

# White Pine Charter School

## Elementary Student Handbook



2959 E John Adams Parkway

Ammon, ID 83406

[whitepinecharterschool.org](http://whitepinecharterschool.org)

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# Guiding Principles

## Mission

Success for Every Student.

## Vision

To create a dynamic and challenging educational institution with high academic standards, which provides all students opportunities to develop into motivated learners, analytical thinkers, and competent leaders.

To effectively utilize research-based practices and provide a progressive learning environment, which maximizes individual student achievement.

To practice a positive and compassionate teaching environment in which educators communicate, share, and grow in a professional learning community focusing on unlimited potential for all students and educators.

## Purpose

The school seeks to develop an educated citizen for the 21<sup>st</sup> Century through an accelerated, dynamic, sequential, and interactive academic program where pacing is driven by student capabilities, not textbooks. The students will be asked to develop personal habits and attitudes that lead to accepting responsibility for personal decisions and actions, academic honesty, and the ability to face challenges with courage and integrity. They will be asked to work cooperatively with others. Students will learn about a healthy lifestyle, show empathy and courtesy for others, and a respect for differences among people and cultures. They will develop self-confidence and willingness to risk setbacks in order to learn.

## Foundational Pillars of White Pine

**INTELLECTUAL** - White Pine promotes and supports through quality educational experiences a challenging, engaging, and rigorous curriculum intended to provide students with the knowledge necessary to contribute to the larger community and with an eye toward post-secondary preparation.

**SOCIAL** - WP promotes and expects its students to respect, tolerate, and positively engage with others both within the bounds of the school as well as in their communities on their own time.

**EMOTIONAL** - WP understands that emotional development is distinct and personal and integral to the development of confident and successful students.

**PHYSICAL** - WP supports the importance of a healthy and substance free lifestyle.



## Principles of Conduct

The WPCS administration in concert with its board of directors endorses and supports the following principles of student conduct:

- A. Respect for law and those given authority to administer it shall be expected of all students, their families and White Pine faculty/staff. This includes conformity to school rules as well as to general provisions of the law, especially regarding minors.
- B. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
- C. Respect for property, pride in one's work, exemplary personal standards of courtesy, decency, honesty, and formative contribution to culture shall be maintained.
- D. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.
- E. The administration, the faculty/staff and the board of White Pine expect student conduct to contribute to a productive, safe, and positive learning environment. Inherent in the guiding philosophy of the White Pine education is an individual entitlement to equity and fairness in attaining a quality and balanced education. It is the responsibility of the student, in committing to attend White Pine, to strive for excellence with regard to both the academic and formative facets of learning at White Pine and agreeing to the guidelines and expectations both set forth in this handbook as well as those articulated by school leaders, teachers, and staff.
- F. Available on our website, parents are directed to the ['White Pine Hopes for Partnership'](#) document for a guided definition on the commitment to partnership that is made when students/families are enrolled at White Pine. Additionally, parents will also find a guiding document that grounds 'Formation at White Pine'.



# School Directory

**Director of Schools:** Ron Cote–[cotero@wpcscougars.org](mailto:cotero@wpcscougars.org)

**Elementary Principal:** Geoff Stubbs–[stubbsge@wpcscougars.org](mailto:stubbsge@wpcscougars.org)

**Vice Principal of Schools:** Alysa Trust–[trustal@wpcscougars.org](mailto:trustal@wpcscougars.org)

**Elementary School Counselor:** Steven Bennett–[bennettst@wpcscougars.org](mailto:bennettst@wpcscougars.org)

**SPED Coordinator:** Adrienne Seamans–[seamansad@wpcscougars.org](mailto:seamansad@wpcscougars.org)

**Elementary Admin Assistant:** Malinda Anderson–[andersonma@wpcscougars.org](mailto:andersonma@wpcscougars.org)

**Elementary Secretary–**Becca Gray –[grayre@wpcscougars.org](mailto:grayre@wpcscougars.org)

## Faculty

### 1st Grade

- Anna Attebury–[atteburyan@wpcscougars.org](mailto:atteburyan@wpcscougars.org)
- Madi Greene–[greenema@wpcscougars.org](mailto:greenema@wpcscougars.org)
- Rachael Clarke–[clarkera@wpcscougars.org](mailto:clarkera@wpcscougars.org)

