

White Pine Charter School
STEM Academy Student Handbook



2664 1st Street

Idaho Falls, ID 83401

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 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 21st 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 a 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.



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

WPSA Principal: Mark Olsen olsenma@wpcscougars.org

Vice Principal of Schools: Alys Trust trustal@wpcscougars.org

Business Manager: Jamie Toop toopja@wpcscougars.org

School Counselor: Danielle Swenson- swensonda@wpcscougars.org

Special Education Coordinator: Adrienne Seamans: seamansad@wpcscougars.org

Administrative Assistant: Kristin Attebury: atteburykr@wpcscougars.org

Administrative Assistant: Melissa Smith: smithme@wpcscougars.org

Director of Food Service: Daretta Georgeson: georgesonda@wpcscougars.org

Faculty

6th Grade

- Travis Pizinger- pizingertr@wpcscougars.org
- Rachelle Paxman- paxmanra@wpcscougars.org

7th Grade

- Katie Gray- grayka@wpcscougars.org
- JoAnne Hall- halljo@wpcscougars.org

6th/8th

- Adam Wilson- wilsonad@wpcscouagrs.org
- Lawrance Nai- naila@wpcscougars.org

High School

- Jennifer Pickett- pickettje@wpcscougars.org
- Kaleala Leavell - leavellka@wpcscougars.org
- Jennifer Pack- packje@wpcscougars.org

Special Education Teacher: Marni Davis- davisma@wpcscougars.org



Attendance

General Attendance Requirements

White Pine STEM Academy students may accumulate a maximum of seven (7) absences per semester per class hour, not to exceed fourteen (14) absences per year; and three (3) tardies count as one (1) absence. Nothing in this policy shall preclude the Administrator from working with students on an individual basis using appropriate measures for extraordinary circumstances. Those with absences in excess of the aforementioned minimums may be in jeopardy of credit loss and may be required to petition the school board to maintain their eligibility to attend White Pine Charter School.

Reporting an Absence

On the day of a student's absence, parents/guardians must provide the student's name and reason for absence to the Attendance Office no later than 9:00 AM. Parents will be contacted if a student is not in school and no notification has been received.

Absent from Class

Students are responsible for attending all classes in a school day. Cutting/ejection from class will result in consequences which may include receiving a zero for any work due or missed and/or the loss of athletic/extracurricular privileges. Subsequent class cuts or ejections will result in escalating consequences.

Tardy to School

Students arriving after the morning 'late bell' are considered tardy and will need to enter into the STEM building.

Tardy to Class

Tardy to class is defined as entering class after the start of class. Teachers are supported in defining consequences for late arrival. Administration will respond to extensive patterns of tardiness as reported by teachers.

Dismissals

Students requiring a dismissal will submit supporting documentation to the administrative assistant for attendance provided by a parent/guardian. All absence and tardy guidelines apply to dismissals. White Pine assumes responsibility for students while they are at school. Adults retrieving students may be required to provide identification and will be required to provide a reason for the pick up. ***Parents/guardians are strongly encouraged to minimize the amount of time students are missing from regularly scheduled school time.***



Extracurricular Eligibility

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

Excused Absences

Extraordinary circumstances may be considered in excusing absences for eligibility and academic purposes. The pardoning of absences is left to the sole discretion of school administration and may require supporting documentation. Reasons why an absence may be excused for eligibility purposes may include but are not limited to: family emergencies, documented illness, professional/medical appointment, funeral. A student's history of attendance and tardiness is considered in determining whether an excused absence will be granted.

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.



Academics

Homework

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).

Middle School Credit Requirement

The State Department of Education in Idaho now requires credits at the middle school level in order “to ensure all students are prepared to be successful in high school and to increase academic engagement and student accountability for middle school students” (IDE). Within the guidelines set up by the State, White Pine STEM Academy has implemented the following credit system.

Guidelines

Students who are not successful in meeting the following academic criteria during the school year will be required to make up credits through an alternative route. This will provide the students with a second opportunity to prepare them for the next level of study. It is important to remember that progressing to the next grade level and/or high school is not automatic; students must earn the right through successful completion of the White Pine Charter School District programs. Students that do not meet the requirement will appear before a credit committee to determine the proper action.

