



Student Handbook

2010-2011

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MORNING AND AFTERNOON SUPERVISION

Morning:

Falcon Ridge begins providing supervision for students 20 minutes prior to school start time. Because of issues of safety and liability your child should arrive no earlier than 20 minutes before the start of the school day.

After School:

School grounds supervision continues through the 15 minutes following the end of the school day. Please make any arrangements necessary that ensure the timely departure of your student.

Safety is a Harbor Essential. Please be thoughtful as you make arrangements for your student's morning arrival and afternoon departure.

ATTENDANCE POLICY

Parents are expected to call the school office prior to 9:00 am to notify of their child's absence.

Falcon Ridge Public Charter School recognizes the importance of attendance and punctuality at all grade levels. Regular attendance helps to assure that students are getting the benefits of a program that is 90% direct instruction at the K – 8 levels, 75% interdisciplinary study at the 9 - 12 levels along with 20% cooperative problem solving. These teaching techniques do not allow students to simply make-up concepts missed. In accordance with our charter, FRPCS has a 96% attendance standard. **Every effort should be made by students, parents and administration to ensure that students are in attendance and punctual every day. A year-round school calendar is provided well in advance to allow families to schedule activities and appointments during breaks and after school hours.**

EXCUSED ABSENCES – Absences due to illness, medical appointments, funerals, weddings, and pre-approved school related events or situations documented as extraordinary.

Any student whose immediate family member is involved in State Tournament competition, including 4-H competitions or graduation exercise at the High School, college, and military level will qualify for an excused absence.

The student has two (2) days after the absence to provide supporting documentation from the parent/guardian via phone call, email, or written message that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the building administrator. Absences without this documentation will be counted as unexcused.

UNEXCUSED ABSENCES - Absences due to non-school related activities, family events, clubs, trips or vacations, and any absences not reported to the school by a parent/guardian within two school days of the student's return to school.

At the 6th – 8th level, **every 3 unexcused absences in one semester, (two quarters)** will result in the **dropping of one letter grade in each subject area.**

At the 1st – 8th level, students who recognize the importance of attendance and punctuality will qualify for participation in the Citizen of the Week and Citizen of the Month programs.

TARDIES - Three (3) unexcused tardies will result in one (1) unexcused absence. The Administrator will determine an unexcused tardy. Examples of an unexcused tardy: overslept, late walking to school, missed school bus, parent running late, etc. Student will not be considered tardy in the event of bad weather, if busses are running late.

EXCESSIVE ABSENCE

Students can accumulate a total of ten (10) absences each semester, including excused and unexcused absences.

After five (5) absences in one semester which includes excused and unexcused, parents will be notified, and given the count of each kind of absence.

After the tenth (10th) total absence in one semester, a note from parents is not sufficient. Written notification from a medical person, legal staff, or other pertinent persons of authority approved by the administrator verifying the student's reason for missing school must be obtained by the parent/guardian. If the student does not have that documentation, **the parent/guardian and student may be brought before the Board of Director's for an expulsion hearing or withdrawn by the Administrator of Falcon Ridge Public Charter School.** Administration reserves the right to extend this policy, after parent consultation, in extenuating circumstances.

A part of any public school's funding is the calculation of average daily attendance. Therefore, when students are absent, either excused or unexcused, the absence lowers that calculation which in turn lowers the amount of funding the school receives. The child also loses out on a part of their education that cannot be made up. This tougher attendance policy must be enforced to ensure that your child does not miss important instruction and the school does not miss important funding.

FIELD TRIP POLICY

At different times during the school year, your child may have the opportunity to take education field trips away from the school under the supervision of school personnel.

It is difficult for us to send home permission slips prior to each field trip and receive 100% return before the field trip departure time. The result is often a hasty effort to obtain last minute parent permission by telephone or a disappointed child who has to stay at school when his/her classmates go on a field trip.

Please sign and return the attached letter if your child has permission to go on field trips that his or her class participates in at Falcon Ridge Public Charter School. You will have the opportunity to deny permission if there is a field trip in which you do not wish your child to participate. **A notice of time, place, and method of transportation will be sent home with your child prior to each field trip in which he/she participates.**

MEDICAL INSURANCE

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through.

Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

Falcon Ridge Public Charter School does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. Falcon Ridge Public Charter School carries only legal liability insurance.

Parents, please be prepared to pay for your child's possible medical expenses.

MEDICATION GUIDELINES

Students who need to take prescribed or other medications during the school day **must bring it to the office in a properly labeled prescription bottle or original container**. No medication in envelopes, baggies, etc., can be accepted for distribution. **A consent form must be completed by the parent and on file with the office staff for medication to be given** such as Tylenol, Ibuprofen, cough drops, etc. This will help alleviate calls home and minimize time away from class.

HOMEWORK

The education of children must be considered a team effort by both parents and teachers. Research shows that the most successful students, regardless of family income level or ethnic background, are those who have regularly structured homework time. This parent-assisted practice serves a dual purpose:

- It communicates to the child his/her priority in the parent's life. This contact time develops more than academic skills; it develops a sense of self-value, and builds memories.
- The discipline of nightly homework creates a habit that will benefit the student throughout life.

School's objective for homework:

- Practice/Review – reinforce skills and concepts taught during class
- Responsibility – develop organizational/time management skills and self-discipline
- Feedback—gauge of students understanding and application of material taught (4th -8th)
- Preparation – preview of upcoming material to be presented during class (6th-8th)

It is our intent to require reasonable and constructive assignments that will encourage the student's success in the classroom. It is important that our parents share our beliefs about homework and will support us in this. Homework performance typically serves as a barometer measuring parental support. Additionally, to do well in school your child must be present, on time, healthy, rested, and attentive.

At the middle school level (6th-8th), homework expectations increase and the responsibility of completing homework and applying skills and knowledge obtained in class to outside class work rests upon the student. Students who fail to complete homework, may miss specials classes to complete their work. This is a natural consequence and a method of holding students accountable, as well as helping them be prepared for further classroom discussions. The result of students not completing homework and being unprepared impacts the entire class; this causes a disruption to the instructional effectiveness of the school. Therefore, those who habitually fail to complete homework will experience the following consequences:

- Five missing homework assignments within a two week period may result in a Discipline Action Report (DAR) and a letter home to parents requesting a parent signature acknowledging that they are aware of the problem.
- A second DAR for missing homework results in a conference with parent(s), student, teacher and school administrator to determine a corrective plan of action.
- A third DAR, may result in an in-school suspension as well as parent contact and the DAR being signed by the student and parent(s).
- A fourth DAR may result in an out-of-school suspension. In order for the suspended student to re-enter school, the student must prepare a written goal statement and academic commitment paragraph to present to their parent, teacher(s) and administrator in a scheduled meeting.
- Finally, if the same student receives a fifth DAR within the school year, the student and parent will be required to meet before the Falcon Ridge Public Charter School Board for an expulsion hearing.

SCHOOL AND COMMUNITY SERVICE

Falcon Ridge Charter School encourages a sense of pride and ownership in the school. Service hours help students realize that caring for a school is a team effort. We strongly feel that students need to be willing to help others in their community, which will in turn make him/her stronger in their community.

Every 7th grade student must perform 20 hours servicing their community and/or school each year in attendance.

Every 8th grade student must perform 30 hours serving their community and/or school each year in attendance.

Hours are submitted to their teacher in descriptive format and signed by the individual student works for. A form will be provided. Students will be rewarded with a certificate of completion at the end of the school year.

SCHOOL DRESS CODE

In an effort to provide a safe and orderly school environment for your children, we will expect the following dress guidelines followed by the students of Falcon Ridge Public Charter School.

