frontier School of Innovation is a reflection of all of us. Our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire Frontier School of Innovation staff and community, best wishes for a great 2010-2011 school year!

Sincerely,

Ilker Yilmaz

*Principal*

Frontier School of Innovation

**Address:** 6700 Corporate Drive  
Kansas City, MO 64120

**Phone:** 816-363-1907

**Fax:** 816-363-1165

**Email:** [info@kcfsi.org](mailto:info@kcfsi.org)

**Web:** [www.kcfsi.org](http://www.kcfsi.org)

## THE MISSION AND SERVICES

### **Mission Statement**

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The mission of Frontier School of Innovation is to provide a safe and collaborative environment which will cultivate the academic and social development of its students by emphasizing reading, math, science, and technology for the purpose of students setting and meeting future educational goals.

Recognizing that educational success is built upon the harmony of the triad made up of students, parents, and teachers, Frontier School of Innovation creates a partnership among members of this group that will help our youth fulfill their highest intellectual, social, emotional, and physical potential.

To achieve our mission, every member of the Frontier School of Innovation community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning.

The information in this handbook provides the guidelines for specific behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a "Student" Handbook, it is written to you – the student. Each section begins with a general description of the issue involved, and then it addresses you, your actions, and your attitudes very specifically.

### **Counseling Services**

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Frontier School of Innovation is pleased to offer counseling services. The school counselor or his/her designee can help you plan and succeed in your high school program and help you look ahead to college. The school counselor can also help with personal issues and concerns. To see the school counselor, make an appointment in advance unless it is an emergency. Your parents may also call the office to arrange an appointment with a counselor. If the counselor is not available and you have a problem, make sure you speak with a teacher or administrator.

### **Special Education Services**

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Special education students will have an IEP conference during the first semester of school. Teachers will be aware of the identified special education students. IDEA and due process for all special education students will be followed.

Special education students are subject to suspension and will be afforded the same treatment as provided to all students. If a special education student is recommended to exceed 10 days out-of-school suspension, an IEP/Manifestation Determination/Behavior Plan Conference will take place. After this conference the recommended course of action will be determined.

### **Confidentiality**

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All individually collected records utilized for educational placement, including special education records, are maintained in a confidential folder separate from the student cumulative records. The records are maintained in a secure manner, which prevents unauthorized access.

## UNIFORM

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### Uniform and Personal Appearance

Frontier School of Innovation has a uniform to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Students will purchase uniform shirts through Frontier School of Innovation. The student will purchase all other items from a retailer of their choice.

### PLEASE NOTE ...

**If you arrive at school out of uniform, your parents will be called. You will be kept out of classes until you are dressed appropriately and all class time you miss will count as an unexcused absence. The staff reserves the right to determine and restrict unbecoming styles. If a student is dressed or groomed inappropriately, parents will be called to bring a change of clothes. Violations of the dress guidelines will result in incremental disciplinary action.**

### UNIFORM FOR ELEMENTARY SCHOOL (K THROUGH 5<sup>TH</sup> GRADE):



Uniform top for both girls and boys

### BOYS AND GIRLS:

#### **Uniform Top**

- Red polo shirt with white pin stripes/plain red polo shirt.
- Long sleeve shirts may be worn under uniform shirt (navy blue, red black, and white only; no hoods).
- Properly fitting navy blue, red, black and white sweater (only cardigan sweaters, no monogrammed sports pull over. Knitted sweaters that open downward the full length of the front, button or zipper are OK).

#### **Pants**

- Properly fitting navy blue or khaki pants
- Navy blue or khaki skirt or walking shorts. It must be below the knee cap level.
- Black or dark blue fitted belt.
- No jeans.

#### **Footwear**

- **Socks:** White, navy, blue or black (must be worn at all times). No pads or footies.
- **Shoes:** Dark-colored lace-up shoes or loafers (closed toe, closed heel), athletic shoes.
- No sandals or mules
- No skate shoes
- All shoes should have backs or secure straps on the heel for safety.
- Shoe laces must be tied at all times.

No long shoe laces due to safety concerns

### P.E. UNIFORM POLICY

K through 3<sup>rd</sup> grade – Students are required to wear their school uniforms.

4<sup>th</sup> grade through 6<sup>h</sup> grade – Students should wear a gray t-shirt (no sleeveless/tank tops) and grey shorts (shorts must be below the knee) or grey sweatpants.

PE uniforms may be purchased from retail stores.

\*\*Note - No spandex or tight fitting t-shirts/shorts/sweatpants will be allowed.

**Personal Appearance/Jewelry**

- Boys may NOT wear jewelry and/or accessories such as rings, earrings, wrist bands, head bands and/or necklaces.
- For girls, jewelry and accessories should be appropriate for school and not attract undue attention (only pair of rings, a pair of earrings, and necklaces are permitted).
- A plain watch is permitted.
- **All female students: NO HOOP EARRINGS** of any kind. Post earrings ONLY
- A religious necklace is allowed.
- Cosmetics/make-up should be appropriate for school and not attract undue attention (cosmetic items not allowed in class).
- Facial and body piercing are not allowed.
- You may not write/draw/mark -- or let others write/draw/mark – on any part of yourself or your clothing. If another student marks on you, please notify the assistant principal.
- Tattoos (including temporary tattoos) are not allowed.
- Use of extreme hair dyes and bleach are not permitted.
- Extreme hairstyles are not permitted (i.e., spiked hair and Mohawk cuts).
- Hair should be clean and neat each day.
- Boys may not grow mustache, goatees and/or beard. Sideburns may be to the tip of the ear lobe. Boys will come to school clean-shaven each day.
- Students should be neat and clean each day.
- Sunglasses are not permitted in the building.
- Metal hair picks and wallets with long chain are not allowed.
- Backpacks are not permitted in hallways, bathrooms or classrooms (backpacks MUST be able to fit into locker!).
- P.E. uniforms are permitted only in P.E. class.
- Students will STAY IN UNIFORM at all times while on school premises, except for during P.E., at which time the P.E. uniform will be worn (i.e., no changing after school).

**Administration will make the final call on any uniform code violation issues. Parents, please support the administration and their policies by ensuring that your student complies with the uniform code.**

**DAILY SCHEDULE**

BELL SCHEDULE - K thru 2 <sup>nd</sup> Grade	
HOME ROOM	08:45-09:00
BELL	09:00-09:05
1	09:05-09:50
2	09:50-10:35
3	10:35-11:20
LUNCH	11:20-11:55
BELL	11:55-12:00
4	12:00-12:45
BELL	12:45-12:50
DEAR	12:50-01:15
BELL	01:15-01:20
5	01:20-02:05
6	02:05-02:55
7	02:55-03:40
BELL	03:40-03:45
CLUB	03:45-04:30
AFTER SCHOOL CARE	04:30-05:30

BELL SCHEDULE - 3 <sup>rd</sup> thru 6 <sup>th</sup> Grade	
HOME ROOM	08:45-09:00
BELL	09:00-09:05
1	09:05-09:50
2	09:50-10:35
3	10:35-11:20
4	11:20-12:05
LUNCH	12:05-12:45
BELL	12:45-12:50
DEAR	12:50-01:15
BELL	01:15-01:20
5	01:20-02:05
6	02:05-02:55
7	02:55-03:40
BELL	03:40-03:45
CLUB	03:45-04:30
AFTER SCHOOL CARE	04:30-05:30

## GRADING

### Kindergarten through Grade 2

Grading Scale		Rating Scale	
E	Excellent	+	Consistently demonstrates skill
M	Meets expectations	S	Usually demonstrates skill
N	Needs improvement	√	Experiences difficulty with skill
		NA	Skill not applicable at this time

Grades 3 through are assigned letter grades based upon a numerical scale:

A = 90-100	D = 60-69
B = 80-89	F = Below 60
C = 70-79	

Mid-quarter reports will also be sent home to share academic progress with families.

### **State Benchmark Tests (MAP) and Academic Improvement Policy**

Students are required to take benchmark exams and demonstrate that they have acquired the grade-level academic proficiency (Proficient or Advanced). When this point is achieved, these students have done better than the basic level students defined as "Basic students show substantial skills in reading, writing, and mathematics; however, they will have only partially demonstrated the abilities to apply these skills. Students who fall into this category continue to demonstrate a need for some additional assistance, commitment or study to reach the proficient level." Although these students are promoted to the next grade level, necessary arrangements (Academic Improvement plans) are made for them to improve their performance to the "proficient" or "advanced" level as defined by the state and to demonstrate grade-level academic proficiency in core academic subjects. After school tutoring and/or Saturday school will be given to the students who scores below the proficient level in core academic subjects. Students' attendance is mandatory to such tutoring.

### **Mandatory After School Tutoring and Practice Tests**

Math and English teachers assign students mandatory tutoring after school based on practice test scores and student performance.

This mandatory tutoring is for Math and English. Students receive grades.

Attendance is required. Failing to attend mandatory after school tutoring may result in repeating grade.

Students who have raised their scores are tested out for the next period.

Math tutoring hours are held on Tuesday and Friday.