### 2nd Grade

- Todd Olsen–[olsento@wpcscougars.org](mailto:olsento@wpcscougars.org)
- Carmen Del Prado–[delpradoca@wpcscougars.org](mailto:delpradoca@wpcscougars.org)
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### 3rd Grade

- Christina Fritchen–[fritchench@wpcscougars.org](mailto:fritchench@wpcscougars.org)
- Christina Miller–[millerch@wpcscougars.org](mailto:millerch@wpcscougars.org)
- James Van Leishout–[vanleishout@wpcscougars.org](mailto:vanleishout@wpcscougars.org)

### 4th Grade

- Barabara Adams–[adamsba@wpcscougars.org](mailto:adamsba@wpcscougars.org)
- Elizabeth Otis–[otisel@wpcscougars.org](mailto:otisel@wpcscougars.org)
- Nick Perrenoud–[perrenoudni@wpcscougars.org](mailto:perrenoudni@wpcscougars.org)

### 5th Grade

- Gayle Black–[blackga@wpcscougars.org](mailto:blackga@wpcscougars.org)
- Sarah McMurtrey–[mcmurtrey@wpcscougars.org](mailto:mcmurtrey@wpcscougars.org)
- Amy Webster–[websteram@wpcscougars.org](mailto:websteram@wpcscougars.org)

**SPED Teacher:** Shannon Olsen–[olsensh@wpcscougars.org](mailto:olsensh@wpcscougars.org)



# General Policies and Procedures

## Attendance Policy

Good attendance at school is an extremely important aspect of each student's education and has many carry-over implications for success later in life. It is important that students be in attendance at school and be punctual.

If a student must be absent from school, the parent is requested to call the office before 9:00 a.m. to report the absence for that day. If a phone call is not possible, a note explaining the absence should be given to the office on the day of return.

Children arriving after 8:30 am are considered tardy and parents/guardians must sign them in at the front office.

White Pine Charter School **Elementary (K-5)** Students may accumulate a maximum of..

- Students may accumulate a maximum of 5 absences per trimester, not to exceed a total of 14 absences per year.
- Three tardies are considered the equivalent to one absence. .

If a student is not in attendance for 10 consecutive days without prior administrative approval, the student may be dis-enrolled.

## Family Vacations

Families are asked to avoid vacations during the school year. Absences, beyond the allotted and scheduled vacation days, are not considered excused. Work will be made up at the instruction and convenience of the teacher.

## Truancy

Students who are absent from school without authorization or students who leave the school grounds at any time after arriving on campus without the permission of the Administration will be considered truant and may be reported to appropriate authorities.

## Extracurricular Eligibility

Students who are absent from school are not allowed to participate in extracurricular activities/events that day.



## Academics

White Pine Charter School's primary curricular programs are Bridges Mathematics and Core Knowledge. Teachers may use additional school approved resources to supplement students' educations.

For more information about these programs, please access the following links:

[Core Knowledge](#)

[Bridges in Mathematics](#)

## Homework Guidelines

Parents at White Pine Charter School are integral in the partnership of delivering and supporting their child's education by reviewing assessments and project work, monitoring progress, and by providing adequate time for homework. Homework in its various forms may be set daily, weekly, or on a contractual basis with specific terms of completion, depending on curricular needs and/or outcomes.

Homework may also be utilized to complete assignments not finished in the school day or prepare for assessments. Independent reading at home is strongly encouraged. Questions or concerns about homework should be directed to your student's teacher(s).

Teachers will communicate their homework guidelines and expectations.



