

# White Pine Charter School Staff Handbook



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

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This handbook in its totality serves as a summative guide grounded in the broader representation of formal policy which can be found as public documentation on the White Pine website. This handbook is subject to change, without notice, for the betterment and/or safety of the students, families, and faculty/staff of White Pine.

# Guiding Principles

## Mission

Success, for Every Student.

## Vision

To create a dynamic and challenging educational institution with both - high academic standards and overall student formation - balanced on a scale of experience, providing all students the opportunity to develop into motivated learners, analytical thinkers, competent leaders, and contributors to the community. It is the intent of White Pine to 'overprepare' students for next steps.

To provide a positive and compassionate teaching environment in which educators communicate, share, and grow in a professional learning community focusing on unlimited potential and maximized individual student achievement.

## Purpose

The school seeks to develop an educated citizen for the 21<sup>st</sup> Century through a dynamic, sequential, and interactive academic program where pacing is guided by achievement. The students will be challenged to develop personal habits and attitudes that lead to accepting responsibility for decisions and actions, academic honesty, and the ability to face challenges with courage and integrity. They will be invited to work cooperatively with others. Students will learn about a healthy lifestyle, show empathy and courtesy for others, and respect for differences among people and cultures. It is the intention of White Pine that students will develop confidence and navigate setbacks as opportunities for growth and learning.

## 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.

# School Leadership

## Central Office

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

**Director of Finance and Operations:** Jamie Toop, [toopja@wpcscougars.org](mailto:toopja@wpcscougars.org)

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

**Special Education Coordinator:** Adrienne Seamans, [seamansad@wpcscougars.org](mailto:seamansad@wpcscougars.org)

**Lead Administrative Assistant:** Kristin Attebury, [atteburykr@wpcscougars.org](mailto:atteburykr@wpcscougars.org)

**Lead Custodian:** Michelle Waters, [watersmi@wpcscougars.org](mailto:watersmi@wpcscougars.org)

**Director of Child Nutrition:** Daretta Georgeson, [georgesonda@wpcscougars.org](mailto:georgesonda@wpcscougars.org)

**Child Nutrition Manager:** Haley Cushman, [cushmanha@wpcscougars.org](mailto:cushmanha@wpcscougars.org)

**White Pine Community Outreach Coordinator:** Heather Smith, [smithhe@wpcscougars.org](mailto:smithhe@wpcscougars.org)

**Board Clerk:** Rebecca Gray, [grayre@wpcscougars.org](mailto:grayre@wpcscougars.org)

## Elementary School

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

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

**Elementary Secretary:** Rebecca Gray, [grayre@wpcscougars.org](mailto:grayre@wpcscougars.org)

## STEM Academy

**WPSA Principal:** Mark Olsen, [olsenma@wpcscougars.org](mailto:olsenma@wpcscougars.org)

**STEM Academy Administrative Assistant:** Melissa Smith, [smithme@wpcscougars.org](mailto:smithme@wpcscougars.org)

# Professional Expectations

## Employee Attendance and Leave Guidelines

### Teacher Work Hours

Teachers are required to work following the school calendar. Teachers are on duty from 8:00 a.m. to 4:00 p.m. daily. Teachers are to remain on campus during this time. In the event of an emergency or special request, you must see the principal or designee and sign out in the main office.

Classified Staff's hours are outlined in their personnel action form (submitted at the time of employment).

### Leaving Campus During Work Hours

Teachers leaving campus during the school day will communicate with either the building administrator or administrative assistant, before leaving the building.

### Personal Leave

Employees qualifying for personal leave are required to request time off on TimeClock Plus at least 4 business days before the date to be used. All full-time employees receive three (3) personal days a year. Personal leave is non-cumulative and non-transferable. Any unused personal days for that school year will be paid out \$100/day in the regular June payroll.

### Sick Leave

All full-time employees qualify for ten (10) sick days per year allocated on September 1st and do not expire. "Sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. Immediate family for purposes of sick leave shall mean the employee's spouse and/or children residing in the employee's household. Please check the PERSI guidelines on sick days and retirement benefits.

### Bereavement

An employee who has a death in the immediate family shall be eligible for bereavement leave. Immediate family for purposes of bereavement leave shall mean a family member or other person who has had significance in the employee's life. The Director of Schools shall have the authority to give bereavement leave for up to five days. Bereavement leave of greater than five days may be approved by the Board of Directors. Such leave shall not exceed ten days and it shall be the discretion of the Board as

to whether such additional days are with or without pay and/or the application of other possible paid leave benefits can cover such absence with pay.

### **Employee Absences and Substitute Requests**

All staff members requesting leave shall do so at least four (4) business days before the absence by entering the request on TimeClock plus.

If requesting an emergency substitute, please contact your building principal directly via voice call or text message as soon as possible.

Lesson plans for substitutes are uploaded to the appropriate campus' "Sub Plans" folder in the applicable teacher's folder by 7:45 AM on the day the teacher will be absent.

[Elementary Sub Plans Folder](#)  
[STEM Academy Sub Plans Folder](#).

### **Substitute Preparation**

A subfolder will be in the office for substitutes. At a minimum, teachers must have the following available for substitutes:

- Current Lesson plans
- Emergency lesson plans
- Seating chart
- Student health and behavior issues of which the substitute should be aware
- Protocols for special education and 504 students should be noted

Immediately report to the principal or vice principal any serious concerns regarding a substitute's performance.