Credits for 6th, 7th, 8th Graders

<u>Mathematics</u>	<u>1 credit per semester (minimum of pre-algebra is required to move on to 9th grade)</u>
<u>Language Arts</u>	<u>1 credit per semester</u>
<u>Science</u>	<u>1 credit per semester</u>
<u>Social Studies</u>	<u>1 credit per semester</u>
<u>Exploratory</u>	<u>1 credit per semester</u>
<u>Health & Fitness</u>	<u>1 credit per semester (1 semester class)</u>



Middle School Requirements–Main Pathway

Students that are enrolled in grades 6th through 8th will be required to earn 85% of the possible credits each school year.

Middle School Requirements–Alternate Pathway

Students who are enrolled in grades 6th through 8th that do not meet the main pathway, may qualify for promotion by through the 2 following paths:

- Students earn credit through credit recovery to meet the 85% requirement

OR.

- Students maintain an overall GPA of 2.0 in all core courses and pass the ISATs in the subject failed



High School Graduation Requirements with STEM Diploma

Required Subjects	Required # of Credits
English	8 Credits
Speech	1 Credit
Mathematics- Including Algebra and Geometry standards.	8 Credits
Science- Must include 4 credits of lab-based science courses.	8 Credits
US History	2 Credits
American Government	2 Credits
Economics	1 Credit
Humanities- Interdisciplinary Humanities, Fine Arts or Foreign Language	2 Credits
Health	1 Credit
Electives - 5 elective credits must be taken in a Science, Technology, Engineering, Mathematics or combined STEM courses	13 Credits
Total Number of Credits	46 Credits

Additional High School Graduation Requirements

College Entrance Exam

Students must take the ACT, SAT, or other approved college exam before they graduate.

Civics Test

All secondary students must demonstrate that they have met the state civics and government standard by successfully completing the civics test, or alternate path.

Senior Project

The senior project is a culminating project to show a student's ability to analyze, synthesize, and evaluate information and communicate that knowledge and understanding. A student must complete a senior project by the end of grade twelve (12). Senior projects may be multi-year projects, group or individual projects, or



approved pre-internship or school to work internship programs, at the discretion of the school district or charter school. The project must include elements of research, development of a thesis using experiential learning or integrated project based learning experiences and presentation of the project outcome.

High School Requirements–Alternate Pathway

Under certain circumstances, students may appeal to administration for a standard high school diploma.

Credit Recovery

Students who have not completed the necessary graduation credits expected for that grade level before the end of the school year may be enrolled in IDLA courses, BYU-Independent Study courses, local district summer credit recovery courses, or complete other approved coursework. Students will need to complete a plan for a path to graduation that meets approval of the school counselor.

Special Education

Any student in Special Education maintains all rights and privileges provided under the current laws pertaining to Special Education in the state of Idaho. All necessary accommodations must be met before a student can be considered failing.



Behavior

General Expectations

Students at White Pine STEM Academy are expected to uphold the Code of Conduct, to obey State and Federal Law, and to conduct themselves in a respectful and courteous manner at all times, whether on school property, at a school related function, or interacting in their respective communities. White Pine STEM Academy reserves the right to assign consequences or penalties for any student's actions that are deemed to violate the Code of Conduct, the guidelines contained herein, State or Federal Law, or that are deemed to be contrary to the Mission of the school.

Each incident of misconduct will be handled on an individual basis, and whenever possible a response will be designed to foster growth, formation, and understanding so that the student will learn from the experience. All responses to an incident are designed to be corrective rather than punitive. Responses may range from a verbal or written warning through expulsion, as deemed appropriate to the student, situation, and school community.

Any response will remain confidential unless disclosure is determined by the administration to be in the best interests of the school community or students involved. Similarly, reports of misconduct will be treated confidentially and in a manner that protects the individual making the report. In cases where a report is made where a White Pine student is the alleged perpetrator or victim, the school will notify the student's parents.

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 conference with administration
- Required Parent Conference (RPC)
- In-School Suspension
- Suspension from school
- Referral to Behavior Intervention Program
- 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 (PDA)

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 and 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:

- the mandates of federal and state law
- the student’s actions
- the risk of harm to the students, district personnel, and patrons
- the student’s academic standing
- the likelihood of a recurring violation; and,
- the student’s prior conduct
- 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.