# White Pine Behavior Guidelines

## Positive Behavioral Interventions and Supports (PBIS)

White Pine Charter School is a PBIS School. PBIS stands for Positive Behavior Interventions and supports. Broadly, PBIS is a mindset to managing student behavior in which one praises and pays attention to positive behaviors. PBIS is a program which identifies three tiers of behaviors and helps teachers and other school personnel identify effective strategies to address students at those tiers. There is a dedicated team of teachers, administrators, and counseling staff who will discuss student behavior issues with that student's teacher, and create an action plan to address the student's needs. This plan could include parents, additional assessments, and the implementation of a number of different strategies to help that student. All information and data involved in this process is considered confidential and will not be shared with any individual outside of the PBIS and that student's instructional team.

**Tier I**—Generally, our day to day behavior practices should adequately address the needs of roughly 80% of our students, among those an occasional redirect or reminder of our behavior expectations may be warranted.

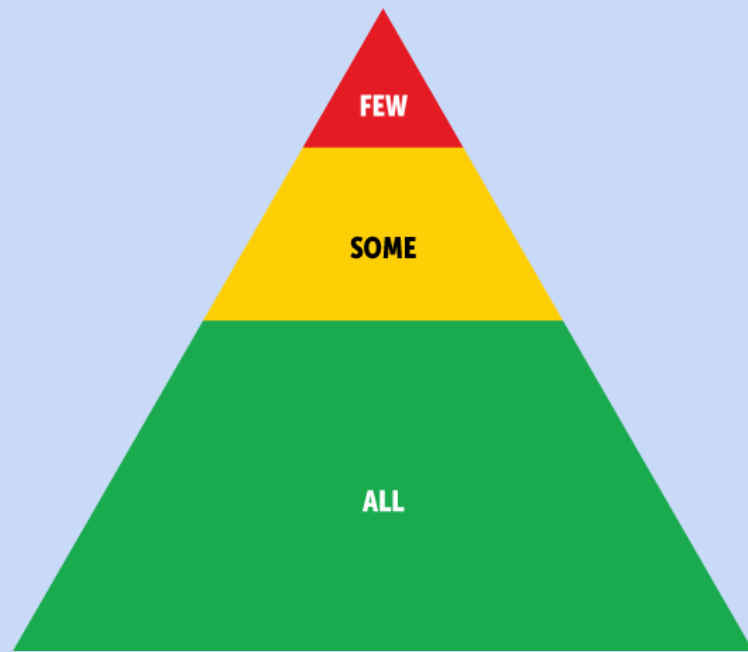
As part of our Tier I approach, we expect all students to recognize our Behavior Matrix which states WPCS students are

Willing  
Positive  
Connected  
Significant.

This matrix also provides clear statements regarding what these behaviors should look like at a variety of locations.

**Tier II**—A smaller subset of our student population may need additional support in order to be successful within the classroom. Teachers and school staff who feel that a student would benefit from these supports may submit a Request for Assistance (ROA) which refers the student to our PBIS Team.

**Tier III**—Finally, there are students who require even more intensive support than is offered in Tier II. These students may be recommended for Tier III. Tier III services resemble a more intensive, individualized approach to intervention that that what one sees in Tier II.





For more information about PBIS, please refer to the Center on PBIs' Website.

## Summary Code of Conduct

### Classroom Behavior

Students are expected to follow all faculty/staff directions and rules while at school. Teachers' classroom management procedures are included in their course expectations.

### Referrals

One or more of these responses can be expected when a student receives a referral:

- A. A conference with administration
- B. Required Parent Conference (RPC)
- C. In-School Suspension
- D. Suspension from school
- E. Referral to Behavior Intervention Program
- F. Recommendation for Expulsion from school

### Required Parent Conference (RPC)

Disregard for certain school rules or inappropriate behavior may result in an RPC. When a student receives an RPC he/she may not return to campus until a parent(s) schedules a conference to confer with administration to determine a resolution and/or consequences for the issue.

### In School Suspension (ISS)

In-School Suspension is served on campus during the school day. Students receive assignments from teachers and are expected to complete the work. The length of In-School Suspension depends on the infraction and reputed demeanor of the student. In-School Suspension will be assigned by an administrator, following the school's progressive discipline guidelines.