Substitute lesson plans should be detailed enough that any substitute or covering teacher would be able to clearly understand the learning objectives and activities that the students will need to complete that day. Teachers may cooperate with their grade level/department teams for additional support, but this does not replace the need for detailed plans.

## Professional Attire

White Pine employees are expected to dress no more casually than “Business Casual.”

### Business Casual Bottoms Could Include:

1. Slacks, khakis, corduroy, twill, or other non-denim pants, neatly pressed
2. Knee-length skirts and dresses
3. Denim jeans are only allowed on school-approved spirit days (once a month) and should be in good repair, free of holes

### Business Casual Tops Could Include:

1. Sweaters, polos, knit shirts, button-down shirts, or blouses
2. Cardigans, vests, blazers, or jackets

### Business Casual Footwear and Accessories Could Include:

1. Loafers, oxfords, brogues, pumps, flats, or boots
2. Sneakers or tennis shoes in good repair
3. Ties are optional

### Business Casual is NOT:

1. Flip-flops or rubber sandals
2. Shorts of any length
3. Undergarments that are exposed
4. Overly short skirts and dresses
5. Anything showing profanity, offensive language, or vulgar imagery

## Employee Standards of Conduct

School expects that all employees conduct themselves professionally and ethically. If employees are not sure if an action is ethical or proper, they should discuss the matter openly with their supervisor or school director/principal. An employee should not conduct business that is unethical in any way, nor should an employee influence other employees to act unethically.

Furthermore, an employee should report any dishonest activities or damaging conduct to an appropriate supervisor.

## Professional Behavior

1. Employees should provide careful attention and considerate treatment of school clients and/or their matters/files.
2. Employees should refrain from theft, misappropriation, or unauthorized possession or use of property, documents, records, or funds belonging to the school.
3. Alcohol is not to be used when in direct supervision of students, while on school property, or anytime while on student field trips.
4. Tobacco is not permitted on any WPCS property.
5. Foul and abusive language or insulting gestures are not to be used or directed toward students, officials, or any other person associated with the activity or contest.
6. Abusive physical contact with students is prohibited.
7. Conduct, which may result in verbal and/or physical fighting or inciting individuals to antisocial behavior, is prohibited.
8. Demonstration of and adherence to the highest standards of sportsmanship is ideal. Teachers, coaches, activity advisors, and supervisors must instill in students their responsibility to also abide by these rules.
9. Employees should keep the information, of any kind, confidential to any unauthorized person(s) without an official need to know.
10. Changing or falsifying client records, School records, personnel or pay records, including timesheets without authorization is prohibited.
11. Employees may not take or give bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information, or to obtain a position. Acceptance of any gratuities or gifts must be reported to a supervisor or manager.
12. Polite, courteous, and businesslike behavior is expected at all times
13. Employees should not be insubordinate or refuse to follow instructions from a supervisor or manager per their job description.
14. Employees are expected to observe scheduled work hours, contact a supervisor or manager in the event of illness, and report to work when scheduled
15. Recording time for another employee or having time recorded to or by another employee is prohibited.
16. Employees should refrain from Illegal or un-businesslike conduct, on or off school premises, which adversely affects the school services, property, reputation, or goodwill in the community, or interferes with work.

## Employee Social Networking Guidelines

1. Employees must exercise care to ensure that they are not viewed as representatives of the school and that they do not imply that they are speaking on behalf of the school. To the extent

employees are posting comments to social media outside the scope of their employment responsibilities, including an online forum such as a blog, employees may not include any client or school trade secret or confidential information, and may not make any statements that would give the impression that the views they have expressed are the opinions of the school.

2. Employees should refrain from posting derogatory information about White Pine or the school community on any such sites and proceed with any grievances or complaints through the regular channels.
3. Employees may not post to any online forums using any official school email address or providing any school telephone number or extension.
4. Employees of the school who participate in social networking personally may not friend, or friend equivalent, students or former students who are minors. Employees, including teachers, may not allow students to access their personal social networks or social media profile, information, or site.
5. Teachers shall not disclose anyone's personal information, discuss or post photos of students, colleagues, administration, or the Board on social networking sites, without the direct written permission of parents or legal guardians and the Director.

## **Supervision of Students**

Teachers and staff, at all times, are responsible for the conduct and safety of students and must see that students observe safety rules. If an emergency arises, staff are to notify the office for assistance to receive classroom coverage.

The following guidelines will serve as our procedure for supervision:

- Students are not to be left unattended in classrooms, hallways, or outdoors.
- Teacher/aides assigned duty must report to duty to assist in monitoring the students.
- Teachers/Staff must be on time for duties.
- Teachers/Staff walk, or monitor, their classes to and from special activities, including lunch and recess, providing appropriate supervision.
- Teachers/Staff should be at their doorways between class periods/transitions when students are present in the hallway or breezeway. To monitor the classroom, teachers should be at the doorway when students enter.
- All teachers/Staff must enforce school rules consistently.
- Students are not allowed to come early to the classroom before school unless a pass is provided by the teacher.
- Students are not allowed in teacher work areas during school hours without permission.
- Students will remain in class during scheduled times unless otherwise instructed by the administration.
- When unoccupied, classrooms are to be locked.

- At no time may school keys to be given to students for any reason.
- Students are not to stand unattended outside the classroom.

