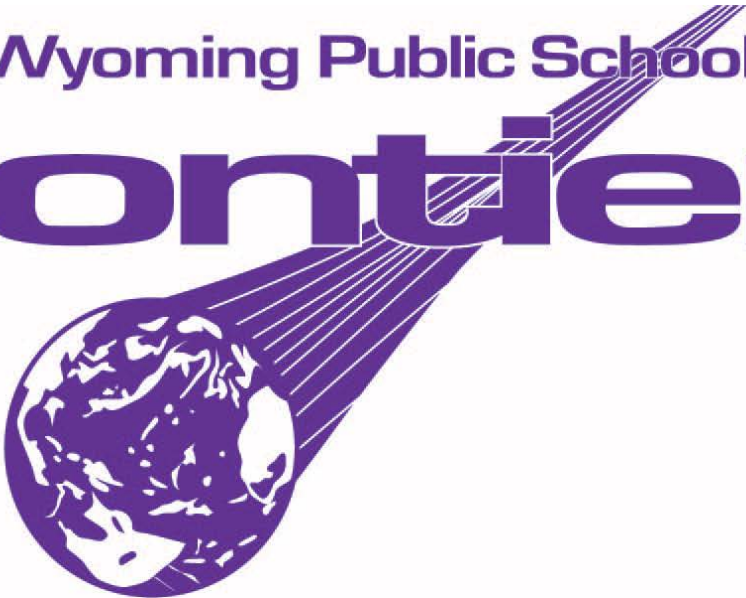


Wyoming Public Schools

# Frontiers



Wyoming High School  
Student Handbook Addendum  
2014-2015

Wyoming High School  
1350 Prairie Parkway SW  
Wyoming, MI 49509

Frontiers Office/Attendance Line (616) 257-3077

<http://www.wyomingps.org/Frontiers.htm>



Frontiers participants are still considered full-time students of Wyoming High School and subject to the same policies and procedures found in the Wyoming High School Student Handbook. Due to the nature of the Frontiers program, certain protocols and procedures must be addressed and modified in order to maintain a safe and productive atmosphere for all students and staff who use this building. The following items will be addressed here and will apply to all students who participate in the Frontiers program:

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Any items or issues not addressed within this addendum are addressed by the Wyoming High School Student Handbook.

## Attendance Policy

The transition from a traditional school’s structured day to a more independent learning structure will impact students in different ways. The attendance policy in place for students enrolled in the Frontiers program is designed to ensure that the student can make this transition at their own pace with all the necessary support they may need.

Students will all begin with a minimum required number of hours and days that they must attend within the building. See the hours of operation outlined in the Attendance Matrix. (*Table 2 next page*) By demonstrating progress and achievement, students may earn the freedom to continue to progress off campus.

Attendance will be required based on a system of 4 Attendance Levels. At the end of each quarter, individual student attendance levels will be evaluated to determine if their current progress and achievement demonstrates adequate success and whether the student may progress to a more relaxed attendance requirement. (*See table 1 below*) All students above freshman status beginning in the program will attend campus for a minimum of 15 hours per week over a span of 3 days. This is considered “Level 3”. Upon review, students may progress to “Level 2” which equates to 10 hours on campus over a span of 2 days. Freshmen will begin at “Level 4” equating to 20 hours over the span of at least 4 days and can also earn time away. Freshmen may proceed to “Level 3” equating to 15 hours per week. No student will attend less than the “Level 1” requirement. Additionally, a student may elect to “skip” a step (only one) if they are maintaining at least a 90% in all courses. Students are always welcome to attend more than they are required as long as it is during Frontiers operating hours.

One of the goals of the Frontiers program is to provide students with more flexibility in scheduling options while still maintaining a structured environment for maximum student support in their transition to additional independence. While enrolled in this program, students have an assigned number of hours, but they are able to choose for themselves just which hours will satisfy the requirement within the scheduled hours of operation. Following deadlines specified by their teacher/mentor, students will assign themselves their own schedule for the two to three weeks at a time. Students will schedule themselves for no less than one hour at a time on any day the plan to attend.