### Out of School Suspension (OSS)

All students shall submit to the reasonable rules of White Pine. Refusal to comply with written, implied, or stated rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion.

- A. Temporary Suspension is the exclusion from school or individual classes for a specific period of up to five school days. Administration may temporarily suspend any pupil for disciplinary reasons; including but not limited to - student harassment, intimidation, bullying, or other conduct disruptive of good order and respect, or the school's instructional effectiveness. Before suspending any student, administration may grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any pupil suspended may be readmitted to the school by the administrator who suspended him or her, on reasonable conditions prescribed by the directing administrator.



- B. Extended Temporary Suspension excludes school or individual classes for an additional ten (10) school days. Only the Director of Schools or the Board may extend an initial temporary suspension.
- C. Prolonged Temporary Suspension excludes school or individual classes for an additional five (5) school days. Only the Board can extend a temporary suspension for an additional five (5) days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils' health, welfare, safety, and/or overall educational experience.

## Prohibited Behaviors

### Weapons

Students are prohibited from - possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity; possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent, or result, of causing harm to another individual at school, on a school bus, or at any school sponsored activity; knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity.

### Harassment

Harassment of a student by any community member is not permitted. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability. Harassment is conduct, including verbal conduct, that (1) substantially interferes with a student's educational opportunities or performance; (2) disrupts a student's physical, or psychological well-being; or (3) is threatening or seriously intimidating. Sexual harassment is unwelcome sexual advance or sexual conduct, including verbal conduct that creates a hostile environment or is threatening or intimidating. Harassment, whether it is by students, staff, or third parties in the community, is strictly prohibited, and will subject the perpetrator to disciplinary actions. Incidents of harassment should be reported to a White Pine administrator immediately.

### Public Displays of Affection (PDAs)

Holding hands, embracing, kissing, or other acts of affection are not permitted on campus and may result in disciplinary action.

### Bullying

Bullying is most commonly defined as a pattern of incidents involving written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which: (1) physically harms a student or damages the student's property; (2) causes emotional distress to a student; (3) creates a hostile educational environment; or (4) substantially disrupts the orderly operation of the school. Bullying shall include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.



## Drugs and Alcohol

White Pine STEM Academy students are prohibited from involvement with substances, including drugs, alcohol, tobacco, and electronic vaporizing devices.

- A. "Involvement" shall be defined to include: (1) the possession, use, sale, transportation of these substances by the student; (2) the concealment, promotion, or support of the use of these substances by others; or (3) the passive presence of the student while the illicit use of substances is occurring.
- B. The Administration of White Pine STEM Academy has the sole discretion to investigate and determine whether a particular activity falls under the provisions of this policy.
- C. Strong corrective consequences will be issued to students who are determined to be involved with substances under these guidelines, including suspension or expulsion.
- D. In addition to other corrective actions, the school's response to the usage of substances will include mandatory Disciplinary Probation ranging from a minimum of ten (10) weeks up to a full year, depending on the severity of the incident and the disciplinary history of the student. Students on Disciplinary Probation are ineligible to participate in all extracurricular activities.
- E. White Pine STEM Academy will report incidents of illegal possession to local authorities.

Students found to have engaged in the on OR off campus use of drugs, alcohol, and tobacco may be required to undergo medical assessment, treatment, drug testing, and/or counseling as conditions of their continued enrollment or the review of their probation.

The school's goal is to support students who may be struggling with substance issues. If, prior to an investigation by the school, a student, parent, or peer initiates a self-referral to seek help in dealing with his/her issues, White Pine STEM Academy will assist the individual in resolving his or her difficulties and may waive some or all of the consequences for use of substances.

## Battery/Fighting

Battery is defined as an unwelcomed harmful or offensive physical contact of any kind. Unwelcome physical contact among students or members of the White Pine community will not be tolerated and will result in corrective action.

## Vandalism

Vandalism is the intentional damage, destruction, arson, or defacing of another's property. A student found to have been responsible for an act of vandalism will be subject to consequences as well as responsible for the financial restitution to the victim.

