



STUDENT HANDBOOK

2024-2025

625 E. HARMONY ROAD
FORT COLLINS, CO 80525
970.223.2173

INTRODUCTION

MISSION STATEMENT

Committed to Provide Academic Excellence, with a Caring Faculty, in a Safe Environment.

PURPOSE

Our vision is that Front Range Learning Center will bring students from the community into a vigorously academic and developmentally appropriate learning environment that will help build strong values. We also desire to cultivate quality employees, children, families, and communities that desire to share our mission and vision.

The purpose of FRLC is to partner with parents in raising their child up in a way that instills strong values and morals at the center of their education. This will be achieved through continual self-examination with a focus on continuous improvement.

Students and teachers will be proud to be in a program that provides a rigorous education that supports students. At FRLC, students will be proud to excel whether they are in the classroom or learning at home, participating in extracurricular activities, or being involved in the community. The students will be surrounded in an environment that will equip, empower, and inspire students to become strong moral leaders to change the world.

GENERAL INFORMATION

ACADEMY OFFICE

Office hours are Monday through Friday, 8:00 AM – 4:00 PM. Summer office hours are Tuesday through Friday, 9:00 AM - 4:00 PM.

ATTENDANCE AND TARDIES

Each student must be in regular attendance in order to fully benefit from the instruction given during class. In case of absence, the parent must send a dated note to the office the day the student returns explaining the reason for the absence. Students who do not bring a note from home explaining the absence will be marked as unexcused for the day(s) missed.

The following circumstances are considered to be acceptable reasons for absence:

STUDENT ILLNESS, DEATH IN THE IMMEDIATE FAMILY, DOCTOR AND DENTIST APPOINTMENTS

Students who do not arrive to campus for the first day of school or the first day when school resumes after the Christmas break without administrative permission will receive an academic and financial penalty.

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence and presents undue hardships for students and teachers. Should it be necessary for a student to miss school for personal reasons, please obtain permission from the administration at least a week in advance. Secondary students will need to fill out an Absence From School Request Form. If an athlete will be absent from a practice or game, he/she must fill out an Athletic Absence Request Form (in addition to the Absence From School Request Form) at least one week in advance for administrative approval.

All work must be turned into the teacher by the due date listed on the Absence From School Request Form (7th-12th grade) or by the date requested by the teacher (1st-6th grade). Students who miss final exams due to family vacation will receive zeros on exams missed. Additionally, international students who miss exams due to leaving for home on flights before the end of a semester will receive zeros on exams missed. Final exams may not be made up except for extenuating circumstances approved by the administration (ex. illness). Class time missed during this approved excused absence must be made up, and students will still be responsible for the material covered in their absence. Approved excused absences are given to help provide some flexibility for family vacation trips, church trips, and college trips that cannot be planned during school vacation periods; however, approved excused absences generally will not be allowed for day trips (e.g. skiing, snowboarding, "fun days," etc.).

Tardies are disruptive to the classroom and have an adverse effect on your child's educational progress. All students who arrive after 8:15 AM must sign in at the reception desk in the lobby. Students should not accrue more than five unexcused tardies per semester. Tardies because of traffic will be counted as "traffic tardies." An unexcused tardy will be given for the accumulation of three or more traffic tardies in a semester.

FRLC operates on the "closed campus" principle. This simply means that attendance at the academy is required from the regular start of classes to the regular dismissal time, regardless of the number of free periods a student may have. Students may go off campus during the academy day only with prior permission of the administration. STUDENTS WHO ARE ABSENT FOR ANY REASON ARE EXPECTED TO SECURE ASSIGNMENTS AND COMPLETE ALL WORK MISSED DURING THE ABSENCE.

AUTOMOBILES

It is a privilege to be able to bring a car to the FRLC.

- All student-driven cars are to be registered in the office immediately when the student begins driving to the academy. Fines of \$1/day may be assessed for students who do not register vehicles.
- Each driver should be an example of courteous, careful driving habits. Students should park as directed and proceed slowly and with care in the parking lot at all times. Fines may be assessed for speeding or improper parking.
- Cars are to remain parked until students leave for the day.
- Cars are not to be occupied during school hours. Students are not to sit in parked cars while waiting for school to begin or after school dismisses or at any school function.
- A fee of \$50 per year will be added to the student FACTS account.
- Failure to follow these policies may necessitate cancellation of the privilege of bringing a car to campus.

BEGINNING OF SCHOOL

All students are required to be at their Orientation Day and will be expected to comply with regular dress and hair standards.

CAR LINE PROCEDURES

ARRIVAL

Early students will be supervised beginning at 7:30 AM. We ask that students not arrive before this time. Early drop-off provides care for students arriving between 7:30 AM and 8:00 AM at no cost. Students who arrive prior to 7:30 AM will be assessed a fee of \$5 for each arrival prior to 7:30 AM. If a student arrives after 8:15 AM, he must check in at the office.