English tutoring hours are held on Monday and Thursday.

### **Mandatory Saturday Tutoring**

Math and English teachers assign students Saturday Tutoring based on practice test scores and student performance. Students may have both after school and Saturday Tutoring. Attendance is required.

Students who have raised their scores are tested out for the next period.

### **Pull Outs**

Math and English teachers may assign a pull out schedule for students based on their performance.

These students are pulled out from non-core classes to be tutored in math and/or reading. Schedule is prepared by school administration with teacher request.

### **Science Fair**

FSI organizes a school-wide science fair every year. Due to our high expectations from our students in science, math and technology, each student is required to complete a research project in one of these areas (individual or group). Science fair project grade will affect the student's third quarter Science grade. A student wins a trophy or medal in the science fair, or in any other competition/contest in which he/she represents the school, and then the school owns the trophy or medal and displays it.

## GRADE/SUBJECT/RETENTION/PROMOTION POLICY

### ACADEMIC PROBATION

Students new to FSI will automatically be enrolled on a probationary basis until grade-level proficiency can be determined. An incoming student will be assigned a grade level when proof is presented of their grade standing in the previous school attended. The Principal can further evaluate incoming students based on achievement records and/or tests administered by Frontier School of Innovation. The result of the Principal's evaluation indicates the correct grade placement.

### RETENTION POLICY

To meet the rigors of education and academic accountability, students can be retained in a specific grade level when a determination is made that students are performing below grade level. Determination is based upon the student reading substantially below grade level and/or social factors (e.g., excessive unexcused absences) that indicate promotion to the next grade level will have a detrimental effect on the student's academic progress. Criteria for determination includes results from standardized tests (i.e., Stanford Achievement Tests, MAP scores, and Scholastic Reading Inventory), grades, and faculty recommendation.

Parents and guardians of students who are considered for retention will be notified as soon as possible after the concern is noted. A conference will be scheduled with parents/guardians, teacher(s), and other relevant staff. The educators will make the final decision.

## BOUNDS

After arrival at school, students may not leave the building for **ANY** reason without written permission of the assistant principal, being accompanied by a teacher, or having been appropriately checked out by a parent/guardian at the front office.

Students may not use a classroom without the permission of a teacher.

- Students may not use or remove any item from a teacher's desk.
- The science/computer labs are out of bounds unless a teacher is present.
- Play area of the school grounds is out of bounds at any time of the day, unless accompanied by a teacher.
- Construction areas are out of bounds.
- Any other areas that are determined by the principal or assistant principals to be out of bounds.
- All the areas mentioned above are out of bounds for students who are part of any after-school activities, unless accompanied by a teacher.
- Students **MAY** use the phone during the 15 minutes before school, 15 minutes after school, or during their lunch period. This policy is subject to change if students abuse the phone privilege. Students must document all phone calls in the log book.

Staff members at school have the authority and discretion to correct any pupil, authorize detention points, and/or submit referrals to the principal/assistant principal.

## COMMUNICATION

The administration and staff will use all means (mail, e-mail, phone, etc.) to communicate with the parents. In the event of a change of address, telephone number, or e-mail address, please notify the school office immediately. The school may not be held responsible for lack of communication unless parent contact information is updated regularly.

Communication is the key word for success in education. You have many ways to contact our teachers. Possible ways are listed;

- 1- You may call the school's main number 816-363-1907 during school hours and leave a message. If a teacher is having a class, please leave a voice message. Teacher phone extensions are available at the front office.
- 2- You may send an e-mail to teachers. E-mail addresses are available at school web site.
- 3- You can use our website to see your child academic progress and conduct.
- 4- Check "Letters and Messages to Parents" board in front office.

Please note that it is also Parent's or Guardian's responsibility to monitor student's progress and conduct.

## ILLNESS, INJURY, MEDICATION POLICIES

Frontier School of Innovation will have a school nurse or first-aid-trained professional available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance to see the nurse.

Please follow these rules if you become ill or are injured during the school day:

- Report to your teacher. The teacher will determine if a visit to the nurse is necessary. If the teacher sends you to the nurse (WITH a hall pass) and the nurse is not available, you should report to the office. DO NOT go to the nurse/office without a hall pass, unless in the event of an EXTREME emergency, in which case the nurse/office will communicate with the teacher. Even between classes, you still need a hall pass in order to go to the nurse or office.
- If you do not inform your teacher and simply miss class, it is an unexcused absence.
- Do not just leave the building. Always report to the main office.

### **Medication Policy**

ADMINISTRATION OF MEDICATION AT SCHOOL IS DISCOURAGED. Parents are encouraged to use a dosing schedule that requires medication to be taken at home, if possible. If a student must take medicine at school, the medication policies will be enforced. The following information is provided to assist you in complying with policies.

General information:

- The term medication is used to describe all prescription and non-prescription substances including OTC (over the counter) items such as vitamins, herbs, and nutritional supplements.
- All medication must be taken directly to the secretary or nurse. A "Request Administration of Medication During School" form must be on file prior to leaving medication at school.
- Medication must be transported by a parent or a guardian.
- Controlled substances should be accompanied by a count slip signed and dated by parent or guardian.
- Carrying medication or self-administration of medication is strictly prohibited without prior approval from principal and/or nurse.
- No experimental or investigational drug, without proper FDA approval, will be allowed. If you feel you have a special situation, please consult with the school nurse and principal. No outdated medication will be administered at school.
- Sharing of ANY medication with another person is strictly prohibited.
- All medication must be in its original, labeled container.
- No phone-authorization is allowed in order to administer any medication of any kind. A signed, faxed request may be considered.
- In the event a student has a special medical issue, *written instructions* from an authorized physician must be on file and signed by ALL parents/guardians of the student outlining any medical procedures to be followed. The school reserves the right to contact emergency medical personnel at their discretion and in what they believe to be in the best interest of the student.

### **Prescription Medication**

Prescription medication may be administered only upon WRITTEN authorization from a parent or legal guardian, using a "Request Administration of Medication during School" form. Prescription medication must be in a pharmacy container labeled by a pharmacist or licensed physician. The label must contain the following:

- Student's name
- Name of drug
- Dosage
- Time the medication to be administered
- Current date
- Physician's name
- Pharmacy name/phone number

### **Non-Prescription (OTC) Medication**

Non-prescription (OTC) Medication may be administered only upon WRITTEN authorization from a parent or legal guardian. Medication must be in the original container listing directions for administration. No over-the-counter medication will be administered by the school nurse or designated staff without this form on record. Verbal authorization will not be accepted.

### **Permission for Student to Carry/Self-Administer Medication**

If a student has a life-threatening diagnosis that requires immediate access to medication, an authorization form must be on file signed by physicians, parents/guardians and student. The medication policy will be enforced.

Frontier School of Innovation medication policies are governed by Missouri State Law and exist for the safety of students, faculty and staff.

### **Head Lice Policy**

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

## **SCHOOL FACILITY POLICIES**

### **Lockers**

Each student will be assigned a locker for his/her individual use at Frontier School of Innovation. *It is highly recommended that each student have a 2-level locker shelf. These are available at office supply stores, or you may purchase them online.* This locker is for storing books, coats, and personal items necessary for school. **Students should not bring valuable items or large amounts of money to school.** The lockers should not be used to store valuable items you bring from home. Frontier School of Innovation will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker private. Do not trade lockers with another student. Do not let another student share your locker. It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or non/working condition of your locker to the office. If you do not report vandalism, damage or non-working condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it. Lockers are expected to be kept neat at all times. School officials may make inspections. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other object that may be potentially dangerous. **Students attending Frontier School of Innovation should not expect privacy of the contents of their lockers, desks, or other school property.**

### **Lost and Found**

If you find books, clothing or personal items on the school grounds, please bring these items to the front desk. If you lose something, check the lost and found either before school, after school, or during your lunch period. The corridors are inspected each evening and unsecured student property is placed in the lost property shelves located in the office. **Students should ensure that all their books, uniform and other property are clearly labeled with their name** to ensure a prompt return of such items if they become misplaced.

**Lost and unclaimed items will be given to a charity organization after 15 days. Lost and unclaimed uniforms/school supplies will be kept in the nurse's office for emergency use.**

### **Lunch Periods**

All students will remain at the school during the lunch period. You may buy your lunch at school, or you may bring a sack lunch. **Students will not be allowed to place delivery orders for lunch.** If you have a special situation, you should talk to the principal beforehand. Parents MAY bring lunch to the school before their student's lunch period begins, but no lunches will be accepted after the lunch period ends.

**Students will NOT be permitted to eat lunch after their lunch period ends.**

During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the cafeteria. Teachers on duty during the lunch period will hold you responsible for your behavior.

### **Cafeteria Conduct**

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1. Return disposable trays, trash and debris to trashcans.
2. Keep tables, chairs, and floors clean.
3. Talk in a quiet classroom voice.
4. Keep cafeteria lines orderly; no pushing/running/cutting in line.
5. No loitering in the cafeteria.
6. Keep hands, feet, personal belongings and food to yourself.
7. No backpacks or schoolbooks allowed in the cafeteria (appropriate personal books or novels are allowed).
8. Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action.