## Nuisance Items

Students should bring to school only those items related to classroom activities. Items not directly associated with the educational program are not to be brought to school. Students found in possession of such items will have the items confiscated and may be subject to disciplinary actions. At the conclusion of each semester, all unclaimed personal articles are given to a charitable organization.



## Reporting and Investigation

Administration will investigate any allegations or suspicions that a student is in violation of any code of conduct guidelines. If necessary, law enforcement may be referred to conduct the investigation. Any item identified as a weapon or drug may be confiscated by the administration. Students understood to be in possession of these items may be suspended from school until a thorough investigation is completed. Students are expected to cooperate in school investigations related to any incident of alleged misconduct. Students are expected to be honest. Failure to cooperate with an investigation may be cause for disciplinary action. If a student refuses to participate or cooperate at any stage of an investigation for whatever reason, including pending criminal charges, White Pine STEM Academy reserves the right to take action on the matter, including proceeding without a statement from the student.

## Disciplinary Actions

Any student found to be in violation of code of conduct guidelines will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. The Board may, at its discretion, expel a student for the possession and/or use of a weapon, regardless of whether the item at issue falls within the definition of “weapon” under the Gun Free Schools Act.

Disciplinary actions will be guided by but are not limited to:

- A. the mandates of federal and state law
- B. the student’s actions
- C. the risk of harm to the students, district personnel, and patrons
- D. the student’s academic standing
- E. the likelihood of a recurring violation; and,
- F. the student’s prior conduct
- G. expulsion mandated by federal law



# Personal Electronic Device Guidelines

## General Guidelines

Personal electronic devices are defined as but not limited to - personal computers, cell phones, video games, music players, earbuds, headphones, etc.. Students may be allowed to use devices on campus, when deemed acceptable by a teacher or administration. Devices are to be silent and may be kept in the classroom storage area during class time. Students may not use their devices as they move from class to class. Students may use their devices when invited to do so by the teacher. Students may also use their devices during lunch provided extraordinary distractions or disruptions are not being caused. **AT ANY TIME AND AT THE DISCRETION OF ADMINISTRATION OR FACULTY/STAFF, FOR PURPOSES OF MAINTAINING THE INTEGRITY OF THE SCHOOL DAY AND INSTRUCTIONAL TIME, PERSONAL ELECTRONIC DEVICES MAY BE CONFISCATED.** Confiscated devices will either be returned to the student at the conclusion of the school day or may be held until a parent is required to retrieve them.

## Prohibited Behaviors

### Restrooms

Devices are **not** to be used in restrooms under any circumstances.

### Sharing Devices

For liability and safety reasons students are not allowed to share devices with peers. Sharing in devices will result in consequences or confiscation.

### Sending or Receiving Calls from Home

In an emergency, parents should call the school and we will promptly notify the student, at which time they may call home for more information. Students will have access to a phone provided at the office for use during recess or lunch time if students are required to call home.

### Possible Actions as a Result of Use Violations

The student's guardian will be contacted and the student will lose their device for the rest of the day. Students may pick up devices at the end of the school day.

The student's guardian will be contacted, the student will lose their device for the rest of the day and the student may be given detention. Guardians will be required to pick up devices from the office.

The student's guardian will be contacted, and the student will be required to check their device in at the office before 1st period for one (1) week. A meeting will be set up with administration, parent(s), and student to discuss an action plan. Guardians will be required to pick up the device from the office.



Students will lose their device privileges for the rest of the year.



# Dress Code

## WPCS Elementary Dress Code

Appropriate student attire and appearance enhance a positive school climate and learning environment. Compliance with the dress standard is mandatory and students are expected to arrive at school neat in appearance and wearing approved clothing. Students are also expected to dress appropriately for seasonal conditions.