DEPARTURE

Students should be picked up on the patio at the following times:

KINDERGARTEN - BEGINNING AT 3:05 PM

ELEMENTARY - BEGINNING AT 3:08 PM

SECONDARY - 3:15 PM

A teacher will be there to walk the student to the car. To keep the child safe and to expedite dismissal, a car visor tag, which must be placed on the visor of the car, will be issued for kindergarten and elementary students. Additional car visor tags are available for purchase for \$5 in the academy office. If a student needs to be picked up from the school early, parents should go by the reception desk. In order for someone other than

the mother or father to pick up the child, the name must be listed in the FACTS Family Portal or a notification must be sent that morning to the teacher. Otherwise, parents will be contacted before a student is permitted to leave the FRLC property. Information concerning the name and make of car of the person picking up the student is needed. The teacher will ask to see a driver's license any time a student is picked up by anyone who is not familiar to the FRLC staff.

CELL PHONES/SMART WATCHES

Students are permitted to have cell phones, but they must be turned off or on silent and left in the student's locker/book bag and not carried in any campus buildings. Students who use, carry, or display cell phones will receive demerits; and the phone will be confiscated and sent to the office until the parent has been notified. Cell phones that are confiscated from students may be examined, including numbers called, pictures and videos stored, as well as text messages sent and received. Inappropriate materials found may result in disciplinary action.

Students may have cell phones with them at home games; but the primary purpose should be for communicating with parents. Students should be engaged in cheering for the Falcons and fellowshiping with friends and family. Students are also permitted to take cell phones with them on away games, but they may only be used for communicating with parents.

Students found using a smart watch to communicate or to use for purposes other than that of a regular watch will have their watch confiscated and sent to the office. The student or parent will then need to pick up the item from the office, and secondary students will receive the same demerits as cell phone use. The student will not be allowed to wear a smart watch to the academy.

CHILD ABUSE

Colorado law requires that FRLC employees report to the local Department of Family and Children Services (DFCS) any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the employee. Once a report has been made, official representatives of DFCS have the right to come to FRLC to interview the child. Parental permission is not required.

COMMUNICABLE DISEASE POLICY STATEMENT

Front Range Learning Center does not discriminate against any student. However, FRLC is faced with the challenge of providing a safe haven for those students entrusted to their care, and it is their intent to protect all students from exposure to serious illness. FRLC with its limited facility is not equipped to physically care for the needs of a very ill student or any student with a serious or chronic communicable disease.

Therefore, out of concern for the welfare of all students, it will be FRLC policy to deny admission to, or to require dismissal from the academy for a child with a serious and communicable disease. The concern is two-fold: it is that other students not be infected, and that the ill student not become infected with other diseases transmitted by fellow students or others within the academy family. Any student who is denied acceptance or is dismissed due to a communicable disease will not be permitted to enroll or re-enroll in regular classes until he has been medically diagnosed as no longer carrying the communicable disease.

This policy is to applied to diseases such as, but not limited to and including: syphilis, gonorrhea, Hepatitis, Acquired Immune Deficiency Syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus) are included in the policy.

It is the responsibility of the parent or guardian of a student to inform FRLC of the student's infection of any serious and continuing communicable disease upon application for enrollment (of a new student) or at the time of diagnosis (for a current student). In adopting this policy, FRLC recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. FRLC will, therefore, update the policy statement in light of significant new information on such diseases.

CONTACTING TEACHERS

Parents are requested to contact their child's teacher through email, by writing a note and having the child bring it to the academy, or by contacting the academy office. If the teacher is not available at the time of calling, the receptionist will leave a message for that teacher to call back. Parents should stop by the office to sign in and receive a pass prior to going to a classroom. Parents should not go to the child's room in the morning. Talking to a teacher in the morning delays that teacher from very important preparations for the whole class. If a conference is needed, the teacher will be glad to schedule a time to meet.

FACILITIES

In order to teach students proper stewardship and to maintain our facilities and equipment, students are to refrain from any actions and activities that could result in damage. This includes, but is not limited to: horseplay; climbing on furniture; attempting to jump and touch ceilings, door overhangs, elevated signs, etc.; and chewing gum on the premises. Students who inflict damage to property will be required to pay replacement or repair costs.

FIELD TRIPS

The teachers and administration of FRLC feel that field trips can be a resourceful way to enhance the educational process. On many occasions, these trips are planned in relation to classroom studies and activities. While written permission has been obtained on the student enrollment form, parents will be notified in advance of the trips. Parents are often invited to attend their child's field trip. We ask, however, that parents not bring other siblings along on these trips. School dress codes will be in effect for students.

All students are required to attend scheduled field trips except in the event of sickness or family emergency. Failure to attend a field trip for reasons other than these will result in an unexcused absence.

ILLNESS

For the welfare of your child and others in the school, all children who are sick must be kept home. When the child is well enough to participate in a normal school day, please send hat, coat, etc., as an aide to prevent future illness since students do participate in outdoor activities each day, weather permitting. Students who become ill during the school day will be taken to the office. Students who show signs of a possible illness that can easily be spread (ex: pink eye, lice, etc.) will be sent to the office and parents will be called for pick up. No student with a temperature of 100.4 degrees or more will be allowed to remain in the school. The office

will call the parents and ask that the child be taken home or to the doctor. Students who vomit, show signs of fever, or are contagious will not be permitted back to school until symptoms are gone for over a twenty-four hour period.