### **Controversial Issues**

A “controversial issue” is defined as any problem or issue that society is in the process of debating and for which more than one solution may be offered and supported. The teaching or indoctrination of religious or sectarian beliefs is specifically prohibited at WPCS. When addressing a “controversial issue”, teachers should consider the following:

- The impact the information will have on the educational standards and/or the influence on the students' awareness.
- Reviewing all instructional information, topics, and/or subject matter, materials, and methodologies or strategies with the school administration, for approval, before controversial issue presentation or discussion.
- Providing communication (oral and/or written) between the school and the parents/guardians that intends to frame the educational value of the issue and debate thereof.
- Assuring that content is part of and/or brings added value to the assigned teacher curriculum.

# Communication

## Email

Day-to-day email communication through school-issued credentials will support most means of conversation, and dissemination of information, and allows for ease of support and tracking. Each teacher is responsible for regularly checking their email account and providing a professional timeline for response or feedback when necessary and not to exceed 1 business day - this includes but is not limited to communication with colleagues, students, parents, etc. When communicating orally, it is recommended to follow up such conversations with an email summary.

## Communication Regarding Students

Communication regarding students is always considered confidential, and it is privy only to the following teams:

- PLC
- SPED/504
- RTI
- PBIS
- Admin

Discussing specific student concerns in a public setting is inappropriate and to be avoided. See the section discussing [FERPA](#) for more information.

## Parent Communication

Communication with parents is an important part of the partnership with home. Teachers are to communicate to their classroom families, at minimum, once a month. Those parents seeking a meeting with their child's teacher should arrange a time outside of regular school hours to eliminate disruptions to instructional time. Teachers are expected to maintain a positive parent/teacher relationship. Teachers wishing for assistance with a conversation or meeting with a parent should contact administration as soon as possible.

## Unsatisfactory Progress Communication

The teacher is to communicate with their classroom families to work cooperatively to improve the student's progress. Teachers are to maintain copies of the parent communication log to provide to the administration upon request.

## Parent/Guardian Conferences and/or Meetings

Conferences are an opportunity to provide communication with parents, resolve issues, and build relationships, particularly before problems develop. A teacher, parent/guardian, counselor, or administrator may initiate a conference, and should maintain records of parent-teacher contact.

Conferences, where multiple teachers are involved, will be facilitated by a designated teacher unless a counselor or administrator is present. The teacher, counselor, or administrator will document the conference and decisions made. The conference facilitator will promote a professional and collegial atmosphere.

Every effort should be made to attend appointed conferences and it is strongly noted that these meetings take precedence over other school obligations such as coaching, school activities, moderating clubs, etc. A teacher's inability to attend, due to an emergency, should be communicated to an administrator as soon as possible.

## Release of Information

All school records of students are confidential. All records containing personal student information will be governed by the following principles:

- Parents/legal guardians have the right, upon written request, to inspect and review all educational records relating directly to their dependents and legal wards.
- The following are examples of educational records: student academic permanent record, achievement, and scholastic aptitude test results, attendance and discipline file, class record books, grade books, health inventory, and student support services folder (if any).
- Any request from parents/legal guardians or students eighteen years of age or older must be complied with within a reasonable length of time not to exceed ten (10) school days from the date of receipt of the request.

Information may be released to others only:

- With the written consent of the parent/legal guardian or eligible student specifying the records to be released, the reasons for such release, to whom and use to be made of the information, and with a copy of the records to be released transmitted to the parent/legal guardian or eligible student upon request.
- In cases of extreme health or safety emergencies.

# Reporting

## Reporting Accidents

All accidents, which happen while on duty, should be reported immediately to the principal or vice principal. All student and staff accident reports must be completed within 24 hrs of the incident. When possible, notify human resources or the building principal before seeking medical assistance after the reported incident.

Employees with lost-time accidents must obtain a “Return to Work Authorization” and submit it to Human Resources before their return to work.

## Reporting Child Abuse

Staff members who suspect or are aware of possible child abuse/neglect are required to report their concerns directly to an administrator and/or the school counselor. They will then assist the staff member in filing the abuse/neglect report within 24 hours.

# Academics

## PowerSchool Grades and Attendance

Our computerized record-keeping system is updated by teachers and accessible to parents online. Student records available for parent viewing include attendance, grades, detailed assignment descriptions, etc. Teachers are responsible to maintain current grades monitoring student achievement to demonstrate growth or providing interventions.

Grades are to be updated every two weeks, at a minimum. Attendance/grade records are a part of the WPCS permanent record system. Care should be taken when entering data; teacher's entries become legal records.

## Report Cards and Progress Reports

Report cards are to be issued at the end of each trimester for elementary school, and each semester for middle and high school. Progress Reports will go out monthly at the STEM Academy. This is to record and transcript the achievements of the student in the school programming.

## Professional Learning Communities (PLCs)

PLC teams will meet after school gets out on early release Wednesdays. These meetings will look slightly different based on the school site. Every 6 weeks, the PLC Team will meet with Federal Programs to conduct an RTI review. PLC notes should be submitted to the White Pine Google Classroom after meetings. For a detailed overview of how this will work, please refer to the following linked documents:

[White Pine PLC Norms](#)

## Response to Intervention (RTI)

RTI stands for "Response to Intervention." RTI is a Multi-Tiered System of Support. Students are grouped into the following tiers:

- I. General Education Instruction--All students receive Tier I instruction, and, ideally, it should be sufficient for 80% of the student population.
- II. Targeted Interventions--Some students receive Tier II interventions within the classroom. These interventions should target specific skills with which students show a need for support.

The decision to identify a student as “Tier II” shall be based on an analysis of multiple data, both informal and formal.

- III. Intensive Interventions–Students who do not respond to supplemental instruction may be eligible for Tier III interventions. After a change in duration and frequency of intervention, a student may be eligible for special education services.

