

Fronteras Spanish Immersion Charter School

**Student Handbook Policy and Procedures
2018-2019**

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Fronteras Spanish Immersion Charter School

Student Handbook 2018-2019

I HAVE RECEIVED A COPY OF THE STUDENT HANDBOOK AND WILL SHARE THE INFORMATION WITH MY CHILD.

Parent/Guardian Name:

Student Name (Printed):

Grade

Student Signature:

Date

Please return this completed page to your child's morning teacher by September 21, 2018

Attendance

School attendance is critical to school success. Students are expected and required to attend school by Alaska State Law.

Absence

There is no need to call the school when your child(ren) will be absent. Parents may now enter an absence in iParent. Coursework missed due to an absence must be completed. The student has an equal amount of days as was absent in order to complete work and will receive full credit of earned score.

In the event of an absence, it is the responsibility of the student to ask for missed work.

Pre-Arranged Absences

A parent/guardian should notify the school in advance if they expect their child to miss more than three (3) consecutive days of school. Please note – Multiple consecutive days are discouraged and use of school district provided vacation days is recommended to avoid a significant loss of instruction.

Teachers will provide all missed work upon the student's return. The number of days missed is the number of school days the student will have to turn the work in.

Tardies

It is very important for students to arrive prior to the beginning of class. Arriving late inhibits the student from finishing their morning assignment (where applicable), and it interrupts the class.

If late, the student will stop at the office for a tardy slip and take immediately to their classroom teacher.

Report Cards and Conferences

Conferences are held twice per school year. Fronteras has student-led conferences in February of each year. It is important the student attend the February conference, as they play a significant role by leading the parent/guardian through examples of work that are in the student's portfolio. Individual conferences are not scheduled, unless requested by parent or teacher(s).

Report cards are sent to the home after each quarter ends. Fronteras report cards provide the student and parent/guardian with the level of successful student performance on the standards.

Computer Use

All students will have differing and varying degrees of exposure and access to electronic information. All students must abide by all district policies regarding appropriate computer use. Misuse of electronic information/computer will be reported to the school administrator. Misuse comes in many forms. It can be viewed as any message or image sent or received that includes/suggests racism, sexism, inappropriate language, unethical/illegal solicitation, and other similar items/issues. Violations may result in school suspension.

Computer Use Violation:

*1st = loss of computer use for 3 school days

*2nd = loss of computer use for 10 school days

*3rd = loss of computer for 30 days

*4th = loss of computer for equivalent of 1 quarter (42 days minimum) & possible permanent loss depending on severity of violation.

See MSBSD Student Handbook for Computer Use Policy & Procedures

Sports

To be eligible to participate in a school sponsored activity a student must:

1. Be currently enrolled as a student
2. Have a current physical on file
3. Have a signed parent permission slip form and insurance form on file
4. Maintain passing grades in **all** subjects. Passing grade refers to 70% or C
5. Be in attendance for the full day of school in order to participate in that day's practice or competition
6. Maintain a positive attitude and good conduct at all times
7. No more than two (2) office referrals in a Quarter for poor academic or social behavior
8. Represent Fronteras in a manner that will make Fronteras proud at all times
9. Be picked up immediately at the end of each practice and/or game
10. Stay current with fee(s) required to participate.

Dress Policy

Parents are responsible for their children's dress and general appearance. We greatly appreciate your assistance in enforcing the following dress policy to ensure proper attire is worn:

1. Clothing should fit comfortable, provide appropriate protection from the seasonal weather, and be appropriate for the school environment.
2. When students are outside, students need appropriate gloves, hat, coat, snow pants, and boots during the winter season; rain (and/or mud) gear for the Fall and Spring.
3. Hats are only to be worn outside. No hats of any kind will be worn indoors.
4. No attire that is recognized or acknowledged by students to designate a gang symbol or identify with, participation in, or inappropriate/vulgar language or design is permitted.
5. Coats may not be worn indoors.
6. Torn, sagging, baggy clothing is not permitted. Oversized pants must be belted. Under garments of any kind must not be exposed.

A student that is improperly dressed will be made aware of the infraction and if possible, will correct the violation. Persistent dress code violation may result in short-term school suspension, as it will be viewed as willful disobedience. The MSBSD dress policy is in place to protect students' opportunity to learn in an environment free of distraction and interference.

Behavior Expectations

All students at Fronteras Spanish Immersion Charter School have the right to a safe and respectful school environment. Appropriate behavior and safekeeping of our learning environment is of utmost concern. High expectations of Fronteras students and staff ethics, morals, and overall behavior are the norm. Students are expected to make the most of their learning opportunities each day. Students will not be allowed to disrupt the learning of their peers. Fronteras operates and maintains a positive attitude and encourages each and every student to work to their potential. Fronteras staff works hard to provide students with guidance, cueing, and encouragement to behave in a manner that is appropriate and expected of today's citizens.

After School Activities

Fronteras Spanish Immersion Charter School is not responsible for students after the end of the school day. All students must be with a supervisor if they are staying on campus beyond official school hours. Students must be picked up promptly at the end of their after school activity.

Harassment

Harassment is taken very seriously. There are three types of harassment the district recognizes & students should be aware of: physical, sexual, and verbal.

Physical harassment is repeated, annoying, offensive physical behavior perceived by the recipient as having a negative impact. Examples: purposeful pushing, tripping, poking, hitting, etc.

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Examples: inappropriate touching, displaying offensive items, sexual remarks, offensive jokes, etc.

Verbal harassment is defined as using words perceived by the recipient as having a negative impact. Examples: name calling, threats, put-downs, etc.

If a student feels he or she is being harassed, he or she should take the following actions:

1. Tell the harasser you do not like the behavior and you want it to stop. Clearly say, "Stop".
2. Tell an adult. Always tell your parent/guardian. Talk to a teacher, the principal, or any staff member of Fronteras.
3. After you tell the harasser to stop, if they continue, document where and when (location & date) the harassment took place. Write down any names of people that are witnesses.
4. Go to the principal with the documented occurrences.

Library

The library is a special area and must be treated with respect. All procedures for accessing and checking out books shall be maintained. Books and materials that are checked out must be returned timely and be in good condition. If a book is returned damaged or is lost, the parent/guardian will be contacted for replacement costs.

Animals on School Grounds

Due to allergies, animals may not be brought on school grounds. By permission of school administration and under direct supervision of parent/guardian, an animal may be brought to school for class presentations. All animals must be taken home immediately following the presentation/question/answer period.