INCLEMENT WEATHER CONDITIONS

FRLC closure information will be sent out and can be found in the following places:

ParentsWeb Parent Alert text message

Email to Parents and Faculty/Staff FRBA

Website, Calendar, and Social Media News

Channels: Denver 7, 9 NEWS, Fox 31 Denver

One of the primary goals of FRLC is to protect the safety and well-being of every student. When severe weather conditions develop, a decision to close the school will only be made after carefully considering a number of factors including information from area weather reports and reports from area school districts. Because FRLC includes students from several area school districts, the administration will consider multiple district reports in deciding to cancel school for inclement weather (ex. Poudre School District, Thompson School District, Weld RE-4 School District, Weld RE-5J School District, etc.).

The decision to close FRLC will be made as early as possible, preferably by 6:00 AM by the FRBA administration. Parents will promptly receive a Parent Alert text message notifying them of a school closure.

Parents are ultimately responsible for their children and should decide for their own family whether their children should attend during inclement weather, or if their children should leave the academy prior to the regular dismissal time. We encourage parents to decide what is best for their family when the weather is severe.

INSTRUMENT RENTAL

Instruments may be rented from FRLC or rented or purchased through a local music store. Please see the Music Director at Orientation for more information.

INSURANCE

Front Range Learning Center is not responsible for injuries suffered at the school except in a case of proven negligence. Medical coverage for injuries will be the responsibility of the parent, and parents are encouraged to make sure their children are covered under a family health insurance plan. Students in any of the sports programs, intramural or interscholastic, must show proof of medical insurance or sign a waiver of responsibility of the academy before the student may participate.

LOCKERS

Students in 7th-12th grades will be issued lockers. When available, students will be issued a personal locker for books and a locker to share for athletic bags. Lockers are the property of FRLC and may be opened by a school official without the permission of the individual student if necessary. Students can be suspended or expelled if the locker contains weapons, drugs, or any other unauthorized material. Students are not allowed to eat or drink at their locker, in the hallway, or in the classroom. Drinks stored in lockers must be screw-lid containers. Lockers should be kept neat at all times. All items must be stored in lockers (ex: books, book bags, papers, notebooks, coats, etc.). Items not stored in lockers will be sent to lost and found. All rules regarding lockers also apply to P.E., athletic lockers, and music lockers issued.

LOST AND FOUND

Front Range Learning Center has a designated place for lost and found articles. Lost and found items will be cleared each grading period, and clothing and personal items not claimed will be disposed of at that time. Students should check Lost and Found often for misplaced articles. Fifty-cents is required to claim any item. An attempt will be made to return items that have been labeled with a student's name.

LUNCHES

Front Range Learning Center offers a hot lunch program on select days during the week.

MEDICATION

If a student must take any medication during the school day, the medication along with the directions are to be given to the office as soon as the student arrives. Prescription drugs must be dispensed from the original container, with the doctor's directions. For over-the-counter medicines, a parent's directions for administering will be sufficient.

OFF-LIMIT AREAS

All FRLC equipment is off-limits except when specifically authorized. Other off-limit areas include offices except as designated; teacher or office desks, computers, personal possessions, or files; vehicles in the parking lot; main office without permission; and other students' desks or lockers. Young people understand respect for others and for the things of others and will easily adhere to this.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled once a year in approximately 10 minute slots. Parents should use this beneficial conference to visit with their child's teacher and be informed about their student's progress. Teachers welcome visits from any parent. We do ask that such visits be made by appointment with the teacher at a convenient after-school hour.

PERSONAL POSSESSIONS

As a general rule, students should not bring toys to school. If toys are brought to school, the toys should remain in the student's book bag, including at morning care time, recess, and ESD. Exceptions to this policy would be scheduled show-and-tell or footballs, soccer balls, playground balls, etc. for recess (only Nerf footballs are allowed in the Harmony Building). Front Range Learning Center is not responsible for the loss or damage of any personal items such as toys, games, clothing, phones, etc.

SCHOOL DAY HOURS

GRADES	EARLY	BEGIN	END
K5	7:30 AM	8:15 AM	11:25 AM / 3:05 PM
ELEMENTARY (1-6)	7:30 AM	8:15 AM	3:08 PM
SECONDARY (7-12)	7:30 AM	8:15 AM	3:15 PM

SEARCHES

The administration reserves the right to perform random desk or locker searches. The administration reserves the right to search a student's book bag, purse, wallet, coat, pockets, or car with or without the student present upon receiving any information pointing to a student's possession of unauthorized materials. Students who do not report wrongdoing in this area may be subject to disciplinary action.