Most schools use RTI to intervene before special education referral. The focus is on how well the academic and behavioral interventions are working to improve the child’s performance. For a more detailed overview of the RTI process, please refer to the following flow chart. [White Pine RTI Flow Chart](#)

## Field Trips

All field trips must be approved by the building principal. If you would like to organize a field trip, please complete a [Field Trip Form](#) and submit it to the principal no later than four (4) weeks in advance of the field trip.

# Evaluations

## Certificated Staff Evaluation Procedures

Faculty evaluations will be conducted as outlined in the [White Pine Teacher Evaluation Manual](#). Faculty can expect an informal, formative evaluation and a formal, summative evaluation by the end of the school year.

The following are important aspects of the certificated staff evaluation process:

### Regular Observations

Regular observations will occur unannounced and are intended to last approximately 20-25 minutes. These visits provide the evaluator with an opportunity to see teachers in their most natural state and without the pressure of being declared formal. These visits will provide evaluators with notes on what a teacher's routine looks like. Teachers can expect regular observations at least once a month but not more than twice. Notes on these observations will be taken using a specific document that is gauged using the Danielson standards (See Appendix B) and will be used to inform subsequent points in the evaluative process.

### Walk Through Visits

Walk-through visits are intended to build upon the rapport between the evaluator and the teacher initiated at the start of the evaluative process as well as the students in the class. These visits shouldn't last more than 2 or 3 minutes and may be conducted by any members of the administrative team including the Principal, Vice Principal, or Director of Schools. Notes may be kept in a specific live document and be used to inform subsequent points in the evaluative process.

### Non-Classroom Interactions

Observations of interactions that happen outside of the classroom are intended to inform how teachers contribute to the overall functioning and culture of the school and may regard situations between the teacher and; the teacher's evaluator, other administrators, faculty/staff members, parents/guardians or other stakeholders, and students. These observations, generally considered moments of opportunity, are unscheduled and may present at any time. Notes may be kept in a specific live document and be used to inform subsequent points in the evaluative process.

### Individual Professional Learning Plan (IPLP)

Each teacher is responsible for the creation and maintenance of an Individual Professional Learning Plan (IPLP). This document will feature no fewer than three professional goals pertaining to the four

domains found in the Danielson Framework for teaching. Teachers are discouraged from writing multiple goals in one domain.

Additionally, the teacher will meet with their administrator evaluator three times throughout the year. During these meetings, the administrator and teacher will discuss the teacher's progress on their goals, and the two of them will update the IPLP.

Finally, as part of the goal-setting process, the teacher will also identify a student achievement goal. This goal can be based upon a variety of measures including, but not limited to the following:

- CBMs
- IRI/ISAT scores
- CFA/CSAs

### **Professional and Advanced Professional Endorsement**

For a teacher to qualify for the Professional and/or Advanced Professional endorsements in the state of Idaho, they must satisfy the requirements as outlined on the [Idaho State Department of Education Website](#).

All documents placed in personnel files should be presented first for signing, and acknowledging placement. In the event of a refusal to sign, the administrator/supervisor will document the refusal on the document being placed.

### **Classified Staff Evaluation Procedures**

Staff evaluations will be conducted using forms relevant to the position and as required by supervisors. Classified staff can expect a midyear review and a formal, summative evaluation by the end of the school year. For more detailed information on Classified Staff Evaluation, please refer to the following linked documents:

[Classified Staff Self-Appraisal Form](#)

[Classified Evaluation Form](#)

### **Employee Development/Improvement**

Administrators, supervisors, and faculty/staff work together in a system of restorative practices intended to coach all employees to a place of high standards and accomplishment especially when performance levels are not being met. All employees can expect that before decisions to terminate are made that steps were taken to encourage performance growth and understanding. Employees facing disciplinary action are encouraged to be part of the planning and problem solving that may be necessary for furthering their contributions as expected in their roles.

## **Classroom Visitation**

Instructional time is considered of utmost importance and the disruption of this time compromises the overall educational objectives of the school. Refrain from interrupting fellow teachers and staff if at all possible.

## **Visitor Access**

WPCS and WPSA are both considered "closed campuses" to maximize the safety of staff and students. School visitors must show a photo ID to the front office staff.

Visitor badges will be issued at the front counter. Staff members must direct any visitor not wearing a visitor badge to the front office. The office is to be notified in advance by the teachers of any guests to present in their classrooms.

## **Volunteer Coordination**

Teachers need to arrange classroom/school volunteers a day in advance. To that end, teachers will communicate the names of volunteers, the times they are scheduled, and relevant contact information to the front office staff. Volunteers who are not scheduled ahead of time will not be permitted entrance to teachers' classrooms.

## **Student Visitors**

Student visitors may not be on campus during the academic day, or while classes are in session. Send all student visitors to the main office. With administrative approval and teacher appointments, student visitors may visit after dismissal. The exception is that prior arrangements are made through the principal, for educational purposes, and appropriate passes and official notification are provided in advance.

# Student Discipline

## Classroom Discipline

Classroom procedures and rules must be communicated clearly to students and parents.

## Counselor Referrals

The counselor at the school supports the following:

- Academic progress
- Placement or leveling
- Emotional and/or psychological health
- Behavior
- Graduation Plans for HS students

## Detaining Students

When necessary and appropriate teachers may detain students, thus impacting the students' next class or lunchtime however students are not to be deprived of adequate time to eat lunch. When students must make up time or receive special help, the teacher may request them to report before school in the morning, or detain them after school for not more than one hour with 24-hour documented prior notice to parents.