### Shirts

- The top shall be a **solid navy blue, light blue, red, or white, cotton or cotton/poly blend shirt with a collar.**
- Logos other than the White Pine logo are not acceptable in students' attire (except on shoes).
- Shirts may be either **short or long-sleeved** and must be **tucked in**.
- Sleeveless shirts will not be allowed.
- Cardigan or pullover sweaters and vests may be crewneck or v-neck and must be solid navy blue, light blue, red, or white.
- Appropriate colored (powder/navy blue, red, or white) **school, "spirit"** sweatshirts with a logo may be worn
- Overshirts (sweaters, spirit sweatshirts, vests, etc) need an appropriately collared shirt underneath.
- Spirit clothes of non-school colors can only be worn on designated SPIRIT DAYS.
- Lights, characters, or prints are not acceptable.
- Logos if present should be small and inconspicuous. Denim material is not acceptable

### Pants

- The bottom shall be khaki or navy blue, tailored cotton or cotton/poly-blend pants, capri pants, shorts, skorts, jumpers, or skirts. Plaid is acceptable in **"Hamilton Plaid."**
- Shorts, skorts, jumpers, and skirts must be no higher than two (2) inches above the knee.
- Clothing must be the correct size. Oversize clothing or "low-riding" pants are not acceptable.



### Shoes

- Shoes must be closed toed. Not light up or "Heelys" (or similar style).
- Shoes should be non distract. Please refrain from loud colors, sparkles, or other distracting elements.

### Winter Gear

- Outerwear must be removed while inside. Snow boots must be exchanged for approved shoes while inside.



## Accessories

- Tights or a matching pair of socks may be worn. Solid brown, black, tan or white are acceptable.
- Knit leggings may be worn under jumpers, skirts, and skorts and may be brown, black, tan or white.
- Belts are optional. If worn, they must be black, brown, or navy leather or leather-like material.
- Hair accessories may be gold, silver, navy blue, light blue, red or white.
- Pocket chains, hats, and sunglasses may not be worn.
- A minimal amount of jewelry is acceptable

## Overall Appearance

- Students must arrive at school clean and neat in appearance.
- Uniforms must be the correct size and not worn out. Oversize clothing or “low-riding” pants, skirts, or skorts are inappropriate. **No holes in clothes allowed.**

## Corrective Action in Response to Dress Code Violations

Students who arrive not in uniform will be sent to the office. At this point, parents will be called and asked to bring a change of clothes.





# School Facilities

## Library

The library areas are considered work spaces. Students are expected to respect the intent of the space and refrain from disruptive behavior. The libraries may have posted times for student access.

### Checking out Books

Books are circulated for three weeks with an additional two-week renewal available. Books in high demand may be placed on reserve and not be subject to renewal. Overdue notices will be provided to students in a timely manner. Additional books will not be checked out until the overdue book(s) are returned.

### Fines

Fines for overdue books are twenty five cents per school day, with a maximum of \$5.00. All unpaid charges are sent to the school bank at the end of the year and entered on the student's record.

### Lost and Damaged Books

All lost or damaged books must be paid for by the student who checked out the book.

## Student Nutrition and Cafeteria

### Overview

White Pine Charter School offers breakfast and lunch to its students.

- Breakfast–
  - Student–\$1.60
  - Adult–\$2.50
- Lunch–
  - Reg–\$3.10
  - Adult–\$4.35
- Milk–
  - \$0.40

Families may qualify for free/reduced lunch, but must submit an application through the child nutrition office care of Dareta Georgeson ([georgesonda@wpcscougars.org](mailto:georgesonda@wpcscougars.org)). Those forms can also be found on our website: [WPCS Child Nutrition Program](#)



Make all breakfast/lunch payments, payable to White Pine Charter School or WPCS. Please remember, if your child is going to be late for school, call before 9:00 if they need to order lunch. Thank you!

## Delinquent Accounts

Students are allowed to charge up to \$15 and still receive a scheduled meal. Once balances dip below negative ten dollars, students will be provided a substitute breakfast/lunch option for which a lesser expense will be incurred. Because we understand the importance of nutrition to a student's ability to perform in school and overall wellbeing, we will not deny a student food due to failure to pay.

Families faced with the inability to pay for your student's meals should contact us so that we can work out a plan to ensure that your lunch account balance is in good standing. Information regarding free/reduced lunch status is confidential and will not be shared with anyone except the student nutrition manager and director.