SECONDARY BELL SCHEDULE (GRADES 7-12)

ARRIVAL TARDY	7:30-8:00 AM
	8:15 AM
1ST HOUR	8:15-9:00 AM
2ND HOUR	9:05-9:50 AM
3RD HOUR	9:55-10:40 AM
4TH HOUR	10:45-11:30 AM
5TH HOUR	11:35-12:05 PM
6TH HOUR	12:10-12:40 PM
7TH HOUR	12:45-1:30 PM
8TH HOUR	1:35-2:25 PM
9TH HOUR	2:30-3:15 PM

SOLICITATION

The administration prohibits any group or individual solicitation of products or services to our school families through the classroom or Internet or to our staff and faculty by contact through teacher "mailboxes," Internet, or other on-campus means.

STUDENTS LEAVING SCHOOL

Parents coming during class time to pick up a student for an appointment or other excused absence must come to the academy office. If a student must leave early, a written note from the parent stating the reason for early dismissal is to be brought to the office and approved before school begins for the day.

Students are not allowed to leave the school premises during the school day without permission from the administration. When junior or senior high students are given permission to leave, they must report to the office when leaving and returning to check in or out officially.

STUDENT SOCIAL MEDIA/ONLINE ACTIVITY

Any student found with social media/Online activity that is deemed inappropriate to the purpose and mission of the school will be subject to disciplinary action up to and including immediate ineligibility to attend the school or participate in any extracurricular program.

TELEPHONE USE

Students are not allowed to use the office phones except in the case of an emergency. Emergencies do not include calling parents to have them bring homework, lunches, projects, or a change of clothes for sports activities, etc. It is important to plan ahead so that the office can function with maximum efficiency.

Students are not allowed to use the classroom telephones, and parents are not allowed to interrupt the classroom to speak to a teacher or student by phone. Cell phones must be left off or on silent and be left in the student's locker and not used without permission in any campus building. Students who use, carry, or display cell phones will have the phone taken, held in the academy office, and a detention issued. Students found using a smart watch to communicate or for purposes other than that of a regular watch will have their watch confiscated and sent to the academy office. Confiscated items must be claimed in person by a parent.

VISITORS

Parents are requested to stop by the reception desk if they need to leave something for the student or teacher or if they have to pick up or drop off a student. Please do not go directly to the classroom. In order to limit classroom interruption of the normal class day, adult visitors' (ex: parents, grandparents, and alumni) time is generally limited to lunch time. If a conference is needed with the child's teacher, arrangements for a private conference may be made through the office.

Parents should not meet the teacher before or after school or detain the teacher from his responsibilities. Teachers will be glad to arrange conferences with parents at scheduled times.

Former students and other junior/senior high students are not permitted to visit the academy. All visitors must report to the reception desk to sign in and receive a "Visitor" badge.

VOLUNTEERS

We welcome parents and grandparents who wish to volunteer to help at the school. We appreciate each parent's attention to modesty when at the school or at school functions. If you should have a question regarding modesty at a school function, please check with the office. Thank you for your cooperation.

PHYSICAL EDUCATION

A written excuse from a parent or doctor is necessary to excuse a student from physical activities. Any student who does not dress for P.E. for ten days or more during the school year, regardless of the reason, will not receive credit for this subject. The student who misses ten or more days will receive an automatic grade of "F" for the course. A student cannot be considered ready to participate in P.E. unless he is dressed in the proper uniform. If a student is not prepared to participate, he will be considered absent for the purpose of determining the grade. Parents are asked not to request that a student be excused from P.E. class unless it is medically necessary. Please include a doctor's note stating the medical condition and the length of time the student should be excluded from P.E. activities. As a general rule, a student who is well enough to be in school, is well enough to participate in physical education class. P.E. uniforms for guys and girls will consist of a P.E. shirt, P.E. shorts, socks, and tennis shoes. Only athletic pants purchased from the office may be worn over or in place of P.E. shorts.

PROGRESS REPORTS

Progress reports are sent to all students after the 3rd and 6th week of the quarter. All Progress Reports will be emailed to parents. Please review the reports.

CONDUCT AND DISCIPLINE

BEHAVIORAL DISCIPLINE PHILOSOPHY

The purpose of student discipline is to provide a foundation and to produce the good character we expect. The philosophy in the application of a disciplinary system is to exhibit a spirit of concern and control. The concern of the administration is motivated by a desire for each student to travel in the right direction. Discipline at Front Range Learning Center is never carried out with the goal of hurting or demoralizing, but rather protecting the student from unprofitable pursuits in life. The school's disciplinary system is designed to be administered with equity, based not on who the student is, but on the basis of what principle or what policy may have been violated and to what extent the student has violated the rule(s).

The goal in discipline is to match the consequences to the offense and to counsel restitution to the offended party. The disciplinary system will be only as public as necessary to resolve conflicts with the ultimate goal of causing others to walk in obedience.

CHARACTER DEVELOPMENT

For a student to develop spiritual leadership ability, he must possess character. Thus, one of the chief goals at Front Range Learning Center is to develop character within each student. This will be evidenced largely by a child's outward behavior at home, at school, or elsewhere. An undisciplined life is largely an unproductive life. Each student will be challenged to accept responsibility for his assignments, and will be expected to accomplish his work promptly and efficiently. This prepares him for a life of stewardship and discernment.