## Discipline Referrals

Student behavior managed through classroom intervention should be documented using the SWIS site at the elementary and PBIS Rewards app at the STEM Academy. After submitting a referral, teachers and staff are expected to contact the home.

Sending a student to the office should be considered a last resort only when:

- The student's behavior poses a safety concern.
- The behavior is chronic and the teacher has already exhausted all reasonable intervention options.
- The student has engaged in a level of disrespect or disobedience that the teacher can no longer, at the moment, retain the attention and control of the class.

In general, student behavior is best managed within the classroom by the classroom teacher.

## **In-School and Out-of-School Suspensions (ISS and OSS)**

The administration of the school will decide whether or not a student is to be suspended based upon school policy, the severity of the behavior, and whether or not a suspension is necessary to mitigate behavior and/or re-establish the child's viability as a White Pine student. Teachers are not authorized to suspend students.

The administration may notify affected teachers when a student is suspended and any information deemed necessary for the affected individuals.

## **Corporal Punishment/Physical Contact with Students**

Corporal punishment is not to be used at WPCS. Only staff members with the necessary training may physically restrain students, or physically remove students from classrooms. If a student needs to be physically restrained or removed, please contact the office. If possible, remove the other students from the situation.

If a student is physically restrained for any reason, the administration must be notified as soon as possible.

## **Search of Students**

Under no circumstances should a teacher or staff search a student's person or personal belongings. Notify an administrator if you feel such a search is necessary.

## **PBIS: Positive Behavior Supports & Interventions**

*From the Center on PBIS*

Positive Behavioral Interventions and Supports (PBIS) is an [evidence-based three-tiered framework](#) to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed.

- Tier 1 practices and systems establish a foundation of regular, proactive support while preventing unwanted behaviors. Schools provide these universal supports to all students, school-wide.
- Tier 2 practices and systems support students who are at risk for developing more serious problem behaviors before those behaviors start. These supports help students develop the skills they need to benefit from core programs at the school.

- At Tier 3, students receive more intensive, individualized support to improve their behavioral and academic outcomes. At this level, schools rely on formal assessments to determine a student's needs.

## Hall Passes

Hallways and breezeway passes are required of all students who are in the halls or passageways during class time. Students must have a pass from a teacher to go to the office for health reasons. The office personnel will not hold a student for more than twenty minutes. If a student is too sick to return to class, the student will be sent home.

# Technology Guidelines

## General Technology Overview

It is impossible to cover all topics related to technology in a single, simple document. Common sense is the best approach, but do not hesitate to consult with the building tech team or the principal on items about which you are unsure.

The @WPCScougars.org email format and all emails are considered WPCS property. Each employee is provided a school email address and is expected to monitor it regularly. The accounts are for professional use related to school business.

## Computer Network Instructional Technology Resources

Faculty/staff will guide students as they make use of computers and network resources to conduct research and generate content.

Teachers will assist with proper guidance, training, and supervision related to accessing school resources, school email, etc. Teachers will monitor students on computers to help maintain appropriate use of the computers at school.

Staff and students are responsible for proper conduct on school computer networks and appropriate sites. System operators may review files and communications of users to maintain system integrity and ensure that users are responsible and in accordance with acceptable use. Users may be disciplined for improper use.

## Computer Tech Agreement

This Computer Tech Agreement is provided so that educators, students, and members of the community are aware of their responsibilities of utilizing computer equipment and network/internet resources that are used solely for an educational purpose.

Staff, students, and members of the community will be given an individual account and password to utilize computer network instructional technology resources. This account and password may not be shared, assigned, or transferred to another individual.

## Uses of the System

Staff, students, and members of the community agree not to use the facilities and capabilities of the network to conduct any business activity or solicit the performance of any activity that is prohibited by

law. Students are not permitted to sell or purchase goods and/or services utilizing computer network instructional technology resources unless approved.

## **Security**

Passwords should not be easily guessed by others and should never be shared. Attempts to log into the system using another user's account may result in termination of the account and possible disciplinary action. A user should immediately notify the system administrator(s) if he/she believes that someone else obtained unauthorized access to his/her account. Any user reasonably deemed to be a security risk or discovered to have a proven history of problems with other computer networks may be denied access to computer network instructional technology resources.

## **Vandalism**

Vandalism of the network is defined as any malicious attempt to harm or destroy data placed on computer networks or other networks and/or the deliberate physical damage or destruction to hardware systems.

## **Termination of Account**

The system administrator(s) or WP administration reserves the right to suspend or terminate user access and use of the network upon any breach of the terms and conditions of this policy. Any staff member or student found on an inappropriate website will have his/her internet/network access suspended, and may be disciplined.

## **Network/Internet Etiquette**

Staff, students, and members of the community are expected to abide by responsible network etiquette. This includes (but is not limited to) the following:

- Be polite. Use appropriate language.
- Do not reveal personal information to others.
- Do not use the network in such a way that would disrupt its use by other users.
- Respect the privacy of others.
- Do not send or display offensive messages or pictures.
- Do not harass, insult or attack others.
- Do not intentionally waste resources - paper, printer cartridges, etc.

## Personal Electronic Devices

Personal electronic devices should not be used, for nonschool business, during the employee's normal instructional/duty times or at school-sponsored programs, meetings, parent/guardian conferences, or any other time when there would be a reasonable expectation of attentiveness and/or participation.

# Facilities, Resources, and Materials

## Keys

Teachers and applicable staff are responsible for their school building keys. If those keys are lost, individuals are required to report this to the principal immediately and may need to pay the fee to re-key the affected locks of the building.