### **Public Areas: Hallways, Stairwells, and Lavatories**

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Hallways, stairwells, and lavatories are areas used by all members of Frontier School of Innovation. Because everyone uses these areas, there are rules of conduct that all students must follow:

- You may not loiter in the halls, lunchroom or lavatories or on staircases.
- You may not eat in halls, lavatories, or on staircases.
- You may not run in the halls, lunchroom, lavatories, or on the staircases.
- You may not use any profane or vulgar language.
- You may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside your locker.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- Do not roughhouse, push, or wrestle.

**Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass card.**

## **SCHOOL ACTIVITIES**

Frontier School of Innovation will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

### **Field Trips**

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Field Trips offer exciting ways to learn. Frontier School of Innovation students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date. No phone calls will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by Frontier School of Innovation codes of student conduct while on the field trip.
- If the field trip is for recreational purposes, the field trip organizer may have particular rules for students having some discipline problems. The rules will be indicated in the permission slips. Therefore, students that have some certain amount of detention points may not attend the field trip.
- **Students will be responsible for the class assignments they missed.**

## **Extra-Curricular Activities**

There is no better way for students to enrich their education than by taking parts in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore more deeply things you already enjoy and to try other areas that sound interesting.

**“Everyone is eligible for extra curricular activities.”**

If you stay for an after-school activity, you will be expected to follow these rules:

- You must be with a teacher or other staff member at all times, and attend the class for the whole period.
- You must arrange for your own transportation to be picked up promptly at the end of the activity.
- You must abide by the Frontier School of Innovation code of student conduct while participating in the activity.
- You may not stay after-school to wait for another student.
- **You must clear the school building immediately following after-school activities.**
- **Your after-school activity privileges will be cancelled if discipline becomes a problem.**

A full list and description of after-school clubs and activities will be posted during the first two weeks of school. Activities will begin two weeks after school begins, and students will have an opportunity to explore each one that looks interesting.

## **Supervision of Students Before and After School**

Teachers arrive at 8:15 am. Students should not arrive before 7:30 am or remain after 4:30 pm unless they are in a specific activity under the supervision of a teacher. Adults will supervise those students participating in activities at times prior to 8:15 am and after 3:40 pm for 15 minutes before and 15 minutes after the scheduled activities times ONLY. The school staff does not assume responsibility for any student remaining at the school beyond the guidelines outlined above. All students must be picked up by 4:45 pm, unless they are in an after-school activity, whereby they must be picked up no later than 5:30 pm. Students who are consistently retrieved late from after-school activities may be prohibited from participation.

## **Textbooks and Supplies**

Frontier School of Innovation will give core course books (Math, English, Science and Social Studies) to the students and use classroom sets for other courses. While using, each student should take care to see that these books are not damaged or defaced. Students will be charged  $\frac{1}{4}$  the cost of the book for minor damage, and full cost of the book if it sustains major damage as assessed by the principal. Book covers help keep damage to a minimum.

## **Parent-Teacher Meetings**

Parent-Teacher Conferences are scheduled throughout the school year and should be utilized for effective communication. We understand that there are times when a more in-depth conference is needed; in these cases, parents are requested to make appointments with the counselor or their child's teacher prior to any conference. This will ensure the availability of the teachers.

## **Telephone Calls**

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the case of an emergency. As part of an effort to teach responsibility, students are not allowed to call home for forgotten items. Students must have written permission from an administrator stating a reason in order to use the office phones between 7:50 am and 4:00 pm, except during the student's scheduled lunch time, in which case students may use the telephone (provided that this privilege is not abused). Students must detail all calls in the student log book. The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after-school activities must be made before the student leaves home in the morning. Calls of an emergency nature, that may involve the interruption of a class to deliver a message to a child, must be directed to the principal or assistant principal for approval. We ask that all students please come to school in the morning clearly knowing their afternoon transportation arrangements. We also ask that parents please know whether or not their children are planning to stay for an after-school activity (students must sign up for all activities and tutoring in advance, so parents should be informed about their student's schedule).

## **School Visitors**

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Visitors for educational reasons are welcome at Frontier School of Innovation. No visitors allowed under the age of 11 years. All visitors must register with the office when they arrive and state the purpose and location of the visit. The visitor will be required to wear an identification tag during their visit. Parents must also check in at the office. Students wishing to bring visitors to Frontier School of Innovation must complete the Student Visitor Form and receive approval from the office (principal) at least two (2) school days in advance. Do not bring guests to school without prior arrangements, or the visitor will have to return home. No visitors will be allowed the last two weeks of each semester. Also, no visitors will be allowed during the week prior to any school holiday. Parents may visit teachers by appointment only, as other activities and clubs are held after school.

## **Student Publications**

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Student publications are regarded as an integral part of the school curriculum and are under the control of school personnel. A copy of each publication or any other printed materials must be given to the principal for review three (3) school days prior to the requested distribution. The three (3) days period does not include the day of the request or the day of distribution. The principal will determine if the publication contains libelous or obscene language, art which advocates illegal action or disobedience, or material which encourages disruptive behavior. The principal will notify the individuals or sponsors whether or not the publication may be distributed on the school premises. The principal also approves the place and time for distribution of printed materials. Distribution on school premises of literature or commercial advertising advocating the nomination or election of any person for public office is expressly prohibited. Advertising materials that promote the use of alcohol or tobacco are strictly prohibited.

## **Fund Raising**

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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 has the written permission of the school principal.

## **Sales**

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Advertising may be permitted if it's for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the principal.

## **Meetings on School Premises**

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(Non-school sponsored)

Any student who wishes to promote, organize or participate in a meeting on school premises other than those sponsored by the school must obtain prior approval from the principal at least three (3) days prior to the requested activity. The three (3) days period does not include the day of the request or the day of the activity. Before approving the request, the principal will determine if the activity will be orderly and peaceful and will not interfere with the rights of others or disrupt the education process.

## **Protective Orders/Restraining Orders**

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It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

## **Assemblies**

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Unless otherwise announced, students will report to their regularly scheduled class before being excused to attend an assembly. After allowing adequate time for roll call and making necessary announcements, students will be dismissed for the assembly by intercom. **Students are expected to attend assemblies when dismissed from class** unless a different assignment is given to a student by the school administration. A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly. Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with applause. No food or drinks are allowed in the assembly area.

## **School Dance Behavior**

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Periodically throughout the school year, school-sponsored dances are approved for students to attend.

### **A. DANCE BEHAVIOR**

1. Guests will be expected to adhere to the established Frontier School of Innovation standards in appearance and behavior.
2. Any student at the activity not behaving in an appropriate manner, as interpreted by school personnel and/or chaperones, will be asked to leave the premises.
3. If a student leaves the dance or activity he/she will not be allowed to return.
4. Students will not smoke or drink alcohol at dances or activities at any time.
5. No loitering will be allowed around the outside of the building.
6. Students will abide by all school rules at school sponsored dances.

### **B. SCHOOL DANCE, PROM AND ROYALTY DRESS CODE**

Students who participate in the various school royalties are also subject to this dress code. While the school appreciates the changing nature of clothing designs and fads in the style in which clothing is worn, there remains a standard of appropriateness for students in terms of how they dress for school functions. The following dress code is intended to illustrate and explain what is appropriate and inappropriate as dress for school dances, the prom, and while participating in school royalties.

As with most policies, however, the following is not an exhaustive list of what is appropriate and inappropriate. Students are warned that any type of dress that is deemed inappropriate, conspicuous, indecent, scurrilous, profane, crude, or unbecoming by the school administration shall be considered in violation of this dress code and will result in the denial of admission to the dance or prom or prohibition from participating in the royalty activities and may result in further disciplinary action.

**Students may bring a picture of the clothing or the clothing itself to school for approval prior to the event if there is a concern that it may be in violation of this policy.**

1. Clothing which has "see through" material or exposes undergarments in the areas from the knees to the upper chest is not acceptable.
2. "See-through" material is acceptable for the arms, legs below the knees, and neck/collar bone area.
3. In all cases, the area- normally covered by a one-piece bathing suit shall also be covered by opaque material.
4. Two-piece dresses are acceptable as long as they do not expose the upper torso area while standing still or moving. "Tube tops" are not acceptable.
5. Strapless dresses which fit appropriately and cover the upper torso area are acceptable.
6. Backless dresses which go below the lumbar spine are not acceptable.
7. The skirt or dress shall not be conspicuous or indecent while sitting or standing, and must extend two (2) inches beyond the longest finger on the hand with the shoulders in a relaxed position.
8. It is understood that many formal dresses are designed to fit closely around the body; however, dresses made of spandex or other material, which makes the dress inappropriate, is prohibited.
9. The Prom is considered a formal event so formal wear is required. Formal wear for a girl may be a dress, party gown, suit, or formal gown. Formal wear for a boy may be a suit, tuxedo, or a blazer and slacks. All prom formal wear must meet this dress code.
10. Shorts and skirts, which meet the dress code, are acceptable for school dances other than the Prom. Jeans and shorts are not acceptable for the Prom.
11. Exceptions to this dress code for special circumstances, such as cultural clothing, may be approved by the principal. Any exception, however, shall meet the requirements of this policy other than number 9.