Internet and Technology Guidelines

Internet Access

Use of White Pine networks are intended to support resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users; however, some specific examples are provided. The failure of any user to follow these, or intended, procedures/uses may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use

Access to the White Pine's electronic networks, unless otherwise allowed, must be for the purpose of education and consistent with the educational objectives of White Pine.

Privileges

The use of the White Pines's electronic networks is a privilege and inappropriate use may result in suspension or cancellation of those privileges. Administration will issue final decisions regarding whether or not a violation has occurred. Violation may result in denial, revocation, or suspended access.

Unacceptable Use

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- A. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
- B. Unauthorized downloading of software, regardless of whether it is copyrighted or virus-free;
- C. Downloading copyrighted material for other than personal use;
- D. Using the network for private financial or commercial gain;
- E. Gaining unauthorized access to files, resources, or entities;
- F. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of personal information;
- G. Using another's account or password;
- H. Posting material authored or created by another, without his or her consent;
- I. Posting anonymous messages;
- J. Using the network for commercial or private advertising;
- K. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- L. Using the network while access privileges are suspended or revoked.



Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A. Be respectful and courteous;
- B. Use appropriate language;
- C. Do not reveal personal information, including the addresses or telephone numbers, of peers;
- D. Email is not private - messages relating to or in support of illegal or harmful activities may be reported to the authorities;
- E. Do not use the network in any way that would disrupt its use by other users; and
- F. Consider all communications and information accessible via the network accessible by administration.

No Warranties

White Pine makes no warranties of any kind, whether expressed or implied, for the content accessible through its network internet access. White Pine is not responsible for damages encountered through its network internet access including but not limited to; loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via the internet is at the user's own risk. White Pine owns no responsibility for the accuracy or quality of information obtained through its network.

Indemnification

The user agrees to indemnify White Pine for any losses, costs, or damages, including reasonable attorney fees, incurred by White Pine, relating to or arising out of any violation of user guidelines..

Security

Network security is a high priority at White Pine. Users identifying a security problem relevant to the school managed network should notify administration immediately and without further activity. Accounts and passwords are to be kept confidential. Do not use another individual's account. Attempts to access the school's network or internet as a system administrator may result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism may result in cancellation of privileges and/or other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy or compromise; hardware, data of another user, the internet, or any network, including the creation/uploading of viruses.

Copyright Considerations

Copyright law prohibits the republishing of text or graphics found on the internet or on White Pine servers, without express written permission.



- A. Re-publications of graphics or text files that were produced externally must be properly cited..
- B. Students and staff engaged in producing web pages must abide by copyright laws..
- C. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- D. Student work may only be published if there is written permission from both the parent/guardian and the student.

Use of Electronic Mail

White Pine’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by White Pine. White Pine provides e-mail to aid students and staff members in effectively communicating and as an education tool.

- A. White Pine reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is prohibited.
- B. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document.
- C. Electronic messages transmitted via White Pine’s network carry with them an identification of the user’s internet domain. This domain name is a registered domain name and identifies the author as being with White Pine. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of White Pine. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- D. Any message received from an unknown sender via email should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited, unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- E. Use of White Pine’s electronic mail system constitutes consent to these regulations.
 - a. Internet access is limited to only those “acceptable uses,” as detailed in these procedures.
 - b. Staff members shall supervise students while students are using White Pine internet access, intending to ensure that the students abide by the terms and conditions for internet access, as contained in these procedures.
 - c. White Pine computers with internet access have filtering devices that block entry to certain sites. Attempts to subvert the internet access management system may result in disciplinary actions and/or loss of privileges.
 - d. The system administrator and/or principal may monitor student internet access.

Bring-Your-Own-Device Guidelines

All students are expected to have access to a Personal Electronic Device (PED). PEDs include, but are not limited to: laptop computers, netbooks, iPads or other tablet computers. The use of these devices in class is at the discretion of the teacher. For school related purposes, students may use these devices before and after school as well as lunch.



Students are responsible for headphones when necessary.