## Cafeteria Expectations

While in the cafeteria, White Pine students are expected to be calm, respectful, and to speak at a respectful tone. Here are the following expectations for breakfast and lunch service at White Pine:

- Remain seated until dismissed to lunch recess.
- Speak at a low volume
- Keep food in the cafeteria.
- Clean up one's self.

## Playground/Field

- Hands, feet, objects to one's self.
- No PDA
- Stay off ice and snow drifts (no king of the hill)
- Students should be within sightlines of designated staff/faculty on duty
- Speak using appropriate language
- Elementary students shall refrain from using mobile/electronic devices at all times.



# Communication

## Teacher Communication

Parents can expect to receive regular communications or announcements from their student’s teachers. Some teachers may opt to use web based programs (i.e. Edmodo, class Dojo, Remind, etc) as supplements to standard means of communication (ie. email).

## General Communication Guidelines

Effective communication between school stakeholders is imperative to our student’s education. In order to maintain positive, effective communication, White Pine asks all stakeholders to adhere to the following tenets:

- Assumption of positive intent–At White Pine, our primary concern is what is best for each individual student who walks through our doors. All of our decisions and actions represent what we believe to be the best practices in service of this. Remembering this as we enter into communications can help.
- Escalation as a last resort–Similar to assuming positive intent, starting with the person closest to a situation is almost always the best course of action. Concerns about a classroom issue are best addressed by the classroom teacher.
- Balancing urgency and patience–As a school, we will do our best to respond in a timely, thoughtful manner. Depending on the situation, we may need additional time to sufficiently analyze all necessary perspectives in order to provide a satisfactory response.

Please refer to the following infographic for more information:

[White Pine Charter Schools Student \(Parent\) Communication for Resolution](#)

## PowerSchool

Our digital record keeping system is accessible to parents online. Student records available for parent viewing include attendance, grades, assignment descriptions, bulletins, etc. Families new to White Pine or those who need direction on how to navigate the platform may reach out to the school office for assistance.

A link to PowerSchool can be found on our [website](#).



# Parent Norms and Volunteering Expectations

## Visiting the School

Parents will follow the following guidelines when entering the school.

- **Communicate** before you arrive on campus. This will allow front office staff to pull up your information ahead of time.
- **Show picture identification** before entering the building.
- If you are **picking up your child**, after you show your identification, please return to your car and a staff member will bring your child(ren) to you.
- **Volunteers** will need to arrange with school staff/faculty beforehand.
- Parents and visitors shall **wait in the front office area**. Visitors are not to travel throughout the school unescorted.

## Volunteering

Parents choose White Pine because of our attention to involvement. White Pine Charter School families are expected to volunteer for a minimum of 20 hours per family, per school year.

There are many ways to get involved at White Pine. One of the best paths to this is through White Pine's Parent Faculty Association or (PFA).



# Transportation Expectations

## Dropoff and Pickup Drive Line

We ask that people transporting students to and/or from school observe the following guidelines:

- School doors open at 8:00 AM. Students may not enter the building prior to this.
- Drop off runs from 8:00 AM to 8:25 AM. If you arrive after 8:25 AM, you will need to park, walk your student inside, and sign them in. This rule applies to all students (K-5)
- Pickup starts at 3:10–Please do not arrive early. If you need to get your child prior to this time, please call to have them excused early.
- Pick up runs from 3:10 PM to 3:30 PM. If you arrive late to pickup, you may need to park to collect your child(ren) from the front office.
- Parents must visibly display their pick up sign in their car window.
- If a display sign is not visible, the driver must park their vehicle, and show picture identification to the front office staff. The front office staff will issue a replacement sign at this time. The front office staff will radio to the faculty and staff operating the driveline to clear the student to be picked up.
- Cars may not be parked or idle on city streets. If you cannot make it into the parking lot, please circle around and return when there is room for you to enter.
- Please pull up as far as you can. The more cars we can fit into the drive line, the more students we can load, and the fast carpool will take.
- Please do not leave your car during drop off or pickup. If your child requires assistance getting in or out of your vehicle, please communicate with your child’s teacher or the front office staff so that the school can arrange somebody to help.
- Refrain from parking in the parking lot or neighboring field during pickup.