### **School Pictures**

Students will be photographed at the school by a school-contracted photographer sometime during the year. Students may purchase a partial package or an entire package of photos. This event also serves as one of our school fundraisers, so please remember that every purchase helps our school.

## **Emergency Procedures**

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class during the first weeks of the semester. Students need to understand and follow these instructions. This is a life and death matter. The instructions will be posted in each teacher's room and students should be familiar with the assigned drill areas.

The LOCK-DOWN, FIRE DRILL AND TORNADO PROCEDURES are posted in all classrooms and practiced during the school year.

The evacuation procedures will be covered with students by their teachers and announced by staff as prescribed by the principal. As a backup Fire and Tornado Alert system, hand-held air horns will be used. A teacher will be assigned to use the air horn to alert the students.

## **Arts and Activity Groups Procedure**

The Frontier School of Innovation philosophy concerning performing arts in education is that the total learning experience involves practice, performance, and evaluation. A student is expected to be evaluated on both practices and performance. Students and parents should be aware of possible conflicts with other activities, both within and out of the school system. The following guidelines of student responsibility to performing arts and activity groups are outlined:

Performing groups have responsibilities in and away from the school, during and after regular school hours, and student members of such groups must adhere to all organizational rules and policies. Students are expected to attend rehearsals and performances of the school organization of which they are a member. Participation and service in the performing group outside of the classroom will be a determining factor of the grade. Any student who is absent from a scheduled required rehearsal or performance may have his/her semester grade lowered one letter grade because of unexcused absence per performance. The following conditions constitute reasons for an excused absence for a required rehearsal or performance:

1. Out-of-town trip with family, provided prior approval is obtained from activity director, and five-day prior notice is given to the school in writing.
2. Family emergency.
3. Illness (Director should be notified prior to required rehearsal or performance).
4. Any conflicts of school activities which have been previously resolved with director and principal.

The principal will determine whether or not an activity is a required rehearsal or performance. The initial responsibility for a review of the policy is that of the student. If an acceptable solution is not reached during a meeting of the student and the activity director, the principal will be informed of the need to review the request. The principal will meet with the concerned student and the activity director (instructor) to obtain needed information. A decision by the principal concerning resolution of disagreement will be provided to all interested parties.

## **ATTENDANCE**

The MISSOURI Board of Education requires all students enrolled at Frontier School of Innovation to attend school regularly in accordance with the laws of the State. The success of Frontier School of Innovation's educational program is based on the daily presence of the students and requires continuity of instruction and classroom participation. In addition, the regular contact of students with one another in the classroom and their participation in well-planned instructional activities, under the guidance of their teacher, are vital to the success of the educational program. For these reasons, the administration, faculty and staff of Frontier School of Innovation will frequently talk about the importance of students being in class and on time.

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parents, and students. Members of Frontier School of Innovation's professional staff will do all they can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class. In addition, professional staff will:

keep accurate attendance records of excused and unexcused absences,

- require an admission slip from a student returning from an absence and follow through appropriately if the student does not have one,
- incorporate defined, daily participation as part of the teaching/learning process for each grading period, and
- require accountability for students to complete work they missed while absent including homework, projects, quizzes, tests, and other assignments.

We ask that you, as a student, do all you can to attend school every day. If you have any problems with attendance, please talk with a teacher, administrator or the registrar.

### **Absence and Tardiness**

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Frontier School of Innovation recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences and tardiness.

### **Excused Absences**

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Frontier School of Innovation follows Missouri State Laws regarding school absences.

**Under the compulsory education law, parents or guardians must notify the school that their child will be absent NO LATER THAN 10:00 AM the morning of their absence. Otherwise, the absence will be recorded as unexcused.**

The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved **ONLY** for the following reasons or conditions:

### **Unexpected Absences**

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#### **Personal Illness:**

Your parent or guardian must call the school each morning that you are absent **by 10:00 AM**. **Otherwise the absence will be recorded as unexcused** when you are home ill. If it is known for a fact the number of days that a student will be absent this can be reported on the first call. **When you return to school, you must bring an explanatory note from your parent or guardian, or the absence will be recorded as unexcused.** The school may require a doctor's confirmation.

#### **Illness in the Family:**

Your parent or guardian must call the school by 10:00 AM to explain the situation and estimated days of absence or the absence will be recorded as unexcused. When you return to school, *you must bring an explanatory note from your parent or guardian*, or the absence will be recorded as unexcused.

#### **Quarantine of the Home:**

Your parent or guardian must call the school by 10:00 AM to explain the situation and estimated days of absence or the absence will be recorded as unexcused. When you return to school, *you must bring an explanatory note from your parent or guardian*. Such an absence is limited to the length of the quarantine as fixed by the proper health officials.

#### **Death of a Relative:**

Your parent or guardian must call the school by 10:00 AM to explain the situation and estimated days of absence or the absence will be recorded as unexcused. When you return to school, *you must bring an explanatory note from your parent or guardian*, or the absence will be recorded as unexcused.

### **Anticipated or Planned Absences**

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#### **Observance of Religious Holidays:**

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief. If this holiday falls on a school day, you must bring notice to the school before the day(s) of the absence.

### **Professional Appointments:**

We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, *you must bring a note to the office the day of the appointment stating clearly the time you are to be dismissed.* In addition, the following rules shall apply to this kind of dismissal during the school day:

- Parents must come to the office to pick you up.
- Your parent must sign the check-out sheet in the office; when you return to school, the parent must sign you back in.

### **Family Vacations:**

Parents must visit with the principal regarding vacations. **The principal will make the final decision** on this matter regarding vacations days being counted as excused absence days. Request to the principal should be in writing at least three (3) days in advance.

### **Unexcused Absences**

An unexcused absence *does become* part of a student's school record. You will be marked for an unexcused absence if you:

- fail to bring a written note within two school days following an absence,
- leave school without signing out at the office,
- are absent from class without permission - *including walking out of class,*
- are absent from school without parental permission,
- get a pass to go to a certain place but do not report there, and/or
- are absent for reasons not acceptable to the administration.

### **Make-up Work for Excused Absences**

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work. You may also contact another student to receive homework assignments. If you find that you will be absent for *more than two days*, please contact the school before 9:00 am and the assistant principal will, time permitting, send a "homework assignment" sheet around to each teacher, with pick-up of the sheet by the parent at the end of the school day. Please call the school before coming to pick up the assignment sheet, as sometimes daily constraints do not allow immediate circulation of assignment sheets. The school attempts to provide this service, time allowing, as a courtesy to the student.

On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed. There will be a time limit on turning in make-up work. The teacher will inform the student when the make-up is due.

If you are absent for school related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If you fail to do this, the teacher is **not** obligated to set another time for the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

### **Make-up Work for Unexcused Absences**

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways:

You may not make up work following an unexcused absence.

- Unexcused absence may result in an "F" or "zero" for the day in each class missed.
- Teachers are not obligated to allow you to make up quizzes or tests.

### **Truancy**

Truancy means that a student is not excused and is absent from his or her assigned location without the knowledge of a parent.

Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant:

No credit will be recorded for work you missed as a result of truancy.

- A record of the truancy will be entered into your attendance record file.
- A conference with your parents will be held.

If, during one semester, a Frontier School of Innovation student has three (3) unexcused absences, the parents/guardians will be notified either by telephone or by regular mail.

If, during one semester, a student receives six (6) unexcused absences, the parents/guardians will again be notified and an administrative conference will be held.

If, during one semester, a student has accumulated ten (10) total unexcused absences, legal authorities will be notified.

In addition, if a student has accumulated ten (10) unexcused absences in one semester, course credit can be denied.

If the above documentation or notice has not been given to the parent/guardian, and no conference has been held, then course credit will not be denied. However, Frontier School of Innovation is not responsible if a parent/guardian does not respond to either of the above -- the student may still be denied course credit upon accumulating the ten (10) unexcused absences in one semester.

### **Excused Tardiness**

You must have your parent or guardian call the office or write an explanatory note if you arrive late to school. Report to the office with your note when you arrive at school. If you fail to do this, you will receive an unexcused tardy.

**Students are allowed five excused morning tardies per semester. After five excused tardies, all subsequent tardies for that semester will be counted as unexcused and a parent/administrator conference must be held.**

### **Unexcused Tardiness**

If you arrive at school late but without a note, report to the office to check in. You will get a "late slip" for admittance to class. **Ten unexcused tardies will result in one day of unexcused absence; parent-administrative conferences will be held on a regular basis in order to remedy the situation; administrative discipline.**

### **Class Tardiness**

In our school, instructional time is viewed as a precious resource. Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of FSI's standard of excellence, which prepares students for success.

We view chronic tardiness as a serious problem. Note that after each incident you will receive this notice; but if the problem continues additional consequences will be imposed.