Students are expected to respect the authority of teachers and adults at all times, and to reply to adults courteously. They should behave as young ladies and gentlemen in their conduct and speech. Unless otherwise instructed, students will raise their hands and be acknowledged before speaking. Students will not be permitted out of their seats without permission. Disruptive behavior is not tolerated in the classroom, and parents will be notified if patterns of negative behavior develop.

Students are to be honest and exhibit kindness and respect for fellow students at all times.

CLASSROOM COURTESIES

Students should follow regulations on classroom courtesies to assist the teachers and staff for efficiency in the classroom. The following guidelines should be consistently followed:

1. Students should enter the classroom quietly, take a seat, and prepare for the class activities. Students must be seated in their desks and quiet when the bell rings.
2. Speaking out or expressing disapproval when another has the floor is rude, discourteous, and unfair. Students should raise their hands and wait to be recognized before speaking.
3. Windows, lights, heat/air conditioners, drapes, furniture, and class fixtures are to be adjusted by the teacher only.
4. Disrespect to teachers and staff will not be tolerated. This includes the following: mimicking or mocking the teacher, staff, or other students; laughing at the mistakes of others; sassing or back-talking the teacher; nonverbal expressions of disrespect; writing or passing notes; talking during class; studying a subject other than the one being taught.
5. Students should bring their own supplies to class: books, notebooks, paper, pen, pencil, homework, and anything else assigned.
6. Class will be dismissed by the teacher only and not by the bell. Students will not get out of their desks until properly dismissed by the teacher. Teachers will make every effort to end class on time.
7. Candy and chewing gum are not allowed.

CONDUCT OUTSIDE THE CLASSROOM

Students are expected to conduct themselves as young ladies and gentlemen at all times. This includes respect toward all adults and fellow students. The following must be observed at all school functions:

1. Name-calling and/or racial remarks are not allowed.
2. Students must keep their hands to themselves at all times. No rough-play is allowed in the buildings, on the school grounds, or at other school functions off campus.
3. Fighting among students will not be tolerated. Students who are involved in fighting will be sent to the office and suspended at the discretion of the administration. Students will not be allowed to receive class credit for the days that are missed (zeros will be given).
4. Both a public display of affection between boys and girls and an unusual display of affection with the same sex are not permitted.
5. Profane, abusive, or slang language is not permitted.

DEMERITS/MERITS

Grades 7-12 utilize a demerit/merit system. Demerits result from acts of rule violations, and the number administered is assigned in proportion to the offense. Realizing that there are unintentional or first-time offenses from an overlooked area or an inadvertent policy misunderstanding, the consequences of demerits must still be applied for the student's violation; but in such cases, a minimal number of demerits will be administered. In contrast, cases of deliberate or repeated disobedience reflecting purposeful or premeditated action will receive the full consequences of demerits, plus additional demerits at the discretion of the teacher or school administration.

Demerits may be administered by either a part-time or full-time faculty or staff member of Front Range Learning Center. Teachers may increase the number of demerits for a given offense if the violation is flagrant or repeated. Demerit notification will be sent to the parents' personal email address. When a student accumulates the number of demerits for detention or suspension, parents will be notified by a report sent from the school administration.

Exceptionally good behavior may be rewarded with a merit which will lower the number of demerits for the semester. Voluntarily completing extra tasks and exhibiting cooperation and leadership among the student body without being prompted is the main way to earn merits.

One merit and one demerit carry equal weight and, thus, nullify each other. Demerit records are reset to zero at the end of the semester except for the demerits obtained during the last week of the grading period. These are carried over to the upcoming semester.

The following alphabetical list is given for the benefit of parents who wish to know the types of offenses that sometimes occur and the manner in which each is handled. This list is not exhaustive and is used as a guide for teachers. Repeat offenses may result in additional demerits.

	DEMERITS
	15-30 + apology
INFRACTION	3
Bullying	10
Candy in class/hallway	25 + zero
Cell phone usage	3
Cheating	10 + repair
Class work incomplete	10 + apology
Defacing school property	10 + apology
Direct disobedience	3
Disrespect to authority	3
Disturbing class	5 + \$5 fine
Dress code violation	10
Gum in class/hallway	15-30 +apology
Extreme hair styles	3
Fighting	15
Food outside of lunchroom area	3
Forging signatures	3
Hair guidelines violation	5
Homework incomplete	5
Horseplay	3
Inappropriate behavior or question	20
Inattentiveness	3
Invasion of teacher's personal property	3
Crude remarks	15 + apology
Litter/trash	
Lying	
Material - inappropriate or unrelated to classes at school (magazines, books, etc.)	5
Music - possessing or listening to inappropriate music	15

during school or school-related activities	
INFRACTION	DEMERITS
Music - singing, humming, or whistling inappropriate music during school or school-related activities	5
Name calling, verbal teasing/provoking	5 + apology
Negative attitude	5
Note passing	3
Obscene gesture or comments	15
Off-limits area	10
Out of seat without permission	3
Outside of classroom without pass	3
Physical contact with opposite gender	10-35
Possession of knives or any other fighting instrument	50
Parent notices unsigned or not returned on time	3
Profanity	15 + apology
Reckless driving	10
Smoking at/away from school	50 + probation
Skipping class	10
Skipping school	25
Stealing	30+ restitution
Talking in class without permission	3
Tardiness to class	2
Throwing objects	5
Unprepared for class	3
Vandalism	30 + restitution
Vulgarity	20 + apology
REASONS FOR EXPULSION: (AT OR AWAY FROM SCHOOL)	
Alcohol possession or use	
Drug use, distribution, paraphernalia, or possession	
Extreme disrespect	
Firearm possession at FRLC	
Fornication	
Gambling	
Gang involvement	
Involvement in crimes other than traffic violations	
Sexual immorality (language, conduct, lifestyle, etc.)	
Threats to FRLC, students, or faculty members	