## Work Order Requests

### Facilities

Work order requests may be submitted online. Please allow custodial staff time to complete each job. See the head custodian or the facilities administrator, if questions or concerns arise. Please use the work request form linked here and in your WPCS Links Bookmark:

[Maintenance Work Request](#)

### Technology

Work order requests for technology may be submitted online. Please allow staff time to complete each job. See the principal or the facilities administrator, if questions or concerns arise. Please use the IT Help Ticket linked here and in your WPCS Links Bookmark:

[Information Technology Help Ticket](#)

## Energy Conservation

Recognizing our responsibility to our students and school community, every effort should be made to conserve energy. We can help to ensure an efficient energy posture is being maintained daily by doing the following:

- Turn off lights including projectors when leaving a room.
- Turn off computers, monitors, and printers at the end of the day.
- Turn off projectors when not in use. If a projector is being used all day, turn it off during prep and at lunchtime.

## Equipment and Furniture

Each classroom is to be inventoried at the close of school each year by the classroom teacher. To maintain an accurate accounting of all on-hand equipment and furniture items, the business manager or administrative assistant must be notified:

- When equipment or furniture is lost or stolen.

- When equipment or furniture, previously reported as missing, is recovered.
- When equipment or furniture is moved from one location to another.
- When equipment or furniture is discarded.
- When equipment or furniture is presented to the school as gift items.

## Condition of Classrooms

Teachers shall be responsible for the condition of the classroom and assigned equipment at all times.

Before the close of each hour or break, and before the close of school at the end of the day, teachers will hold the students responsible for leaving the room clear of clutter and in good working order for teaching and learning.

Please do not use scotch tape, other adhesives, or staples on doors or walls. The tape, when removed, pulls off the paint and detracts from the appearance of the building and classroom.

Please do not move student desks or other furniture out of the classroom and into the hallway, this is a violation of the fire code. Please submit a [Maintenance Work Request](#) if equipment or furniture must be relocated.

## Gymnasium and Library/Media Center

Teachers using the gym or the media center area are responsible for the proper care of the space, equipment, and supervision of students. No individual student or student groups are to be in the gym or media center area except under the supervision of a teacher.

## Staff Lounge/Workroom

The purpose of the lounge is to provide a space for teachers and staff to have a place for lunch without the interruption of students. Students are NOT allowed to go into the lounge. Teachers are not to send students to the lounge to get ice, soda, make copies, etc.

## Teacher Resource Help

Please use the Teacher Resource Help Form if you need help making copies or preparing classroom materials in general. If you are using this service, you will need to submit requests at least a day ahead of time.

[Teacher Resource Help Form](#)

## Playground/Lunchroom

Recess/lunch time and space are assigned by grade level. Any changes to the time and location must be agreed upon by the assigned team, supervised by teachers, and communicated to a member of the administration in advance. After arrangements have been agreed upon by the various grade levels involved, an informal email may be sent to notify an admin of the temporary adjustment in the schedule.

# **Extracurricular Activities**

## **Transporting Students**

Faculty/staff members should never offer rides to students or arrange for parents to transport students who are not their own. An administrator will be available to remain with students until parents arrive.

## **New Clubs**

New clubs should be presented to and cleared by the administration or athletic director before being announced to students and/or parents.

## **Advisors/Coaches for Clubs, Sports, and Activities**

All clubs, sports, and activities that take place on behalf of White Pine Charter School must have a WPCS advisor or coach. During any school function or activity, that advisor/coach is responsible for the supervision of student participants until they are picked up by their parents.

## **Advisors and Coaches**

Under the direction of the administration, the advisor/coach is responsible for helping out with activities and games for participants in the program. The club advisor/coach must provide the participants with an enriching and positive after-school experience. They are responsible for planning, organizing, and leading weekly activities and practices.

Employees who advise clubs or coach sports may be eligible for an additional stipend. Those who are interested in being a club advisor or athletic coach must contact the WPCS administration or Athletic Director for information and further consideration.

## **Use of Tobacco/Alcohol**

Advisors or coaches do not use tobacco and/or alcohol at any time when supervising students and any school-sponsored activity.

# Federal Programs

## IEPs

Individualized Education Plans (IEP) identifying both long-term goals and short-term objectives shall be developed for each special education student and shall be the basis for the instruction of students in the WPCS special education programs.

The special education coordinator is the point of contact and manager of IEPs. They are responsible for the following:

- Writing the plan
- Scheduling IEP Meetings
- State Reporting
- Providing Teachers with copies of IEP as well as at-a-glance documents to help teachers understand accommodations and modifications listed in the IEP.

Teachers are responsible for the following:

- Attending IEP meetings
- Regular review of IEPs to ensure understanding and compliance.
- Providing listed accommodations and modifications in the classroom.
- Following the RTI process to refer students for special education.

Teachers should avoid the following:

- Suggesting to parents that their student has a learning disability or would benefit from being on an IEP
- Speaking about students with IEP students openly as being “SPED” or “Special Education” Students.
- Attempting to diagnose psychological disorders or learning disabilities.

## FERPA

The “Family Educational Rights and Privacy Act” (FERPA Law) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the United States Department of Education and all student information/records. Only those staff members working directly with the student, or who are over the Federal Program are allowed access to students’ educational plans and records. Additionally, the information whether written or verbal is not to be discussed with others or within hearing of others who are NOT involved with the student, and/or is not to be left out in the open for any reason. The

student's confidential information is to be protected and everyone must follow this privacy law with exactness. If anyone does not, and one or more students' information is breached, it may lead to disciplinary action.