Thank you for your support in ensuring students making maximum use of class time and learn to be punctual.

Tardies are excusable only if a student has a written note from the nurse, a teacher, or an administrator.

The consequences for repeated morning tardiness to class within a nine weeks are as follows.

The # of tardiness to class	Consequences
5th tardy	A letter sent to parent. Saturday Detention.
10th tardy	A letter sent to parent. In School Suspension.
15th tardy	A letter sent to parent. 1 day out of School Suspension.
20th tardy	A letter sent to parent. Up to 3 days out of school suspension.

The Assistant Principal has the right to substitute an alternative disciplinary intervention for repeated offenders.

If you are late between classes, report directly to your next class. Administration will record a tardy detention point on your discipline record.

### **Dismissal Policy**

The dismissal time is 4:30 p.m. Students should be picked up no later than 4:45 p.m. after dismissal each day unless the student is enrolled in tutoring, club or after school care. The family of the student who is not picked up by 4:45 p.m. will be charged \$5.00 for courtesy fee for supervision and safety for the child. Students should not be in the hallways or at their lockers after 15 minutes of the dismissal unless accompanied by a staff member.

**After School Care:** FSI provides an after school care program for the parents who are unable to pick up their children on time. In after school care program, your child will be supervised until 5:30 PM. Monthly charges for after school care program are \$75.00. Payment must be made on Monday of the first week of the month. In After School Care program, students will be allowed to work independently, do their homework, read a book, complete their projects, eat snacks and play board games. After School Care program students should follow all the school rules. Failure to comply will result in removal from After School Care. After School Care registration form should be filled out and signed by parent/guardians that can be obtained from the office.

**Important:** There is a \$1.00 per minute; per child late fee for children not picked up by 5:30 p.m. Payment is due when the child is picked up. The FSI office clock determines the official time.

**Dismissal Information Form:** Parents must fill out a form provided by the Office about dismissal information of their children. FSI is not responsible for students who leave the campus without a written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses. Disciplinary action will be taken for those who leave and come back to campus without having a written permission from an administrator.

### **Early Dismissal of Students from School**

Because Frontier School of Innovation is very concerned about your safety and well being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure students' safety:

- The assistant principal may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.
- You 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/her behalf.
- You may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of your parents or guardian.
- You will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the assistant principal.
- You must sign out of the building at the front desk after receiving permission to leave school early.

### **Withdrawal Policy**

When a parent/guardian wants to withdraw a child from Frontier School of Innovation during the school term, the parent/guardian should report to the office at least two days in advance stating the reason for withdrawal in writing by filling out a withdrawal form.

Parents/Guardians need to make sure that;

1. Has checked in all assigned equipment and books.
2. All monies due the school are reimbursed in full.
3. Filled out the withdrawal form.

The withdrawal form will be returned to the registrar for official release. The registrar will release student records signed by parents if the student is cleared. Students going to another school will take with them a copy of their withdrawal form that gives grades earned to date in the current period.

## STUDENT'S RIGHTS AND RESPONSIBILITIES

- ✓ To feel safe in the school environment
- ✓ To take full advantage of the learning opportunities
- ✓ To work in an environment free from disruptions
- ✓ To express their opinions, ideas, thoughts, and concerns in an appropriate manner
- ✓ To have a healthy environment that is smoke, alcohol, and drug free,
- ✓ To use school resources and facilities for self-improvement under appropriate supervision,
- ✓ To expect courtesy, fairness, and respect from all members of the community,
- ✓ To be informed of all expectations and responsibilities,
- ✓ To take part in a variety of school activities,
- ✓ To have the right to due process,
- ✓ To be caring and honest,
- ✓ To do his or her best to learn and master all he or she can,
- ✓ To respect school rules, regulations, and policies,
- ✓ To be sure that personal expressions do not interfere with the rights of others,
- ✓ To follow state law and school policies concerning substance abuse,
- ✓ To respect and protect the personal and property rights of others and of the school,
- ✓ To treat all members of the community with full respect, fairness, and courtesy,
- ✓ To abide by all the expectations of the school and its community,
- ✓ To follow the prescribed guidelines for participation in school activities.

### **Internet Policy**

Internet access is available to students and teachers at Frontier School of Innovation. Frontier School of Innovation believes the internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to: electronic mail communication with people all over the world, information and news, public domain and shareware of all types, discussion groups on topics ranging from diverse cultures to the environment to music and politics, and many university catalogs.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Frontier School of Innovation has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. Frontier School of Innovation firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines.

Frontier School of Innovation will not be responsible for any damages which you may suffer as a result of or arising from your utilization of the Internet. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Frontier School of Innovation user violates any of these provisions, his or her access will be terminated and future access could be denied.

## Internet - Terms and Conditions

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1. Acceptable Use - The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Attempts to log on to the Internet as a system administrator, or to obtain unauthorized access to the school system or any other computer system through the School system, or to go beyond the user's authorized access will result in cancellation of user privileges. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or lobbying is also prohibited.

**Use of school internet/e-mail accounts for anything other than school business will be regarded as unacceptable usage and will be grounds for immediate revocation of all internet privileges.**

2. Netiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - a. Be polite. Messages should not be abusive, degrading, mean to others or contain inappropriate content. Messages should not be used as an avenue for gossip.
  - b. Use appropriate language. Do not swear, use vulgarities or words "similar" to vulgarities, or use any other inappropriate language.
  - c. Do not reveal personal information (i.e. - names, addresses, phone numbers, social security numbers, etc.).
  - d. Illegal activities are strictly forbidden.
  - e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
  - f. Do not use the network in such a way that you would disrupt the use of the network by other users.
3. Security - Security on any computer system is a high priority, especially when the system involves many users. If the user can identify a security problem on the internet, a system administrator must be notified. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to login to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

## STUDENT CONDUCT AND DISCIPLINE

Frontier School of Innovation has goals to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the Frontier School of Innovation administrators and teachers shall not allow the following behaviors during school, on school property, or at/during any school-sponsored activities.

### Classroom rules in every classroom:

1. Be in your assigned seat and ready to work BEFORE the tardy bell rings.
2. Bring pencils, paper, books, and all assigned materials to class.
3. Keep your hands, feet, books and objects to yourself.
4. Do not engage in behavior that keeps the classroom from functioning.
5. Follow directions the first time they are given.
6. No gum, food, or drink allowed in the building except in designated food service areas.
7. Raise your hand before talking.
8. Note-passing disrupts the class and is not allowed.

Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers. Homeroom periods are also regarded as class periods in terms of validity and enforcement of classroom rules.

### **Discipline - Positive Reinforcement**

The teacher will reinforce positive behavior.

1. Oral praise from the teacher
2. Pass to assemblies
3. Note to parents
4. Phone call to parents
5. Parties
6. Trips, picnics
7. Personal note to student
8. Note accompanying report cards
9. Note on papers, tests, etc.
10. Field trips

### **Discipline: School-Wide Rules**

Students breaking the following rules will be subject to disciplinary action by school officials:

- Do not bring radios, video recorders, tape players, tapes, beepers, CD players, virtual pets, games or any other electronic devices to school.
- Students are to be in assigned, supervised areas only.
- Running, pushing, hitting, tripping or shouting are prohibited.
- No swearing, whether written or oral.
- No cruelty or rude gestures or bullying.
- Students shall not miss class/classes unless excused by parent, guardian, or teacher.
- Use/possession of tobacco, matches, or lighters on or near school grounds is prohibited.
- No displays of affection.
- Being insolent, disrespectful and argumentative is prohibited and will result in immediate disciplinary action.
- Follow student conduct code cited in manual.
- Eating in hallways and classrooms is prohibited.

### **Discipline: Severe Causes - Immediate Office Referral**

Immediate office referral can be warranted when the student does any of the following:

- Commits or threatens to commit physical harm to another student or adult.
- Possesses and/or uses tobacco, drugs or alcohol on or near the school campus.
- Possesses a weapon or any object deemed a weapon.
- Damages or destroys property belonging to another student, the school, or a teacher.
- Swears, makes rude gestures, and participates in cruel teasing or put-downs.

Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of the administration. Lack of participation of student and/or parent(s) in the process does not preclude action taken by the Frontier School of Innovation administration.

**ANY STUDENT SUSPENDED DURING THE SCHOOL YEAR MAY BE DENIED REGISTRATION TO FSI THE FOLLOWING YEAR.**

**(Students with an IEP will have a manifestation determination hearing before being denied registration or given a long term suspension.)**

If a student is suspended during the school year, the student will be denied a Re-enrolment Form for the following year. If you are interested in filing a petition and requesting your child to be re-enrolled, please submit the following to the Assistant principal within two weeks after suspension being issued. Letters must be dated and addressed to The Principal, Frontier School of Innovation.

- A one-page typed letter from the parent that includes:
  - Request for re-enrolment
  - Any improvement in the student

- Measures that will be taken to avoid future discipline problems
- Date, Parent Name and Signature
- A half-page typed letter from the student that includes:
  - Request for re-enrolment
  - An apology for the offense
  - A commitment to proper conduct
  - Date, Student Name and Signature

FSI Administration and The Discipline Committee will review the petition letters after they are submitted. During the decision making process, the student's up to date conduct will also be taken into consideration.