### Attendance Requirements

Attendance Level	Required # of Blocks and days per week	Hour Equivalent	NON-NEGOTIABLE	
			Current Grade Level	Pacing
A.I.L. status or Referral Student	15 – 30 hours a week at least four days	TBD	@ least 75% all courses	All courses on pace
Level 4	20 hours over at least 4 days (Freshmen Status)	20:00	@ least 75% all courses	All courses on pace
Level 3	15 hours at least three days	15:00	@ least 75% all courses	All courses on pace
Level 2	10 hours over at least three days	10:00	@ least 75% all courses	All courses on pace
Level 1	7 hours over at least two days	7:00	@ least 75% all courses	All courses on pace

*Table 1*

## Attendance Matrix

Hour	Time	Monday	Tuesday	Wednesday	Thursday	Friday
1	7:30 – 8:25					
2	8:30 – 9:25					
3&4	9:30 – 11:00 Extended Hour					
5	11: 05 – 12:30 Includes Lunch					
6	12:35 – 1:30					
7	1:35 – 2:30					
8	2:35 – 3:30					

*Table 2*

## Attendance Exceptions

As with the traditional program, there are scheduling exceptions due to events like half-day exam scheduling, holidays, and snow days. The following exceptions are outlined in the table below. When there is a deviation from the normal, five-day schedule for the traditional high school program, minimum required hours for each Frontiers Attendance Level is adjusted accordingly.

Exception Event	Level 4 – 20 Hr. Requirement	Level 3 – 15 Hr. Requirement	Level 2 – 10 Hr. Requirement	Level 1 – 7 Hr. Requirement
<b>Any 4-day week</b> (holiday, staff wk. day, etc.)	15 Hr. Minimum	12 Hr. Minimum	8 Hr. Minimum	5 Hr. Minimum
<b>End of Term Weeks</b> (2 full days, 3 half days)	14 Hr. Minimum	10 Hr. Minimum	7 Hr. Minimum	5 Hr. Minimum
<b>Thanksgiving Week</b>	8 Hr. Minimum	6 Hr. Minimum	4 Hr. Minimum	3 Hr. Minimum

### Snow Days

Any previously scheduled hours that are interrupted by snow days will be expected to be logged online or will be rescheduled unless the total number of days exceeds 4, then the time will be made up within 3 weeks of the date of the 4<sup>th</sup> snow day.

### Mandatory Attendance Days

From time to time, there are days where all students are required to attend on the same days during specific times. Students will be made aware of mandatory attendance days (such as district count days) ahead of time and it will be mandatory that they will schedule and attend for at least 3 hours on that count day regardless of their level or attendance status. Students are also expected to adhere to Michigan’s Pupil Accounting Code regarding Seat Time Waiver programs.

## Academic Intervention Level (AIL)

This level is in place for students needing more time spent on classes, and further assistance. This level may also be implemented if progress is not being made at any other level. To be placed at this level, communication will take place between the Administrator, Mentor Teacher, Parents/Guardian and Student. An agreed amount of hours will be determined at the meeting and the student will be required to attend for that agreed amount of time. Failure to be successful at this level may result in removal from the program. Referral Students will begin on A.I.L. level.

## Academic Probation

Students failing to earn at least 1.5 credits during a semester are immediately on Academic Probation status. Students on academic probation are required to attend an increased amount of hours and must improve performance outcomes during the next semester. Students on Academic Probation who do not earn at least 2.5 credits the following semester are subject to removal from the program.

## Absentee Procedure

Procedure for notifying school of a student's absence is identical to the Wyoming High School procedure with the following exceptions:

Attendance line phone number for Frontiers students is 257-3077. Press "1" for Attendance.

**Make-up time:** Any time a student is absent (excused) from any pre-scheduled hour, they **must** arrange with their mentor teacher to make up that block within two (2) weeks of the date of the absence to remain eligible for promotion to the next attendance level. **Students must attend the hours they have chosen to attend.** Students cannot earn or "bank" hours by attending extra hours early and choosing to be absent on later assigned days.

**Unexcused absences:** Any unexcused absence from a one-hour time block will require two (2) make-up hours to be scheduled within two weeks of the date of the unexcused absence.

## Tardiness Policy

Promptness is a trait that is valued by a large portion of the working world. It also demonstrates responsibility. Therefore, it is a skill that is valued by the Frontiers program as it strives to prepare students for the world of work. If a student comes to class within the first 5 minutes after the bell rings signaling the start of class, they are considered tardy. Arrival 5 minutes after the beginning of scheduled class time is considered an absence and falls under the absentee procedure. The procedure to address excessive tardiness per quarter is as follows:

3 & 4 tardies = 1 additional hour that must be made up within 2 weeks of the 4<sup>th</sup> tardy

5 tardies = 1 additional hour that must be made up within 2 weeks of the 5<sup>th</sup> tardy; student and parent will attend a conference to evaluate further participation in the program.

6 tardies = refer student to alternative options outside of the Frontiers program

## Transportation

All student driving and parking regulations and vehicle registration for Frontiers program participants are identical to those in the WHS handbook with one exception:

Frontiers participants will use the **REAR** parking lot (accessed from Robin Avenue) and will be limited to the parking spaces in the center section of the lot, south of the faculty parking area.