DETENTION

Detention is assigned for every ten demerits issued, up to the first twenty demerits. Once thirty demerits are issued, out-of-school suspensions are imposed. If a student receives detention, a notice will be sent home. Unless other arrangements are made, detention is held from 3:20-4:10 PM on an assigned day in a designated room. If a student is tardy or absent to a detention, another detention will be issued besides the detention to be served that day. Parents should make arrangements to have their child picked up immediately

following detention hall. The administration of FRLC reserves the right to issue individual assignments or duties as seems appropriate for the student and/or for the infractions committed.

DISCIPLINE

Because Front Range Learning Center promises to maintain an atmosphere that is conducive to learning, parents would be done a great disservice if wrong behavior were not corrected. For this reason, the conduct and courtesies previously stated will be enforced, as well as any other rules or policies that may be added as needed at the discretion of the administration. Usually extra work, demerits, and/or detention will be used as discipline for violation of the rules. Discipline and guidance are implemented for suspensions and may require parental participation.

When misconduct occurs, corrective measures will be used to help the student change his behavior or attitude. Examples of typical corrective measures in the elementary grades are time-out, loss of privileges, a student-teacher conference, or a student-administrator conference. Typical corrective measures for secondary students are student-teacher conference, demerits, one-period detention after school, student-administrator conference, and parent-teacher conference. Students can be suspended or expelled for accumulation of demerits, for failure to report to these periods, or for major behavioral problems.

Full cooperation is expected from both student and parents in the education of the student. If the school feels that student or parent cooperation is lacking, the student may be requested to transfer out. Also, if a student's behavior indicates an uncooperative spirit or one that may be out of harmony with the spirit and standards of Front Range Learning Center, whether there is any definite breach of conduct, he may be requested to transfer out.

Attendance at Front Range Learning Center is a privilege, not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of FRLC.

DRESS REGULATIONS (K5)

Students in K5 should abide by the following dress standards:

BOYS

- Hair neatly trimmed off the eyes, ears, and shirt collar
- Nice pants or shorts to the knee with no rips, tears, ragged hems, etc.
- A polo style shirt with a collar or a "Henley" style striped/patterned shirt or nice t-shirt with no writing or pictures
- Socks and well-fitting enclosed shoes suitable for outdoor and play-ground activities
- No jewelry

GIRLS

- Knee-length skirts, dresses, and jumpers with no writing or pictures
- Loose-fitting pants or shorts to the knee are permitted (no skinny pants; no stretch material that makes pants or shorts form-fitting; no thin, revealing fabric)
- Shirts or blouses with no writing or pictures
- Socks or tights with well-fitting shoes suitable for outdoor and play- ground activities
- Girls are encouraged to wear shorts under skirts for the playground.
- Girls may wear a single simple necklace; no bracelets, anklets, or rings.

DRESS REGULATIONS (GRADES 1-12)

Please remember that any item not included in these standards is not acceptable for school dress.

FRLC has adopted mandatory dress code standards. We believe these standards are helpful in achieving excellence in education and have many practical benefits including higher academic achievement for students, reduced cost for school clothing, and fewer distractions to the learning environment.

We have made a concerted effort to balance an appropriate level of student individuality with a desire to reflect excellence and pride in the FRLC student body. Additional advantages of the standardized dress code are that they remove ambiguity for what is acceptable school dress and create an environment where the focus is on learning. In order to maintain consistency, these standards will be strictly enforced.

The guide is comprehensive; therefore, if the standard is not contained in this guide, the apparel/clothing/color/design in question is not acceptable. As always, the administration reserves the right to decide if any student's appearance complies with FRLC standards and will take necessary action to correct dress code violations when necessary. Students and parents should familiarize themselves with these standards.

GENERAL STANDARDS

- Athletic logos (ex: Nike, Under Armour, Adidas, Champion, etc.) are permitted. Any athletic logo must be small and in the top corner of the clothing. Other labeling, logos, or printing on ANY visible article of clothing other than mentioned above are not permitted (including t-shirts worn underneath dress code shirts). • Cargo pockets, fleece, or jeans and jean skirts are not permitted.
- All clothing must be clean, neat, pressed, and in good repair (no ragged hems, tears, or exposed patches, etc.)
- Clothing should fit well, not be tight, form-fitting, oversized, or baggy.