## UNACCEPTABLE TYPES OF STUDENT BEHAVIORS AND CONSEQUENCES

The consequences for each unacceptable types of student behavior are not independent from each other. If a student suspended for a type of behavior, the any other type of unacceptable behavior will also result in a second offense.

### **Bullying Policies**

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture, written, verbal or physical act. Disciplinary actions will be taken as follows;

### **Provoking/Intimidating Behavior**

Encouraging or urging other students to violate school rules

***Consequences:***

- 1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to Three (3) days out of school suspension.
- 2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to Five (5) days out of school suspension.
- 3<sup>rd</sup> Offense:** Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

As a student at Frontier School of Innovation, you **shall not**:

### **Fight or Arrange Fights**

School is not a place to fight or arrange fights, whether those fights take place on or off school grounds. Fighting is any 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 another student, any fight will involve disciplining ALL students involved in the fight. If a student is assaulted and the student also makes physical contact, the student will face disciplinary action.

***Consequences:***

- 1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to Three (3) days out of school suspension.
- 2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to Five (5) days out of school suspension.
- 3<sup>rd</sup> Offense:** Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

### **Hit or Physical Touch**

***Consequences:***

- 1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to Half-Day Saturday detention (7 Detention points)
- 2<sup>nd</sup> Offense:** Parents/Guardian contacted. One (1) day out of school suspension.
- 3<sup>rd</sup> Offense:** Parents/Guardian contacted. Up to Three (3) days out of school suspension.

- 4<sup>th</sup> Offense:** Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

### **Extortion**

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Obtaining property from another with his consent, but induced by a wrongful use of force or fear.

**Consequences:**

- 1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to Three (3) days out of school suspension.  
**2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to Five (5) days out of school suspension.  
**3<sup>rd</sup> Offense:** Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

### **Malicious Injury or Destruction of Property**

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Intentional or willful destruction/defacement of property. This includes vandalism or graffiti.

**Consequences:**

- 1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to Three (3) days out of school suspension.  
**2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to Five (5) days out of school suspension.  
**3<sup>rd</sup> Offense:** Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

### **Assault and Battery**

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Any willful and/or unlawful use of force or violence upon the person of another.

**Consequences:**

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.  
**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.  
**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

### **Harass Another Student, Teacher, Administrator, or Staff Member**

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Harassment means making unwelcome advances or any form of improper physical contact or sexual remark and any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn.

**Consequences:**

Parent/Guardian contacted . Administrative discretion with a recommendation for long-term suspension and/or possible prosecution.

### **Disrespect to Teachers or Staff and/or Using Inappropriate Language and Behavior. Responding in a Rude and/or Impertinent Manner.**

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**Consequences:**

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.  
**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.  
**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Ten (10) days suspension and/or possible long-term suspension.

### **Use of Profanity**

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Writing, saying, or making gestures that convey a grossly offensive, obscene, or sexually suggestive message.

**Consequences:**

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.  
**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.  
**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Ten (10) days suspension and/or possible long-term suspension.

## **Hazing Student(s)**

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Hazing means to plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may carry heavy legal consequences.

### ***Consequences:***

Parent/Guardian contacted. Administrative discretion with a recommendation for long-term suspension. and/or possible prosecution.

## **Steal or Vandalize Private Property or School Property**

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This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds.

**Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property.**

**School records will be withheld until restitution is cleared.**

*Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.*

### ***Consequences:***

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Administrative discretion. Restitution, if required. Up to Three (3) days suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Administrative discretion. Up to Five (5) days suspension. Restitution, if required. Police report filed.

**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days suspension, or long-term suspension. Restitution, if required. Police report filed.

## **Display Threatening Behavior**

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Threatening behavior can include verbal threats, both face-to-face and over electronic media (phone and/or computers) and non-verbal threats, including "hard" stares, gestures, etc., that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

### ***Consequences:***

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Administrative discretion. Up to Three (3) days suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Administrative discretion. Five (5) days suspension recommended.

**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Administrative discretion. Ten (10) days suspension or long-term suspension.

## **Assault (Threat) With Intent to Kill Somebody**

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Any willful and unlawful attempt or offer with force.

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Administrative discretion. Long-term suspension. NO TOLERANCE.

## **Bring Any Kind of Weapon to School**

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A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, fireworks, or club-type implements as well as mace, tear gas, or other chemicals. It may also include **any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another.** The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

### ***Consequences:***

Parent/Guardian contacted. Administrative discretion. Long-term suspension. Possible prosecution.

## **Conspiracy**

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Any two (2) or more persons MUTUALLY agreeing to do any unlawful act.

### ***Consequences:***

- 1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to Three (3) days out of school suspension.
- 2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to Five (5) days out of school suspension.
- 3<sup>rd</sup> Offense:** Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

## **Gang Symbols**

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Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry, or by the writing of any signs identified as or associated with gangs.

### ***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian conducted. Conference with student(s) and up to Five (5) days suspension.
- 2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

## **Beepers, Pagers, Cellular Telephones and/or Other Electronic Devices;**

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Beepers, Pagers and Cellular Phones, Radios, Tape or CD Players, Electronic games, and/or similar devices are not allowed in school building at any time including lunch time and break time(s). Cell phones must be turned in to office at the beginning of the school and checked out after school. The office is not responsible for any damage or loss of phones. A student can bring a photo camera to the school with the Principal's approval of three (3) days advance written request

### ***Consequences:***

- 1st Offense:** Parent/Guardian contacted. Confiscation of the devices with retrieval only by parents/guardians
- 2nd Offense:** Parents/Guardian contacted. Up to Three (3) day suspension. (Confiscated materials will be given at the end of the school year)
- 3rd Offense:** Parents/Guardian contacted. Up to Five (5) day suspension
- 4<sup>th</sup> Offense:** Parents/Guardian contacted. Long-term suspension.

## **Cheating or Plagiarizing**

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Cheating on tests, plagiarism, and/or any other type of deception to get credit without effort are unacceptable conduct. In the event of any malpractice or perceived malpractice during an examination the student will, in the first instance, receive a zero grade. After the event, a review of the situation will determine if a zero grade is to be made or a lesser penalty imposed.

**ANY STUDENT FOUND TO BE CHEATING DURING EXAMINATIONS AND/OR DETERMINED TO HAVE CHEATED WILL RECEIVE A ZERO, THEIR PARENTS WILL BE NOTIFIED AND CORRESPONDING DPS WILL BE APPLIED.**

## **Abuse or Misuse Computers**

---

Computer hardware and software are for the benefit of all students. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse or misuse of computers also includes loading private software, *checking personal e-mail*, or accessing inappropriate web sites or web pages using school equipment. Student computer history may be checked randomly.

### ***Consequences:***

- 1<sup>st</sup> Offense:** Parents/guardians contacted. Administrative discretion. You will repair, undo, reset, delete or accomplish whatever needs to be done to undo the tampering, under supervision. You may have to pay for computer technicians to undo tampering. Up to Five (5) days out of school suspension.
- 2<sup>nd</sup> Offense:** Parents/guardians contacted. Administrative discretion. You will repair, undo, reset, delete or accomplish whatever needs to be done to undo the tampering under supervision. You may have to pay for computer technicians to undo tampering. Possible long-term suspension.

## **Disrupting Learning**

Disrupting learning includes any behavior that prevents other students from learning. It may include, but is not limited to, inappropriate language, excessive talking, not being in assigned seat, inappropriate comments/behaviors, eating or drinking during class, chewing gum, insubordination, and/or selling or trading personal possessions to other students.

### ***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Parent, teacher and student conference and discretion with the recommendation of Saturday Detention.
- 2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 3<sup>rd</sup> Offense:** Parent/Guardian contacted. Administrative discretion including up to Five (5) days out of school suspension.
- 4<sup>th</sup> Offense:** Parent/Guardian contacted. Administrative discretion including up to Ten (10) days out of school suspension.
- 5<sup>th</sup> Offense:** Parent/Guardian contacted. Long-term suspension.

## **Violate Uniform Policy**

Students shall come to school in uniform and in line with specific uniform and appearance limitations described in the handbook.

### ***Consequences:***

- 1<sup>st</sup> Offense:** You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you.
- 2<sup>nd</sup> Offense:** You will be sent to the office to fix the violation. Parent/Guardian contacted. You will be sent home. Your absence will be counted as an unexcused absence.
- 3<sup>rd</sup> Offense:** You will be sent to the office to fix the violation. Parent/Guardian contacted. Up to Three (3) days out of school suspension.

## **Use of Drugs or Alcohol; Sale of and/or Intention To Sell Drugs or Alcohol**

Use of drugs or alcohol means knowingly possessing, consuming, using, handling, giving, storing, concealing, offering to sell, selling, transmitting, acquiring, buying, representing, making, applying, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind *including butane lighters*. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be receiving long term suspension and law enforcement officials will be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look-alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

### ***Consequences:***

Parent/guardian contacted. Long-term suspension. Police will be informed.

