



Book Policy Manual  
Section 8000 Non-Instructional Operations

Title Noninstructional Operations Goals  
Code 8000  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

NON-INSTRUCTIONAL OPERATIONS 8000

Goals

In order for students to obtain the maximum benefits from their educational program, a complex set of support services must be provided by the Charter School. These services are essential to the success of the Charter School, and the staff that provides them is an integral part of the educational enterprise. Because resources are always scarce, all assets of Charter School operations, including non-instructional support services, shall be carefully managed in order to obtain maximum efficiency and economy. To that end, the goal of the Charter School is to seek ways of supporting the instructional program that shall maximize the resources directly available for students' learning programs.



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Title Transportation  
Code 8100  
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Adopted 05/04/2021

White Pine Charter Schools

## NON-INSTRUCTIONAL OPERATIONS 8100

### Transportation

The Board of Directors' primary concern in providing transportation services to students is the safety and protection of the health of students.

### Requirements

The Charter School may provide transportation to and from school for a student who:

1. Resides at least 1½ miles from the nearest appropriate school, determined by the nearest and best route from the junction of the driveway of the student's home<sup>1</sup> and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be;
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. In the judgment of the Board, has another compelling and legally sufficient reason to receive transportation services, including the age, health, or safety of the student.
4. The type of transportation provided by the Charter School may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the student. The Board may authorize children attending nonpublic schools to ride a school bus provided that space is available and a fee to cover the per-seat cost for such transportation is collected.

### Homeless Students

Homeless students may be transported in accordance with the McKinney-Vento Homeless Assistance Act and State law.

### Safety

The Charter School shall ensure each new school bus driver successfully completes a school bus driver training program before allowing him or her to drive a bus carrying students. The Charter School shall ensure all experienced school bus drivers successfully complete at least ten hours of refresher school bus driver training each fiscal year. Such training shall meet the requirements described in the Standards for Idaho School Buses and Operations. Documented training



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similar to that required by the Charter School may be used to comply with new school bus driver training hours, unless the driver has a gap of more than four years in their previous driving experience.

The Executive Director, designee or contractor shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses, including for students with special needs.

The Charter School shall ensure that transportation personnel have access to a library of resources to assist them in operating safe and efficient transportation services.

Cross Reference:	3060 Education of Homeless Children 8110 Safety Busing 8120 Bus Routes, Stops and Non-Transportation Zones
Legal Reference:	I.C. § 33-5208 Public Charter School Financial Support IDAPA 08.02.03.109 Special Education 20 USC § 6312(c) Every Student Succeeds Act Standards for Idaho School Buses and Operations Federal Highway Safety Guideline 17
Other Reference:	Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum

<sup>1</sup> A daycare center, family daycare home, or a group daycare facility may substitute for the students residence for student transportation to and from school.



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Title Extracurricular Transportation  
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NON-INSTRUCTIONAL OPERATIONS 8105

### Extracurricular Transportation

The term "extracurricular" refers to activities or events which are supplements to the regular instructional program and do not involve class credit, including, but not limited to athletics, speech, debate, music, band, student groups and/or organizations, and community activities.

On all activity runs, buses will be operated by a qualified bus driver, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride the bus.

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the Charter School. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

Charter School employees wishing to undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities shall do so only when specifically directed or approved by the Executive Director or his or her designee. Charter School employees will notify the Executive Director or designee of all transportation details and/or arrangements made after authorization. Charter School employees shall not use a personal vehicle to transport students.

A duplicate copy of the passenger list will be made for all activity trips. One copy will remain with the professional staff member in charge on the bus and one copy will be given to the Activities Director before the bus departs.

All buses used to transport students on activity trips shall be in safe mechanical and good working condition.

At its discretion, the Charter School may charge fees for transportation of students to and from extracurricular activities where attendance is optional.

### Student Travel to/from Extracurricular or Co-Curricular Activity

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.



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Responsibility for extracurricular transportation, when not provided by the School, will remain with the parent, who will be required to sign a waiver and release of claims prior to the extracurricular activity or event. Such waiver and release of claims shall remain on file at the school.

The activity must provide at least one instructor, coach, or adult sponsor for each bus on a special trip who shall be familiar with or provided a copy of this policy. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.