White Pine faculty and staff members are not responsible for theft, loss or damage to PEDs. All PEDs are brought into the school at the user's own risk. White Pine STEM Academy will not provide technical support for PEDs at school. All PEDs are subject to all provisions of the school's Internet and Technology Policy. PED's may be confiscated at any time at the discretion of administration. Return of the device shall be at the discretion and convenience of administration.

Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher. Devices must be brought to school each day in a fully charged condition. Power cords must stay with the device at all times. Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

Students without a device will use a computer in the classroom or a device from the lending pool depending upon availability and at the administration's discretion. This includes students whose devices are undergoing repair.

School Provided Computer Guidelines

Distribution of Mobile Computing Devices

Before they are issued a mobile computing device, each student must submit an executed Student Agreement for School Provided School Use and a copy of the Internet Access Conduct Agreement. Each form must be signed by the student and by their parent or guardian. Use of school-issued technology for personal gain or activities unrelated to student learning, is prohibited. Both parent and student use of the school's device, network, and/or software may be subject to a public records request.

Care and Safety

Students are responsible for the general care of the device they have been issued by the school and are expected to maintain the function and appearance of the device. Devices should not be vandalized or altered in any way. Families will assume responsibility for lost or damaged devices.

Personalizing Computers

Students shall refrain from placing individualized items on the device such as music, pictures, and other items unless the use of such items is directly relevant to school work. Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.



Software

Any software installed by White Pine must remain on the device in usable condition and be easily accessible at all times.

Occasionally it may be required for the school to add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course. Periodic reviews of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses. All devices will be equipped with anti-virus protection software which will be upgraded regularly. It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes and/or school activities. Students wishing to add additional software onto a device must first obtain the permission of the school's technology department. Any additional software must be appropriate for the school environment and comply with the Internet Access Conduct Agreement.

Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors. Students may be selected at random, or for cause, to provide their device for inspection. If technical difficulties occur, or unauthorized software, or any other violation of White Pine technological guidelines is discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. White Pine does not accept responsibility for the loss of any software or other materials deleted due to a reformat and reimage.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use. White Pine will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of law.

Acceptable Use

Access to the devices is a privilege. Each employee, student, and parent will be required to follow the Internet Access Conduct Agreement. Violation of guidelines, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges, and/or contacting law enforcement authorities.

Protecting and Storing Devices

Students are expected to password protect their devices and shall keep their password confidential. Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, the library, unlocked classrooms, and hallways. Unsupervised devices will be confiscated and secured.



Repair of Devices

Students are to report all device problems to White Pine technology personnel or administration.

Administration will issue a document clarifying student or parent responsibility for lost and/or damaged devices regarding details of service or repair.



Dress Code

General Dress Code Guidelines

The purpose of the White Pine's dress code is to foster a professional, safe and respectful environment at school. The dress code is in effect from the time students arrive at school until they leave. Note that students must be in dress code before school begins if they enter the building before the official start of school. The dress code applies to field trips, site visits, academic internships, competitions, and other school-related activities, unless the supervising adult informs the students otherwise.

Appropriate clothing for class or any school activity must be reasonable, safe, clean and non-revealing. An individual's dress and personal appearance should reflect sensitivity and respect for others as well as appropriate in a professional work environment.

Tops

- A. Students' shirts must have sleeves that round the shoulder, including during P.E. Shirts with collars or sweaters are preferred.
- B. All tops must cover the midriffs, backs and shoulders. No underclothing should be showing at any time.
- C. Hooded sweatshirts can be worn, but the hoodie should be removed while in class.

Bottoms

- A. Long pants, shorts, capris and skirts are to be worn at the waist. Jeans must be in good condition—no holes or ripped areas.
- B. Excessively baggy pants, athletic wear, sweatpants, pajamas and leggings are not allowed.
- C. Skirts and shorts are to be no shorter than 3 inches above the knee.
- D. Leggings may be worn under tunics, dresses, and/or skirts only.