- Clothing and accessories reflecting extremes in fashion or style or that identify with subculture movements (Goth, Emo, Punk, etc.) are not to be worn to school or any school function.
- Students may not write on skin, shoes, or clothing.
- From time to time FRLC will have “Out of Dress Code Day.” All clothing worn during this time must meet standards for modesty and comply with the spirit of the dress code. Specific details will be given before the event.

SHIRTS

- Long or short sleeve solid color polo shirts; long or short sleeve solid color Oxford style button down dress shirts; turtleneck/mock turtleneck
- Classic or pastel colored, no neon colors
- Must cover the midriff area
- Polo shirts should not be sleeveless.
- Boys in 3rd-12th grades must tuck in their shirts.
- Girls must tuck in their shirts if the shirt is worn lower than mid-hip.
- If undershirts (or tank tops) are worn, they must be solid white, and not extend below the polo sleeve or shirt bottom.
- No long sleeves under a short sleeve school polo shirt
- Refer to General Standards.

SKIRTS/JUMPERS/PANTS/SHORTS* (GIRLS)

- Solid color navy blue, tan khaki, gray, or black
- Plain or pleated (no embellishments)
- No higher than the top of the knee when standing or sitting
- Denim of any color is not allowed.
- FlynnO’Harra, Lands End, or French Toast Uniform pants (only)
- *Shorts may be worn by students in 1st-6th grades ONLY. They must be a uniform type style to the knee and be solid color navy blue, tan khaki, gray, or black (no athletic style shorts).
- Refer to General Standards.

PANTS/SHORTS* (BOYS)

- Solid color navy blue, tan khaki, gray, or black
- Cuffs and/or pleats are optional
- Straight or slight flare
- Woven cotton or cotton blend

- Worn at waist level with a belt
- Appropriate length and may not be rolled up
- No “skinny pants,” capri pants, low rise pants, cargo pockets, embellishments, fleece, or jean style pants
- *Shorts may be worn by students in 1st-6th grades ONLY. They must be a uniform type style to the knee and be solid color navy blue, tan khaki, gray, or black (no athletic style shorts).
- Refer to General Standards.

BELTS

- Must be worn with pants, shorts (1st-6th grades), or skirts that have belt loops
- Solid black, brown, or navy (flat or braided)
- Worn inside belt loops
- No embellishments, decorations, designs, glitter, etc.
- No extra large belt buckles

OUTERWEAR AND SWEATERS

- Hats and heavy jackets are permitted for outdoor use only. Since these items may not be worn inside during cold weather, students should plan to bring a sweater or light jacket that complies with dress code.
- Sweaters, sweater vests, fleece, light jackets, and sweatshirts may be worn inside the buildings. They must be a solid color and should be worn over FRLC approved shirts (not tied around the waist). Students may also wear sweaters, sweatshirts, and light jacket items that have the school logo and athletic logos. Any athletic logo must be small and in the top corner of the clothing. Patterns, emblems, pictures, writings, etc. are not permitted.
- Only school logo hoodies are permitted.
- Refer to General Standards.

TIGHTS/HOSE/LEGGINGS (GIRLS)

- Solid color that matches polo
- Smooth or cable knit
- Embellishments, patterns, or lace trim are not permitted.

SOCKS

- Solid color and match the shirt
- Must be worn at all times

- Exception: girls in 7th-12th grades are not required to wear socks with shoes not designed for socks; however, when socks are worn, they must meet all other requirements.

SHOES

- Must match, fit snugly, and have a back strap or cover the heel • No sandals or flip flops for students in K4-6th grades and secondary boys.
- Girls in 7th-12th grades may wear sandals. Sandals must have a strap around the back of the heel and should be nice. NO flip-flops.
- Girls' shoes with heels may not be more than 2 inches high.
- Shoes with eyelets must be laced and tied securely.
- Boots must be plain and either black, beige, navy, or brown.
- Work boots, military boots, or snow boots may not be worn inside the buildings.

MAKE-UP AND ACCESSORIES

- Girls may wear post or small hoop earrings in the lower ear lobe only. Although the wearing of multiple earrings has become common, girls are asked to wear no more than 2 pairs. Guide: Earrings larger than an inch in diameter (ex: quarter size) and an inch in length will be considered too large. • Girls may wear a single simple necklace and/or a single simple bracelet.
- Boys may not wear earrings, necklaces, multiple rings, or bracelets.
- Watches must be simple and worn on the wrist.
- Girls' make-up must be simple, neat, and clean and avoid extremes in fashion ("cat eyes," dark liner around eyes, glitter, etc. are not permitted).
- Professionally applied nails are allowed but not encouraged for girls in 1st-6th grades.

HAIR AND HAIR ACCESSORIES

- Regardless of style, hair must be worn in such a way as to present a neat, clean appearance and must be styled in a way that keeps hair out of the eyes.
- No hair extensions or scarves may be worn during the school day.
- Extreme styles of fashion, including unnatural coloring, unnatural high lighting, and dramatic cuts are prohibited. This includes, but is not limited to, the colors red, blue, purple, etc. While natural hair color highlights are permitted, dramatic multiple colors or stripes in hair are not permitted.
- Boys' hair must be off the collar, ears, and eyebrows. Should a boy's hair length become too long, teachers will notify the student and parents with a request for a prompt haircut.