## **Smoke or Use Tobacco Products or Bring Such Products To School**

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.

### ***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Three (3) days out of school suspension.
- 2<sup>nd</sup> Offense:** Parent/Guardian contacted. Five (5) days out of school suspension.
- 3<sup>rd</sup> Offense:** Parent/Guardian contacted. Long-term suspension.

## **Possession or Use of Fireworks**

Using or possessing any amusement device, smoke bomb, etc.

***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.  
**2<sup>nd</sup> Offense:** Parent/Guardian conducted and up to ten (10) days out of school suspension.  
Possible long-term suspension.

**Bomb / Explosive Threats**

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Reporting to school, police, or fire officials -- by any means -- information known to be false concerning the presence of a bomb or explosive.

***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Five (5) days out of school suspension.  
**2<sup>nd</sup> Offense:** Parent/Guardian conducted and up to ten (10) days out of school suspension.  
Possible long-term suspension.

**Give a False Fire Alarm**

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Issuing a false fire alarm is a violation of the State Law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense.

***Consequences:***

Parent/Guardian contacted. Long-term suspension. Restitution for any damage. Possible prosecution by legal authorities.

**Arson**

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Intentionally starting any fire or combustion on school property.

***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian conducted and up to ten (10) days out of school suspension.  
**2<sup>nd</sup> Offense:** Parent/Guardian conducted and long-term suspension.

**Forgery**

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Any attempt by a student to sign a teacher's, administrator's, parent's/guardian's, and or student's name to any document will be considered forgery.

***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Three (3) days out of school suspension.  
**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Five (5) days out of school suspension.  
**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Long-term suspension.

**Gamble and Play Cards**

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Gambling includes but is not limited to card playing, dice shooting and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. Bringing, trading, and playing **ANY cards**. (Gamble cards, Pokemon cards. etc.)

***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Confiscation of the devices with retrieval only by parents/guardians.  
**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.  
**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.  
**4<sup>th</sup> Offense:** Parent/Guardian contacted. Up to Ten (10) days out of school suspension.

**Bring Inappropriate Materials**

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Pornographic, criminal, hate related, laser pointer(s), lighter(s), water balloons, non-education related magazines, stink bombs, etc.

***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.  
**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.  
**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Up to Ten (10) days out of school suspension.  
**4<sup>th</sup> Offense:** Parent/Guardian contacted. Long-term suspension.

### **Failure to Identify (lying to staff or incorrect Information)**

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Refusal to stop, provide name and/or other information when asked to do so by a staff member.

#### ***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.
- 3<sup>rd</sup> Offense:** Parent/Guardian contacted. Up to Ten (10) days out of school suspension and/or possible long-term suspension.

### **Public Display of Affection**

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Behaviors of affection which are not appropriate for school such as kissing, hugging, hand-holding, etc. Frontier School of Innovation maintains an academic "no physical touching/display of affection" policy.

#### ***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted and conference with student(s).
- 2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 3<sup>rd</sup> Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.

### **Leaving Campus Without Permission**

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Leaving campus without prior consent and authorization from school administration.

#### ***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.
- 3<sup>rd</sup> Offense:** Parent/Guardian contacted. Ten (10) days suspension and/or possible long-term suspension.

### **Possession of Stolen Property or Found Property**

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Having in one's possession property obtained without permission of the owner (all "found" property should be turned in to the office).

#### ***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Administrative discretion. Restitution, if required. Up to Three (3) days suspension.
- 2<sup>nd</sup> Offense:** Parent/Guardian contacted. Administrative discretion. Up to Five (5) days suspension. Restitution, if required. Police report filed.
- 3<sup>rd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days suspension. or long-term suspension. Restitution, if required. Police report filed.

### **Defensive Type of Aerosol Spray**

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Possession or use of a defensive type aerosol spray such as mace or pepper gas by a student while on school ground is prohibited by school rules.

#### ***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.
- 3<sup>rd</sup> Offense:** Parent/Guardian contacted. Ten (10) days suspension and/or possible long-term suspension.

### **Bus/Vehicle Misconduct**

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Failure to comply with rules of bus/vehicle safety or disturbing others during field trips.

#### ***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.
- 3<sup>rd</sup> Offense:** Parent/Guardian contacted. Ten (10) days suspension and/or possible long-term suspension.

## **Trespassing**

Entering any school property or into any school facility without proper authority. Includes any entry during a period of suspension.

### ***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.
- 3<sup>rd</sup> Offense:** Parent/Guardian contacted. Ten (10) days suspension and/or possible long-term suspension.

## **Decision Making Process**

The principal designates one of the assistant principals to be in charge of discipline. The discipline referrals were submitted to the dean of discipline. The dean of discipline may form a discipline committee to make decisions regarding discipline.

**Students who repeatedly break school rules may receive a long term suspension from Frontier School of Innovation.**

## **EXPULSION**

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the assistant principal after hearing about the events involved in a situation. In addition, suspensions may be used for students who have committed a removal or expulsion offense and for whom a conference or hearing is pending. You and your parent/guardian may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal will be made to the Superintendent in writing. Consequences will not be deferred pending the outcome of an appeal. All disciplinary hearings on expulsions will be held within four (4) school days of the appeal being made. The decision of Superintendent is final.

### **Expulsion Policy**

Grounds for expulsion will include, but not be limited to:

1. Assault, assault and battery or threat thereof to any school personnel, other student or visitor while on school property, including buses, or at any school sponsored activity
2. False alarm, including fire, bomb threats, etc.
3. Use or possession of alcoholic beverages or illegal narcotics or drugs
4. Disruption of school by use of violence, force, coercion, threat, or disorderly conduct  
(This shall include the use of same to incite others toward acts of disruption.)
5. Arson or attempted arson to any school building or property
6. Repeated offenses of flagrant violations where suspension is normally considered appropriate
7. Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.
8. Receiving a total of 80 DPS points within a semester.

### **Handling Minor Infractions (Detention Point System)**

Along with the established disciplinary procedure, Frontier School of Innovation will implement a Discipline Point System (DPS) in which students will be given points for unacceptable behavior. Each teacher and staff must use this system and the administration has the discretion to implement certain consequences for students who have earned points above a set limit. Parents will be notified about the consequences and the behavior resulting in DPS system.

### **Detention Point System**

1. Every unwanted behavior has a numerical point. (See Discipline Point Case File)
2. Every teacher is required to mention about our DPS in his/her syllabus and use it.
3. If a student does not have any DPS points within 7 consecutive school days, 5 points will be deleted from his/her total detention points in the following day.

4. A teacher can give points only once for the same incidence for one class period. The teacher shall fill out a Discipline Referral Form if the same case continues, and contact an Assistant Principal.
5. A student receiving 10 points in a week (week is defined as from Tuesday to Tuesday), then he/she is required to attend Saturday Detention. Students and parents will be notified no later than Thursday.
6. Students required to attend Saturday Detention are rewarded -5 points for attending Saturday Detention and obeying rules of conduct for Saturday Detention. Students may receive more DPS points, however for an unwilling behavior.
7. Failing to attend a Saturday Detention without any confirmed excuse may result in a 2 days out of school suspension.
8. An accrument of 25 points or more within a semester period may result in 1 day detention class.
9. An accrument of 50 points or more within a semester period may result in 2 days out of school suspension.
10. An accrument of 70 points or more within a semester period may result in 3 day out of school suspension
11. An accrument of 80 points or more within a semester period may result in long term suspension.
12. Students required to attend ISS (In school Suspension) are rewarded -15 points for attending ISS and obeying rules of conduct for In School Suspension. Students may receive more DPS points, however for an unwilling behavior.
13. Students required to have 2 Days OSS (Out of School Suspension) are rewarded -25 points.
14. Students required to have 3 Days OSS (Out of School Suspension) are rewarded -25 points.

## DETENTION POINT CASES

Case	Points
Lack of materials	1
Not working on assigned tasks	1
Unexcused tardy to the class	1
Passing notes in the class	1
Makeup outside of restroom	1
Bringing pop or drink to class	1
Inappropriate behavior to friend	1
Sleeping in class	1
Running in hallway	1
Lack of cooperation	1
Antagonistic behavior	2
Excessive talking	2
Inappropriate cafeteria behavior	2
Eating/drinking in class	2
Chewing gum	2
Tapping	1
Disorderly conduct	2
Disturbing class	2
Misbehavior outside of school	2
Vulgarity	2
Excessive makeup	1
Profanity to another student	3
Not turning assigned homework or work	1
Horse-playing	3
Throwing things in class/hallway/cafeteria	1
Not being in assigned location	1
Dress code violation	2
Talking back to teacher	3
Passing notes in the class with profanity	3
Cheating	5
Buying/selling/trading something	5
Refusal to follow a reasonable request	3
Back-pack in the classroom	1
Humming/Singing/making noises	2
Leaving the classroom without permission	5
Leaving paper/trash on the floor	2
Drawing/writing in textbooks	3
Not having hall pass when it is needed	1
Not receiving any DPS points within consecutive seven school days	-5
Serving Saturday Detention	-5
OSS 2 days	-25
OSS 3 days	-25
ISS served	-15

### Due Process

All students at Frontier School of Innovation are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at Frontier School of Innovation have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

### **Short Term Suspension (Up To 10 Days)**

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The assistant principal will give notice of suspension and the reason for the suspension to the student in writing after hearing the issues involved in the situation. If you are suspended, you will be allowed to make up homework and tests only for the FIRST suspension – and it is the responsibility of the student and/or parent to make that request. Parents may request and pick up assignments during the first suspension period, but may make them later than 48 hours after the student returns to school following the suspension. The work must be completed within five (5) days following a short-term, out-of-school suspension. Suspended students are not allowed on school premises; therefore, a parent/guardian must pick up the requested work, and the student must complete it at their residence.