## Laptop Loan Procedure

Participants in Frontiers may also earn the right to have a laptop assigned to them on a loan basis. (see requirements below) Laptops will have all the necessary software needed to successfully perform academic requirements. These laptops may also be taken off the campus, however, the district does not provide network connectivity (ISP) at home. Students and parents will sign a separate Acceptable Use Agreement before laptops are assigned. Furthermore, if the student successfully graduates from Frontiers, the laptop they are assigned will then become the student’s personal property, in “as is” condition. Until successful completion of all academic requirements of Frontiers, the laptop remains the property of Wyoming Public Schools. The right to a loaned laptop may be revoked at any time based on failure to maintain performance, acceptable usage, and attendance guidelines.

The student will have to satisfy and maintain guidelines to remain eligible for access to a laptop.

- All coursework on pace and at the time of quarterly review and all grades at 75% or above. (Same as Level 2 or Level 1 attendance expectations)
- Acceptable attendance record with no outstanding make-up time at the time of quarterly reviews.

## Discipline Policy

Participation in Frontiers is considered a privilege earned by those who have been accepted into the program. Therefore, students who exhibit excessive unacceptable behavior will be referred to alternative learning options outside of the Frontiers program.

The discipline policy for the Frontiers program recognizes the same levels of offenses as described in the WHS student handbook but addresses the infractions differently due to the nature of the program’s attendance structure. Please refer to the “Consequences for Unacceptable Student Behavior” section of the WHS Student Handbook for the list of offenses. The table below outlines the discipline procedures for the Frontiers program:

<b>Level I Offenses</b>			
<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
Attend 4 or more additional hours within 1 week of infraction	Attend 6 or more additional hours within 1 week of infraction	Attend 6 additional hours within 1 weeks of infraction; Student and parent meets with Program Director to evaluate future participation in the program	Student referred to alternative learning options outside of the Frontiers program
<b>Level II Offenses</b>			
<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
Attend 6 additional hours within 1 week of infraction	Attend 6 additional hours within 1 week of infraction; Student and parent meets with Program Director to evaluate future participation in the program	Student referred to alternative learning options outside of the Frontiers program	N/A
<b>Level III Offenses</b>			
<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
Student referred to alternative learning options outside of the Frontiers program	N/A	N/A	N/A

## Academics/Graduation Requirements

- I. Students who graduate from the Frontiers program must satisfactorily complete the minimum of 18.5 units of credit in classes in grade levels 8-12. Students must be enrolled in a minimum of six units of credit in each grade from 8-12. One credit equals one class hour for one school year or successful completion of learning requirements through testing out.
- II. Students graduating from the Frontiers program shall satisfactorily complete the following minimum specific requirements:

<u>Areas of Study</u>	<u>Credits Required</u>
<b>English Language Arts (Literacy Skills)</b>	4.0
a. All students will be enrolled in English 9, English 10, English 11, and English 12.	
b. Some English Electives (noted as Language Arts credit) may be utilized to fulfill unsatisfactory completion of one semester of English 9, 10, 11, and 12 course requirement.	
<b>Social Studies</b> (must include the following):	3.0
a. one credit in World History/Geography	
b. one credit in U.S. History/Geography	
c. one credit of Civics(Government)/Economics	
<b>Mathematics</b>	4.0
(Students with high school pre-algebra or algebra credit from the MS will enroll in higher level math courses.)	
a. one credit for Algebra	
b. one credit for Geometry	
c. one credit in Advanced Algebra	
d. one credit of a Math elective	
<b>Science</b>	3.0
(Students with high school science explorative credit from the M.S. will enroll in Biology in their Freshman year.)	
a. one credit in Biology	
b. one credit in Chemistry and/or Physics	
c. one credit of science elective	
<b>Physical Education/Health</b>	1.0
a. .5 credit in a physical education activity class.	
b. .5 credit in Health	
<b>Visual/Performing/Fine Arts</b>	1.0
Currently includes art, vocal, drama and instrumental music courses.	
<b>Study Skills*</b>	0.5
(Students will take this course during their first year enrolled in the Frontiers program.)	
<b>World Language (Second Year Proficiency Level)</b>	2.0
<b>Additional Required Courses**</b>	1.0
 <b>TOTAL CREDITS required for graduation</b>	 <b>19.5***</b>

\* Prerequisite to PEP course

\* \*Computer Education (online learning experience) satisfied with successful online experiences in the program.

\*\* \*A student is required to fully participate (with a "good-faith" effort) in the Michigan Merit Exam (MME)

The grade point average (GPA) will be awarded as follows:

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	D- = .7
B = 3.0	C- = 1.7	

Advanced Placement (AP) classes are awarded an additional point on the GPA scale. (Example: B- in an AP class = 3.7 on the GPA scale.)