## **Title I**

Title I is a federal entitlement program that gives funds to schools in need based on student enrollment, the free and reduced lunch percentage for each school, and other informative data. Students who qualify for Title I in reading, math, or both are eligible to receive services in these areas.

## **504s**

Section 504 of the 1973 Rehabilitation Act was the first disability civil rights law to be enacted in the United States. It prohibits discrimination against people with disabilities in programs that receive federal financial assistance and set the stage for the enactment of the Americans with Disabilities Act. A 504 plan ensures that a child with a disability has equal access to education. The child may receive accommodations and modifications.

The special education coordinator is responsible for the oversight and proper implementation of 504 plans throughout White Pine Charter School. The school counselor and teacher are also important members of the 504 team and need to participate in 504 meetings.

If a teacher or parent feels that a student is eligible for 504 accommodations, they need to first reach out to the special education coordinator to start the process.

# General Employee Information

## Nepotism

It is not uncommon for a Charter School to employ people who are related to one another or romantically involved with one another. However, it is inappropriate for one family member or romantic partner to have direct influence over the other's conditions of employment (i.e., salary, hours worked, shifts, evaluation, etc.). For this policy, family members or romantic partners are defined as spouse, domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

## Personal Information

All WPCS employees are required to provide the school with their current home address, phone number, and emergency contact information. This information must be kept current.

## Personnel Folders

Each staff member's personnel folder may be inspected by the employee at any time in the presence of an administrator or designee. Evaluations must be reviewed and signed at the time of issuance. Personnel folders may not be taken from the main office.

## Payday

Payday is the 20th of every month. In the event the 20th falls on a weekend or federal holiday, payday will be the last business day before the 20th.

## Employee Grievances

If an employee has a dispute with a coworker or superior, that employee completes the official employee grievance form and submits that form to the appropriate administrator. Generally, the building administrator will manage the intake of such forms. If their building administrator is the subject of the said grievance, the employee may submit the grievance to the Director of Schools.

# Health Services

## First Aid

First Aid is available for students referred by their teachers for medical problems and emergencies in the front office.

The following suggestions will help meet the student's health needs and minimize the loss of valuable classroom instruction time:

- At the beginning of the school year, small first aid kits are distributed to teachers so that minor injuries can be handled by the students in the classroom.
- If it is determined that a student is too ill to remain in the classroom, he/she may be sent to the office to go home.

## Material Safety Data Sheets (MSDS)

These documents will be located in the staff workroom of each building. Any potentially hazardous chemicals must be kept behind lock and key to keep them out of reach of students (regardless of age).

## Emergency Care Procedure

If a student is injured or too ill to safely come to the office alone, please contact the office or principal. In the event of an accident, an Accident Report must be completed by the employee in charge or witness to the accident. The report should then be forwarded to the office, principal, and superintendent.

All school personnel will adhere to [Standard Precaution Guidelines](#) for the handling of body fluids. No distinction will be made between body fluids from individuals with a known disease or individuals with an undiagnosed disease. These procedures provide effective precautions against the transmission of diseases to a person(s) potentially exposed to the blood or body fluids of another. When in doubt, wear gloves or other appropriate PPE.

## Medication During School Hours

Refer all students to the office. Teachers, or other staff members, are not permitted to give medication. The office is to be notified of any requests for medication by parents, or students.

# Inclement Weather School Considerations

WPCS students' safety is always our priority. In the winter, temperatures in eastern Idaho may drop below zero, and even reach 20 below with the wind chill factor.

Two main weather conditions create the need to close the school.

- The first condition is a blizzard with drifting snow that makes roads impassable for vehicles.
- The second is dangerously low temperatures.

Typically we do not consider closing schools unless the temperature drops below -20 °F.

At 6:00 am, the school administration team will conference call to review the weather conditions, considering early morning temperatures, the day's forecasted temperatures, wind chill, and other factors, and make the decision whether to close school or to delay the start of school by two hours.

Messages to parents and staff should be sent through PowerSchool starting at 6:30 am. School closures announcements will also be sent to media outlets and posted on the WPCS's Facebook page.

# Counseling and Guidance

## Primary Role of School Guidance Counselor

White Pine's counselors' primary responsibility is to promote the social-emotional well-being of the students and staff. Teachers, parents, and students may all request meetings with the counselor as they feel necessary.

Students may be received in the counseling office without an appointment before and after school, or in an emergency, as determined by a school staff member.

Staff may initiate a counselor referral by email or phone the counselor to notify them of the referral. Upon receipt of the referral, the counselor will call or pick up the student as soon as possible. The counselor will notify the referring staff member that the student has been seen. All information exchanged between the student and counselor is considered confidential. Faculty and staff are not privy to the information disclosed to the counselor in such meetings.

Counselors may call a student from class when necessary but are respectful of the classroom teacher's lesson. The teacher may determine when during the period to send the student unless noted differently on the pass.

## Scheduling and Schedule Changes

The school counselor is responsible for creating a class schedule for each student who enrolls in their respective schools. Schedule changes for middle school or high school will be considered for the following reasons:

- Class size leveling
- Failure to meet the prerequisite for the class
- Administrative transfer (administration signature required)

If a student, parent/guardian, or teacher feels a student would benefit academically from a schedule change, a Schedule Change Request Form must be filled out stating why he/she feels the change should be made. The counselors will conference with the administration and other involved parties, to determine if a schedule change is in the best interest of the student. Schedule changes are rare due to the small size of our middle school and high school which does not leave room for a lot of changes.