You and your parent/guardian may appeal a suspension within two (2) days of the suspension being issued. This appeal will be made to the principal. The principal decision's is final. You may not attend classes until the appeal is heard by the principal, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work if the suspension is overturned by the principal. All appeal hearings will be held within two (2) school days of the appeal being made. No lawyers and/or representatives other than the parent/guardian may be present during short term suspension proceedings. **The decision of the principal is final.**

### **Long Term Suspension (More Than 10 Days)**

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The decision to suspend any student for a long term will be made in writing and will include the reason for the suspension by the principal after hearing about the events involved in a situation.

You and your parent/guardian may appeal a long term suspension within two (2) school days of the suspension being issued. This appeal will be made to the principal and heard by a disciplinary appeal committee made up of four (4) teachers and principal. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work if the suspension is overturned by the committee. All disciplinary appeal hearings on long term suspensions will be held within Ten (10) school days of the appeal being made. **The decision of the disciplinary appeal committee is final.**

### **Saturday Detention**

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All students attending Saturday detention must arrive by 9:00 a.m. ready to serve Saturday detention till 12:00 p.m. Failing to attend a Saturday Detention without any confirmed excuse may result in a 2 days out of school suspension.

Uniforms are a must during Saturday Detention. If you are not in Frontier School of Innovation uniform you will be asked to leave and return the following scheduled Saturday Detention.

## STUDENT SUPPLY LIST

## Kindergarten thru 2<sup>nd</sup> grade

Please label backpack, clothing, and lunchbox.

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### KINDERGARTEN

Four boxes of facial tissues  
One plastic pencil/supply box  
Twelve #2 pencils  
Two boxes of baby wipes  
One box sandwich Ziploc bags  
One box gallon ziploc bags  
One box quart ziploc bags  
1 pair scissors  
One 2" Binder (for keeping work)

2 packages disinfectant wipes  
Two large erasers (not pencil toppers)  
One pack blank 3x5 index cards  
Five heavy duty plain pocket folders  
One backpack  
Change of clothes including underwear  
Two reams of copy paper  
One box 24 crayons  
2 glue sticks  
One dispenser of hand sanitizer

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### FIRST GRADE

One package of 4 X 6 index cards  
Five glue sticks  
One 8-oz. bottle of gel glue  
72 #2 pencils  
Four boxes of facial tissues  
Two erasers (large)  
One package pencil top erasers  
One box gallon ziploc bags  
One dispenser of hand sanitizer  
One box of 24 crayons  
2 packages disinfectant wipes

Two one-inch 3-ring binder  
One pencil/supply box (label)  
One ruler (metric and inches) (label)  
One box of baby wipes  
Seven heavy-duty plain pocket folders  
One backpack  
One ream of copy paper  
5 pocket folders with brackets  
1 pair scissors

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### SECOND GRADE

Manual pencil sharpener  
3 large pink pencil erasers  
One package pencil top erasers  
72 #2 pencils  
Two one-inch 3-ring binder  
Five glue sticks  
7 heavy-duty plain pocket folders  
Three packages of 4X6 index cards  
Two large pkgs. wide-lined notebook paper  
2 packages disinfectant wipes

One box of 24 crayons  
One plastic pencil/supply box  
Three boxes of facial tissues  
One box gallon ziplock bags  
One box quart-sized ziplock bags  
One ream of copy paper  
One backpack  
One dispenser of hand sanitizer  
One pair scissors

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Supply Notes:

- **Please DO NOT label any supplies except for backpack, clothing, and lunchbox.**
  - Families should have the following supplies at home for homework:  
Crayons colored pencils, pencils markers glue scissors wide-lined notebook paper
  - Frontier will provide classroom sets of some supplies.
  - Teachers may collect some supplies for community use in the classroom.
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## STUDENT SUPPLY LIST 3<sup>rd</sup> grade thru 6<sup>th</sup> grade

### THIRD GRADE

Please label all supplies with your child's name.

Backpack or book bag	Two large pkgs. wide-lined notebook paper
2 large pink pencil erasers	One 2 INCH 3-ring binder (no Trapper-Keeper)
72 #2 pencils	One 8-oz. bottle of white glue
Four boxes of facial tissues	Manual pencil sharpener that catches shavings
Two ream of copy paper	4 spiral 70-sheet wide-lined notebooks
Eight pocket folders without brackets	One pkg. disinfectant wipes (tub)
One package of Blue erasable pens	1 box of crayons, markers, OR colored pencils
One box quart ziploc bags	One dispenser of hand sanitizer
1 plastic pencil supply box	1 pair of scissors
2 packages disinfectant wipes	

### FOURTH and FIFTH GRADES

Please label all supplies with your child's name.

#### Classroom supplies for the student's class work:

72 #2 pencils  
2 large pkgs. of wide-lined notebook paper (to be collected)  
Four boxes of facial tissues  
1 pkg. of baby wipes  
Two school erasers  
Four pens (blue or black ink only)  
1 pkg. Post-its (1½ by 2") (to be collected)  
2 pkg. 3x5" blank index cards (to be collected)  
1 ream of copy paper  
One dispenser of hand sanitizer  
1 box gallon ziploc bags  
One Backpack  
2 pkgs. of disinfectant wipes  
5 wide-lined spiral notebooks (70 sheets)  
4 pocket folders with brackets (to be collected)

#### Homework supplies for the home's study area:

One large bottle of glue  
One box of 48 or 64 crayons  
Pencil sharpener  
Markers  
One ruler (metric and inches)  
One pair of all-purpose scissors  
Graph paper (1/4")  
Webster's Dictionary  
2 large pkgs of wide-lined notebook paper  
  
Compass

### SIXTH GRADE

One package of 4 X 6 index cards	3-ring binder
4 boxes of Kleenex (to be given to homeroom teacher)	Package of Art Paper
Bottle of Hand Sanitizer	24 Pack Crayons
Clorox Wipes (to be given to homeroom teacher)	Scissors
Large Quantity of Blue or black pens	Package notebook dividers with pockets
Spiral notebooks	Notebook paper - wide rule
2 Notebook Quadrille Ruled 100 Pages	Dividers
Package graph paper (4 sq = 1in.)	1 Package construction paper
Protractor /Ruler	Glue stick
Package of Red checking pens	Glue
5 Brad Folders (with or without pockets)	Scientific Calculator TI-30
Loose leaf paper	
Package of Colored pencils	
Package of Markers	
Folders	
Spanish /English dictionary (if taking Spanish)	
Turkish /English dictionary (if taking Turkish)	
Large Quantity of #2 Pencils	
Pencil Sharpener (hand-held, self-contained)	
Large erasers	
Package of Highlighter	

## STUDENT CONDUCT CONTRACT

Because all of you have elected to apply to Frontier School of Innovation, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask each of you to carefully read over the student contract on the next page and as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

### Student Contract

**As a student of Frontier School of Innovation, I will do my best to do the following:**

- ✓ I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- ✓ I will not touch others in any way.
- ✓ I will speak to others respectfully, not using profanity or uncomplimentary names.
- ✓ I will talk in the classroom only after receiving permission from teacher.
- ✓ I will show respect for all people working or helping in the school.
- ✓ I will show careful regard for both my property and the property of others.
- ✓ I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- ✓ I will not talk about others and their families.
- ✓ I will attend school regularly.
- ✓ I will be in class on time with all necessary materials.
- ✓ I will make good use of class time and complete and turn in assignments on time.
- ✓ I understand that I must make up assignments I missed because of an absence.
- ✓ I will remain on campus during school time, including the lunch period. I will not leave the school ground without the permission of the principal.
- ✓ I will do my best in my schoolwork, and I will let others do their best.
- ✓ I will ask for help if I do not understand.
- ✓ I will not bring any contraband items to school.
- ✓ I will help keep the school building and grounds clean and tidy.
- ✓ I will walk in the halls.
- ✓ I will follow the dress code and arrive at school in my uniform.
- ✓ I will not participate in any behavior banned by the school.
- ✓ I will set my goal to complete a college/university education.
- ✓ I agree to follow all requirements of the Frontier School of Innovation Student Handbook.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent(s)

\_\_\_\_\_  
Date