- Girls' hair accessories should be simple barrettes, elastic holders, and headbands. They should be simple in design and coordinate with the outfit.

ATHLETIC EVENT ATTIRE:

K5 – 4TH GRADES

- Students are to wear regular school dress code, shorts to the knee, or loose-fitting slacks (no skinny pants).
- Students are to wear solid color polo shirts or t-shirts, or logo spirit wear t-shirts, sweaters, or hoodies.
- Students are encouraged to wear logo spirit wear t-shirts, sweaters, or hoodies.

5TH – 12TH GRADES

- Students are to wear regular school dress code, logo athletic pants (these pants are only available through the office), or athletic shorts to the knee.
- Students are to wear regular uniform shirts or logo spirit wear t-shirts, sweaters, or hoodies.
- Students coming from practices to watch a game may stay in their practice attire.
- Denim of any color is not allowed.

Thank you for your help in seeing that these standards are followed for all school functions, including home and away games, and to activities on and off campus unless another dress code is stated for the event. Clothing made of fabrics that appear faded, worn, or very wrinkled are not acceptable dress. The school frowns on extreme fads of any nature (extreme styles in hair and clothing, jewelry, etc.). The administration reserves the right to initiate policies on new fads and changes in style throughout the school year. All students are expected to maintain a standard of modesty in all clothing. Students are expected to abide by dress regulations at all school functions, and students deemed to be out of dress code will be required to correct the issue prior to being allowed back into class or school function and will be counted unexcused for any class time missed.

EXPULSION

Students who either become habitually disruptive or who commit an offense covered by State Statute may be expelled from FRLC.

OUT-OF-SCHOOL SUSPENSION

Students who receive 30 demerits during a semester must serve an Out-Of-School Suspension. For every 10 demerits after 30, another suspension is assigned. These are served on an assigned date during the school days at home. ASSIGNMENTS MUST BE GATHERED FROM THE ACADEMY OFFICE AT THE END OF THE SCHOOL DAY PRIOR TO

THE SUSPENSION. All assignments must be completed and returned the following day. Any missed tests and quizzes on the day of the suspension must be made up the following day.

PROBATION

A student accumulating thirty (30) demerits in one semester will be placed on probation and cannot participate in any extra-curricular activities, including sports, or hold any class or student body office.

STUDENT CODE OF CONDUCT

Front Range Learning Center was founded upon the conviction that young people should be able to gain a solid academic education in an environment that is conducive to character development.

As a part of its basic philosophy of education, FRLC also recognizes that the home is primarily responsible for development of good character and a conscience in the child, in which the home is essential, and that the school is responsible for building on this foundation.

In order to build on this foundation, FRLC must, therefore, provide an environment conducive to the character development of young people who are not yet mature.

A growing awareness of the need for good character development in light of these principles has led FRLC to adopt the following standards which are believed to be conducive to an environment which will best promote the welfare of the student.

The school, therefore, expects each student to maintain standards of courtesy, kindness, morality and honesty. The school further requires each student to refrain from profanity, indecent language, sexting, gambling, cheating, stealing, rebellion, the use of any type of tobacco, illegal drugs, alcohol, and pornographic materials, body piercing or tattoos, participation in unlawful, violent or destructive acts, sexually expressive dancing, premarital sex, and involvement in music which contains such aforementioned content.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but while not condemning others who see differently, FRLC believes that the restrictions named are types of conduct that are detrimental to the standards established as its objectives.

Students are expected to abide by these standards throughout their enrollment at FRLC. This includes both in-term and out-of-term times (school, home, social networking or any other place).

It should be understood that this is a joint agreement between the academy, the parent, and the student. It should be obvious to the parent that the academy will enforce these standards. It should also be obvious to the academy that the parent enforces these standards while the student is associated with FRLC during the academy term and the summer. Students found to be out of harmony with the FRLC ideals of work and life may be asked to withdraw whenever the general welfare of the student body demands it.

BULLYING POLICY

Definition: Bullying occurs when a person or group is intimidated, frightened, excluded, or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, *Bullying in Schools - The Hidden Curriculum* (2003).

The following actions in an on-going form may be forms of bullying:

1. Physical aggression - including hitting, punching, kicking, pushing, etc.
2. Teasing or verbal abuse - including put downs, insults, name calling, or racial/sexual remarks
3. Intentional exclusion from activities or friendship groups
4. The setting up of humiliating experiences
5. Damaging a person's property/possessions or taking them without permission
6. Threatening gestures, actions, or words
7. Written/verbal/ electronic messages that contain threats, put downs, gossip, or slandering
8. Cyber bullying through Facebook or other electronic means

PLEASE NOTE: Sometimes students, especially when they are very young, have not developed the interpersonal skills necessary to express their needs and feelings. Therefore, sometimes students will be mean to each other or physically hurt each other occasionally. WE DO NOT CONSIDER THIS OCCASIONAL MISBEHAVIOR "BULLYING." In these instances, the teachers and staff will attempt to work with these students to help them express themselves with words and good choices when faced with an undesirable situation.

