

Fronteras Spanish Immersion Charter School

“Preparing students to take their place in a diverse society.”

Student Handbook Policy and Procedures 2023-2024

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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. Though a good practice is to message the teacher to let them know. It is helpful for parents to enter an absence in ParentVUE. Coursework missed due to an absence must be completed. The student has an equal amount of days as was absent to complete work and will receive full credit of earned score. The exception is if schoolwork was requested by parent or student prior to leaving on vacation. All work provided by teacher(s) per parent or student request, must be turned in upon student's return to school. Please report absences on SDM (School Dismissal Manager) or in an email to the front office.

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. Please do not expect teachers to provide work prior to an absence. 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, and interrupts the class.

Report Cards and Conferences

Conferences are held twice per school year. **Student-led** conferences are held 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 posted to ParentVUE after each quarter ends. Fronteras report cards provide the student and parent/guardian with the level of successful student performance on the standards.

Electronic Device 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/device 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.

Electronic Device Use Violation:

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

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

*3rd = loss of device for 30 days

*4th = loss of device 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. Positively represent Fronteras 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 appreciate your assistance with ensuring proper attire for an educational environment is worn:

Clothing should fit comfortable, provide appropriate protection from the seasonal weather, and be appropriate for the school environment. The following expectations are for all students.

1. When students are outside, they need appropriate gloves, hat, coat, snow pants, and boots during the winter season; rain (and/or mud) gear for the Fall and Spring.
2. Hats are only to be worn outside, except for special celebration or circumstance.
3. No attire that is recognized or acknowledged to designate a gang symbol or participation in, or inappropriate/vulgar language or design is permitted.
4. Under garments of any kind must not be exposed.

A student that is improperly dressed will have an opportunity to correct the violation. Persistent dress code violation may result in short-term school suspension, as it will be viewed as willful disobedience. The 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 student to work to their potential. Fronteras staff work hard to provide students with guidance, cueing, and encouragement to behave in a manner that is appropriate and expected of today's citizens. The base of Fronteras' Behavior Expectations include Capturing Kids' Hearts (CKH) and RISE - Respect Integrity Self-Discipline Engaged.

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. No Food or Drink may be in the library.

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.