The counselor needs to be aware of the ELL services offered to students at WPCS and be able to schedule each ELL student according to his/her specific needs.

## Retention and Academic Probation

Counselors will meet with students, parents, and teachers providing appropriate support to help students meet WPCS promotion standards for the current school year. WPCS expects all students to pass every class to be eligible for promotion to the next grade level. Counselor actions for retained or at-risk students and students on Academic Probation may include: monthly meetings with the student; parent-teacher conferences; facilitating parenting classes; student recognition; after-school tutoring; etc. If students do not improve with counselor and teacher interventions, and administration behavioral interventions, it may be determined by the administration that enrollment at WPCS is not a good fit for the student.

# **Business Office**

## **Guidelines For Ordering Supplies**

All staff should submit a supply/curriculum request to the Building Administrative Assistant. Priority will be given to requests submitted at the end of the school year, for the next school year. All requests that are approved by the Building Principal will be submitted on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month. If there is an emergency order, this will be addressed on a case-by-case basis only and will be determined by the Building Principal. School credit cards may be checked out on a case-by-case basis. Individual purchases will not be reimbursed unless a purchase order has been submitted and approved before purchase. If there is an error on the order, please contact the Building Administrative Assistant.

## **Guidelines For Collecting/Depositing Money**

Money that is received or collected during the day should be safeguarded and turned in to the building administrative assistant. All expenses are to be paid by the business office and not paid with the money collected. Money is not to be kept overnight in such places as desks, cabinets, closets, briefcases, cars, or homes. If you miss the 4:00 PM deadline, count the money in front of an administrator; place it in an envelope; seal and write your name, organization, the purpose of the money collected; and date on the envelope. The administrator will place the money in the safe.

The expenditures of all monies must be properly receipted. Questions about receipting procedures should be directed to the business office for complete details. Return all receipts to the business office.

## **Guidelines for Work-Related Travel**

All professional development and work-related travel must be pre-approved through your supervisor and the business office. Please see the Travel Approval Form. The school credit card may be checked out one business day before the date of travel. All receipts must be turned into the business office along with the school credit card the day after the travel concludes. Missing receipts may prohibit future travel requests. Staff may be reimbursed for mileage and costs not incurred with the school credit card with the completion of the Travel Reimbursement Form.

# Fundraising Guidelines

## Acceptable Fundraising

There are many different acceptable types of fundraisers. For example, service-oriented fundraisers such as car washes or holiday gift-wrapping are okay. The exception to this is school-run bake sales, which will not be approved due to health department restrictions.

The following types of fundraisers are strictly prohibited:

- Fundraisers that ask elementary students to sell door-to-door and White Pine strongly discourage this practice for secondary students. White Pine also prohibits students from conducting sales over the telephone.
- Curriculum-based. A fundraiser shall not be implemented to underwrite the cost of supplies or materials for the curriculum.
- Weapons, tobacco, and alcohol sales (translation: no booze at your banquet!).
- Fundraisers/activities which interfere with instruction

## Fundraiser Approval

To obtain approval for a fundraiser, please complete the following steps:

1. [Submit a Fundraiser Approval Form](#)
2. Once Approved, begin planning your fundraiser.
3. Once completed, follow the steps below regarding the handling of collected funds.

When you have collected monies from your fundraiser, please consider the following:

- Make sure at least two individuals are watching collecting the money at all times. If possible, have them do that in clear view of one of the school's security cameras.
- The sponsor responsible for the fundraiser should count the money collected twice in clear view of the security camera.
- If there is at least one other person present, please ask them to complete a count of the money as well.
- All money collected should be in the envelope provided.
- Write the amount on the envelope.
- Seal the envelope and deliver it to the business manager (or slide it under the door if late)

Funds collected will go to the beneficiaries designated in approved fundraiser forms. If the staff/faculty sponsor paid for supplies/equipment out of pocket, they must submit receipts to the school's business office. The business manager will write a reimbursement check to that person. Reimbursement **MUST** go through the business office.

# Legal Guidelines

## [CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS](#)

The building principal and the director of schools have ultimate responsibility for all official actions and activities of the personnel assigned to the school. Please consult with the principal first about any school-related concerns and then the director of schools if concerns are not resolved. Issues involving legal matters, contract violations, or requiring a hearing may be forwarded to the Board of Directors by the Director of Schools.

- [WP Faculty and Staff Resolution Communication Final.pdf](#)

## **Employment Discrimination, Harassment, And Sexual Harassment: All Employees**

White Pine Charter School is an equal opportunity employer and does not discriminate in any employment practice based on race, color, sex, age, religion or religious creed, national origin, sexual orientation, ancestry, or disability. This regulation extends to recruiting and hiring, working conditions, training, promotion, and terms and conditions of employment.

- Unlawful discrimination, harassment, and sexual harassment will not be tolerated.
- All employees shall cooperate with the investigation, by the administration, of an alleged act of discrimination, harassment, or sexual harassment.
- An employee who files a complaint testifies, assists, or participates in any manner in an investigation, proceeding, or hearing conducted by authorized charter representatives may do so without fear of reprisals.

## [Employment Discrimination, Harassment, and Sexual Harassment](#)

## **Copyright Law And Education**

Please refer to the following site for more information about copyright law in education:

- [Fair Use and Other Educational Uses](#)

# Emergency Procedures

**Link to Staff Procedural Policy:**

[WPCS School Crisis Response Plan](#)