1. Gang attire of any kind is strictly prohibited. IE. Hair nets, bandanas, garments that are suggestive, garments that advertise illegal substances or obscene statement are not allowed. Sagging pants will not be tolerated. No undergarments will be seen. Any other clothing that disrupts the learning environment will not be permitted.
2. Brief garments such as halter tops, bare midriffs, tube tops, net tops, tank tops, spaghetti straps, and plunging necklines (front or back) are not appropriate. All shirts must be wider than three adult fingers on the shoulder. Due to weather changes, shorts will be allowed only on certain times of the school year as set by the Administrator. Shorts and skirts shorter than finger-tip length are inappropriate.
3. Pajamas or slippers of any kind are strictly prohibited.
4. Makeup (lipstick, rouge, blush, eye makeup) are not allowed at Falcon Ridge Public Charter School. Blemish correction and clear lip gloss are acceptable.
5. Hair color will be within the natural color spectrum (brown, black, blonde or auburn.)
6. No pierced jewelry, other than in the ears, will be permitted.
7. Students will wear or bring to change in to athletic shoes for P.E.

Our focus at Falcon Ridge Public Charter School is to create an educational atmosphere with the fewest disruptions.

ELECTRONIC DEVICES

Our goal is to provide an academic environment free of distractions being conducive to learning and a social environment that supports the development of kind and respectful relationships. Use of any electronic devices such as cell phones, game boys, MP3 players, and CD players during any time of the school day is in conflict with both of these goals. If any of these devices are brought to school, **including cell phones, they must be turned off and in backpack at all times.** Any student using their phone or any electronic device other than before or after school will have them confiscated. The student's parents will be responsible for coming to the school and picking them up.

BEHAVIOR POLICY

Because our number one goal at Falcon Ridge Public Charter School is to have a safe and orderly school that provides an atmosphere that is conducive to learning, we have the following focus on acceptable behavior. Students are expected to always be respectful, polite, honest, kind, exhibit good work skills, and use appropriate language. Students are expected to follow school rules and policies at all times.

We feel that all parents send their children to school expecting that their child will be taken care of physically, emotionally, socially, and academically. Falcon Ridge Public Charter School will meet those expectations.

Offenses that will not be tolerated are harassment and intimidation of other students, disrespect toward any staff member, defiance, profanity, and not using playground equipment appropriately. The consequences for these infractions will correspond with the severity of the offense.

1st offense within one (1) semester: Student will complete an incident report. Parents will receive a copy that will be signed and returned and put in student's file.

2nd offense within one (1) semester: In-School Suspension - 1 day, with parent notification.

3rd offense within one (1) semester: Out-of-School Suspension – 1 day.

No aggressive or threatening behavior will be tolerated at FRPCS. Fighting, being defined as: pushing, shoving, hitting, kicking, pulling, or physically connecting in an aggressive manner.

Each offense may be an out-of-school suspension. The number of days will be decided upon severity and the recommendation of the administrator.

A field trip is any occasion when students are away from the school campus. Anytime students are involved in field trips, there is more liability for Falcon Ridge Public Charter School. If a student is in a fight, or has had multiple behavior infractions, there is more liability if the same student is involved in a subsequent incident off school campus, otherwise know as a field trip. The only way a student with these infractions can participate in the off campus activity, is if he/she is taken by a parent and supervised by said parent, and then brought back by the parent. The student's safety is the responsibility of his/her parents.

WEAPONS - FRCPS has no tolerance for students who use, threaten to use, or possess firearms, destructive devices, weapons, dangerous instruments, explosives, or "look-alike" weapons on any school premises, or any school sponsored activity. Examples of weapons are: knives of any kind, guns, toy guns, etc. In an incidence when a weapon is displayed, used and/or threatened in an aggressive manner, the student will be automatically suspended or expelled. The administrator has the authority to determine the extent of the threat and/or the disruptiveness to the health, safety, and/or educational process of other individuals in each particular situation. For the purpose of this policy, no tolerance means that consequences will occur if this policy is violated and that the consequences will be commensurate with the circumstances of each situation.

DISCIPLINE

Kindness will be the number one expectation for Falcon Ridge Charter students in the area of behavior. There will be an emphasis on politeness, honesty, and integrity. The umbrella under which these areas fall is called discipline, "to disciple".

There will be zero tolerance for unkindness at Falcon Ridge Public Charter School. If students are kind, there will be no fights, no gangs, and no name calling. Kindness covers all areas that can potentially cause behavior problems in a school setting. Many of the school's awards are behaviorally related.

How will we accomplish our goal of a safe and orderly environment where students can learn and succeed?