Other Attire

- A. Hats, bandanas, stocking caps, beanies and hair nets are prohibited during class time. Religious head coverings are allowed.
- B. Blankets are not permitted on campus and not to be used as a coat.
- C. No facial jewelry of any kind is allowed, with the exception of a single inconspicuous clear nose stud. This includes tongue piercings. Earrings are acceptable, with the exception of ear gauges.
- D. Clothing items that advertise violence, suggestive or obscene graphics or writing, pictures or sexual references, or that promote illicit/illegal activities or substances, are not appropriate.



- E. Earbuds and headphones should not be used in hallways, or while in class, unless the teacher has permitted use.

Corrective Actions Response to Dress Code Violations

Any student in violation of the dress code will be expected to change into appropriate clothing and may be issued any of the following consequences:

- Students will be asked to change and parents will be contacted to bring a change of clothing to the school.
- Students will be asked to change, parents will be contacted and students will serve detention. Students will be required to bring an extra set of clothes to be kept at the school to minimize any further educational disruption.
- Students will be asked to change clothing, parents/guardians will be contacted, students will have lunch detention and a meeting will be set up with administration, parents/guardians and students to discuss an action plan.
- The student will be asked to change clothing, parents/guardians will be notified and the student and parents/guardians will meet with the administration to determine next steps.



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. Families may qualify for free/reduced lunch, but must submit an application through the child nutrition office care of Dareta Georgeson (georgesonda@wpcscougars.org). Those forms can also be found on our website: <https://www.whitepinecharterschool.org/parents/meals-and-nutrition/>

Due to the The costs are as follows:

- Breakfast–
 - Student–\$1.95
 - Adult–\$2.70
- Lunch–
 - Reg–\$3.20
 - 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). Those forms can also be found on our website: <https://www.whitepinecharterschool.org/parents/meals-and-nutrition/>

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.

Outside/Unstructured Areas

White Pine students should show each other respect and refrain from inappropriate language while interacting with their peers. Students will refrain from unnecessary physical contact and public displays of affection. Students should stay within eyesight of faculty and staff while outside.



Communication Guidelines

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 your child(ren) will come 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). Their email is whitepinepfa@gmail.com.



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 7:45 AM. Students may not enter the building prior to this.
- Drop off runs from 7:45 AM to 8:15 AM. If you arrive after 8:15 AM, students will need to walk inside, and sign in.
- Pickup starts at 3:26. If you need to get your child prior to this time, please call to have them excused early and sign them out of school.
- Pick up runs from 3:26 PM to 3:45 PM. If you arrive late to pick up, 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.



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 hovers on either side of the range at which time White Pine may use an abbreviated schedule at lunch. Please see that your student is dressed appropriately for the weather, including a heavy coat, boots, a warm hat and a pair of gloves.

Snow Closures

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.



Health

Immunizations

State law requires all students to have proof of immunization or documentation of exemption (reference state statute). Any other pertinent health information should be shared with administration, the student's teacher, and if necessary, the front office staff and cafeteria personnel. Please see Idaho Department of Health and Welfare for additional information.

Required Immunizations

Children enrolled in 2nd – 8th grade must have:

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

7th Grade Requirements:

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

12th Grade Requirements:

- 1 Meningococcal

Medications

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. Any medications to be administered by school staff is to remain secured in the main office and NOT in the student's possession.



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, sudden illness, or emergency.
- 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 may 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 for in school incidents or with note from the physician for continued care needs.

Communicable Diseases

If your child has contracted a communicable disease, such as strep throat, chicken pox, Covid 19, 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 in order to best minimize the spread of illness.



Counseling Services

Scheduling

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)

Schedule Change

In the first two weeks of a new semester, including the start of school, should a student, parent/guardian, or teacher feel a student would be better academically placed with a course change, a **Schedule Change Request Form** must be filled out stating why 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. Granting of schedule changes only happens after careful consideration and certainty that it is the best decision for the student.

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.

Student/Counselor Conferences

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 will generally remain respectful of instructional time.

Retention & Academic Probation

Counselors will meet with students, parents, and teachers providing appropriate support to help students meet White Pine promotion standards for the current school year. White Pine 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 parent engagement strategies; after school tutoring; etc. If students do not improve with counselor and teacher interventions, appropriate student supports, focused student effort, parental engagement and support, and administration behavioral interventions - it may be suggested by the administration that enrollment at White Pine be reconsidered.