## Bussing

It is very hard for a driver to remain alert to what is going on in traffic while monitoring/managing student behavior behind them in the seats of the bus at the same time. Students and families will be held accountable for the highest standard of behavior while on the bus. If a student is unable to meet that expectation, their bus privileges may be revoked.

It is also difficult to manage student behavior on the bus from the office. If each family will also discuss bus safety and address issues presented when children misbehave on the bus, it will create a safer environment for all our students.



# Health

## Immunizations

State law requires all elementary students to have proof of immunization [or exemption -- see I.C. 39-4801]. Any other pertinent health information should be shared with the principal, teacher, and when necessary, the front office staff and cafeteria personnel. Immunizations required:

Children enrolled in 2<sup>nd</sup> – 8<sup>th</sup> grade must have:

- 4 doses of DTaP
- 3 Polio
- 2MMR
- 3 Hepatitis B (for those students born after Nov. 22, 1991)

7<sup>th</sup> Grade Requirements:

- 1 Tetanus, Diphtheria, & Pertussis (Tdap)
- 1 Meningococcal

## Medication

Medical treatment consisting of dispensing medication is the responsibility of the parents/guardians and the family physician. If it is deemed necessary that medication be administered during school hours, an “Authorization to Administer Medication” form must be completed and signed by the physician. This form is available in the office. A parent who wants a child to have any medication not covered by an “Authorization to Administer Medication” must come to school and personally dispense the medication to their child.

### Other Medical / Injury Guidelines

- No treatment of injuries except first aid will be permitted at White Pine Charter School. First aid is immediate help given by the best qualified person at hand in case of accidents or sudden illness.
- White Pine will have at least one person certified in first aid and CPR who is assigned the responsibility for emergency care.
- In cases of a serious injury, the parent/guardian or emergency adult contact will be immediately notified. Minor scrapes or cuts will be washed and covered with a bandage.
- Dressing put on an injury at home will not be disturbed, and no second dressing will be applied at school.
- The administering of over the counter remedies (aspirin, acetaminophen, sodium bicarbonate, ibuprofen, disinfectants, antibacterial creams, etc.) is available upon parent approval.



## **Communicable Diseases**

If your child has contracted a communicable disease, such as strep throat, chicken pox, conjunctivitis (pink eye), lice or other such communicable diseases, please inform the school and keep them home for the appropriate period of time. Check your child(ren) for symptoms every day before coming to school so we can minimize the spread of germs.



# General School Safety

Safety is always a top priority at any school setting. Ensuring students are safe coming to school, during school hours, and leaving school for the day requires everyone's attention.

White Pine has a comprehensive emergency plan. For security reasons, we do not share this information with the public. If you have questions about this plan contact the school's administration.

## Cold Weather

According to policy, students will remain indoors when the temperature is zero degrees with wind chill. There will be times when the temperature is marginally in that range, and we will use our best discretion to ensure our students' safety at these times.

Please see that your child is dressed appropriately for our cold Idaho winters, including a heavy coat, boots, a warm hat and a pair of gloves. Students not wearing snow pants will not be allowed to play in the snow during recess in order to keep their clothing dry. If a student has been seriously ill and needs to remain indoors during recess, parents should send a note to inform the teacher.

A student may need a doctor's note to be excused from recess for more than three days.

## Snow Weather

The school will close for extreme weather. The administrator will determine snow closures. This information will be announced on the morning radio and TV stations. A text, phone calls, and email message will also be sent.





# Counseling Services

All information exchanged between the student and counselor is confidential. In the event of an emergency or heightened concern about student safety, the counselor will take appropriate measures including but not limited to contacting emergency services, parents, and other relevant and required parties. Counselors may call a student from class when necessary, but are respectful of the classroom teacher's lesson.

## ELL Services

The counselor will be made aware of the ELL services required for students at White Pine in order to schedule each ELL student according to his/her specific needs.