First, we must minimize the background noise so teachers have patience with children. We identify background noise as hallway and assembly noise. As such we have implemented the following rules:

1. No talking in the hallways, including the outside hallways between the mobiles or when entering or exiting assembly programs.
2. Students will walk in straight lines. (It is easier for adults to see where students' hands are and also what is in those hands.)

Second, students at Falcon Ridge Public Charter School are expected to be polite.

1. Students will say please and thank you to the cooks and servers, and any adult.
2. Students are expected to use napkins and talk quietly during lunch.
3. Students will always be respectful to adults, visitors, and all other students.

COMMUNICATION PATHWAY

Falcon Ridge Public Charter School has adopted a "Communication Pathway" for parents and students. This will ensure that issues are addressed first at the classroom and then at the organizational level before the board address them.

1. Teacher/student/parent meeting
2. Teacher/student/parent/administrator meeting
3. Teacher/student/parent/administrator/Board.

INTERNET

Falcon Ridge Public Charter School provides limited internet access for its students for educational and research purposes. This technology provides students access to the most current and extensive sources of information and the ability to communicate with individuals throughout the world. It also provides students new ways to access information, practice skills, and develop reasoning and problem solving ability.

The use of the Internet is not a right, but a privilege and inappropriate use will result in cancellation of that privilege. To remain eligible as a user, each individual shall abide by the following rules pertaining to the proper use of the Internet. Inappropriate use will result in suspension of user privileges to the Internet. Falcon Ridge has filters and measures in place designed to restrict access to materials that may be harmful to students. School administration will deem what is appropriate use, and their decision is final.

1. Use of the school internet is for educational, curricular, or teacher assigned research only. Students are forbidden from accessing inappropriate material on the Internet or World Wide Web.
2. Students are forbidden from using electronic mail, chat rooms, and other forms of direct electronic communication.
3. Unauthorized accessing, including so-called "hacking," and other unlawful activities by students online is forbidden.
4. Students are forbidden from the unauthorized disclosure, use, or dissemination of personal information.
5. Students are forbidden from downloading, uploading, saving, or posting any information on the Internet or World Wide Web without permission from Falcon Ridge faculty or administration permission.

BUS RULES & CONSEQUENCES/RIDING THE BUS SAFETY

Please note that our culture of kindness at FRPCS will be in effect throughout bus routes as well as at school. The following is a complete list of bus safety rules. Please read and share with your child in a way that is understandable to the child.

1. BEFORE YOU GET ON THE BUS:
 - a. Be on time at your bus stop. The bus is not permitted to wait.
 - b. Stand on the sidewalk at the bus stop. If there is no sidewalk, stand on or near the curb. Stay off the street!
 - c. On dark or cloudy days, wear bright clothing.
2. GETTING ON THE BUS:
 - a. Stay in line and get on the bus as quickly as you can.
 - b. Help other students; do not crowd or push anyone.
 - c. Use the hand rail when going up the bus steps.
 - d. Find a seat and stay in your seat. If needed, share your seat with another student.
3. WHILE RIDING ON THE BUS:
 - a. Be quiet. Talking loudly is never permitted.
 - b. Do what the bus driver tells you. The bus driver has complete authority while you are riding the bus.
 - c. Stay in your seat. When on the bus, students must stay seated for safety reasons. Turning around or standing is never permitted. Windows may be opened, but you must never lean out the window nor put your arms out the window.
 - d. Keep the bus clean. By keeping feet off the seat-back and putting all garbage in cans you will help make the bus safe. The student will be responsible for any vandalism that is incurred.
 - e. Keep your books and other personal belongings on your lap. Throwing of any material in or out of the bus is never permitted and will result in immediate suspension from the bus.
 - f. Know the use of the emergency exit. Keep aisles clean and clear at all times in case of an emergency. The back emergency door is to be used only in the case of an emergency.
4. GETTING OFF THE BUS:
 - a. Remain seated until the bus has completely stopped.
 - b. Cross the road in front of the bus, following the instructions of the driver. Do not walk out into the road between parked cars.
 - c. Walk facing traffic. When leaving the bus stop, always walk on the curb facing oncoming cars. Stay on sidewalks whenever possible. Do not cross the street unless necessary.

SAFETY IS EVERYONE'S BUSINESS!

We often tell children they need to take care of three general parts of their body while riding the bus.

1. Mouth – Do not talk at a noise level that is distracting to the bus driver or use bad language on the bus.
2. Hands and Feet – Keep hands and feet to yourself. Do not push, hit, kick, or throw things. Hands and/or feet must never be put out the window.
3. Bottom – Stay in your seat. Turning around, kneeling in your seat, or standing is not allowed.

If your child can assume responsibility in the three areas listed above and can show respect for self, other students, and the bus driver, citations will not be necessary. In the event your child violates a bus rule, the following consequences will be imposed:

- 1st offense: Warning; telephone call to parents and a copy of the driver's report.
- 2nd offense: Suspension of bus riding privileges for ten (10) school days. Parents will receive a telephone call from the school and a copy of the bus citation.
- 3rd offense: Suspension of bus riding privileges for the remainder of the calendar school year.
- Riding the bus is a privilege. Follow the rules. The bus driver's report can cause suspension of any student from riding the bus.

Severe Clause: Falcon Ridge Public Charter School and/or Brown Bus Co., reserves the right to suspend bus riding privileges at any time in the case of severe misbehavior.

FALCON RIDGE PUBLIC CHARTER SCHOOL CELEBRATES SUCCESS!

HALL OF FAME

Students will receive certificates for mastering the following facts:

- Addition (30 facts in 1 minute for 1st graders)
(40 facts in 1 minute for 2nd graders)
(50 facts in 1 minute for 3rd, and above grades)
- Subtraction (same as above)
- Multiplication (50 facts in 1 minute)
- Division (50 facts in 1 minute)
- U.S. Map (4th, and above grades. Place 50 states on the map)
- State/Capitals (5th and above grades. Using 3 different combinations)
- Months/Days (1st and above listed in order, capitalized, spelled correctly plus abbreviations)

STUDENTS WHO PASS EVERY CATEGORY WILL RECEIVE A PLACARD AWARD PLACING THEM IN THE HALL OF FAME. THOSE STUDENTS WHO COMPLETE THE HALL OF FAME CATEGORIES WILL GO ON TO FALCON RIDGE PUBLIC CHARTER SCHOOL FAMOUS LEVELS I, II, AND III, WITH SEVEN ADDITIONAL CATEGORIES EACH.

CITIZEN OF THE WEEK

This award is given to students in each class who exhibit kindness, responsibility, and helpfulness. This is presented in class by the principal or appointee and accompanied by written accolades from the teacher.

CITIZEN OF THE MONTH

This award is given to those students who show exemplary behavior in the following areas. (These are the ones who will get promotions and pay raises in the workplace.)

- A good citizen is kind and supportive of other students. This would be compared to an adult citizen who is a good neighbor in the community.
- A good citizen is responsible and turns in all work on time. This would be compared to an adult good citizen who can be counted on to do a good job and is trusted by his employer.
- A good citizen follows the rules. This would be compared to an adult citizen who does not break the law.
- A good citizen would exhibit interest and enthusiasm about learning. This would be compared to those employees, who get the promotions at work, i.e.: A boss will not promote an employee who rolls his eyes when asked to learn something new or complete a task.
- A good citizen gets to school on time. Owners of companies or managers do not give pay raises to those employees who are tardy.

The Citizen of the Month is presented in a school assembly and gets to have a special lunch with the principal and other awardees.

SPECIAL NOTE: Falcon Ridge Public Charter School focuses on academics and citizenship. It rewards excellence.

Grading Scale

A	90% – 100%	E	Excellent
B	80% – 89%	V	Very Good
C	70% – 79%	S	Satisfactory
D	60% – 69%	N	Needs Improvement
I	Below 60%	I	Incomplete/Fail

I have read and discussed the handbook with my child.

(Please complete and return one signature page per child)

Printed Name

Signature

Parent/Guardian

Name(s):

Student Name:

My Child has permission to participate in school sponsored field trips.

Parent /Guardian Signature: _____

Date: _____