Cross Reference:

3380 Extracurricular and Co-Curricular Participation  
8100 Transportation  
8105F Extracurricular Transportation Liability Waiver

Legal Reference:

IDAPA 08.02.02.190 Program Operations  
IDAPA 08.02. 04.300 Public Charter School Responsibilities



Book	Policy Manual
Section	8000 Non-Instructional Operations
Title	Safety Busing
Code	8110
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White Pine Charter Schools

NON-INSTRUCTIONAL OPERATIONS      8110

### Safety Busing

Safety busing is the transportation of a student who lives less than 1.5 miles from school when, in the judgment of the Board of Directors, the age, health, and/or safety of the students warrants such action.

The Board or transportation contractor will only consider requests for safety busing for students living less than 1.5 miles from school when a student walking to school would entail one or more of the following:

1. Unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond-age-level comprehension of complex traffic hazards;
2. Walking along an arterial road or highway permitting 50 mile per hour speeds;
3. Crossing an intersection in competition with a high volume of right-turning vehicles without the benefit of adult supervised crossing;
4. Walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three feet wide;
5. Walking beside or over unprotected waterways;
6. Walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;
7. Walking routes interrupted by numerous high traffic volume business driveways; or
8. Other unique circumstances or extraordinary factors.

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board or transportation contractor may also consider evaluation factors including but not limited to traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time students would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings as well as written comments from parents, patrons, and school personnel prior to a vote on the issue. Further, the Board or transportation contractor shall consider the criteria set out in the state provided measuring and scoring instrument, with an appropriate "cut off" for safety busing purposes when the scoring element used indicates hazards that are "reasonable" for students to encounter during their walk to and from school.

Each year, no later than the regular Board meeting in August, the Board shall review and vote on proposed safety busing locations as provided by the transportation contractor. The Principal or designee is directed to review all existing safety busing locations at intervals of no more than three years.



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Cross Reference: 8100 Transportation  
8120 Bus Routes, Stops and Non-Transportation  
Zones

Legal Reference: I.C. § 33-5208 I.C. § 33-1502 Public Charter School Financial  
Support Public Charter School  
Financial Support

Other Reference: [https://boardofed.idaho.gov/w  
pcontent/uploads/2017/02/SISB  
O.pdf](https://boardofed.idaho.gov/wpcontent/uploads/2017/02/SISB<br/>O.pdf) Standards for Idaho School  
Buses and Operations



Book	Policy Manual
Section	8000 Non-Instructional Operations
Title	Hours of Service of Drivers
Code	8115
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White Pine Charter Schools

NON-INSTRUCTIONAL OPERATIONS      8115

Hours of Service of Drivers

The maximum driving time for passenger-carrying vehicles shall be as follows, subject to the exceptions and exemptions provided by law. The Charter School shall not permit or require any driver to drive a passenger-carrying commercial motor vehicle:

1. For more than ten hours following eight consecutive hours off duty; or
2. For any period aft

Additionally, the Charter School shall not permit or require a driver of a passenger-carrying commercial motor vehicle to drive for any period after:

1. Having been on duty 60 hours in any seven consecutive days if the employing motor carrier does not operate commercial motor vehicles every day of the week; or
2. Having been on duty 70 hours in any period of eight consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

Drivers shall use Federal Motor Carrier Safety Administration (FMCSA) over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all trips outside the Charter School's attendance boundaries when applicable.

Cross Reference:      8100 Transportation

Legal Reference:      FMCSA: § 395.5: Maximum driving time for passenger-carrying vehicles

Other Reference:      Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum





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Title Bus Routes, Stops and Non-Transportation Zones  
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NON-INSTRUCTIONAL OPERATIONS 8120

### Bus Routes, Stops, and Non-Transportation Zones

Each year, no later than the regular Board meeting in August, the Executive Director or his or her designee shall present their recommendation for bus routes, school safety busing zones, and non-transportation zones to the Board of Directors. The Board shall consider student health and safety in considering the recommendations of the Executive Director or designee.

### Definitions

“Safety Busing Zone” shall mean the transportation of a student who lives less than 1½ miles from school when, in the judgment of the Board, the age, health, or safety of the student warrants such action. See Policy 8110 Safety Busing.

“Non-Transportation Zone” shall mean an area of the Charter School attendance area designated by the Board which is not served by Charter School transportation because of scarcity of students or remoteness, or because the condition of roads makes such service impractical.

### Establishing Bus Routes

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. School bus routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors. Further, the Board of Directors shall consider the criteria set out in its measuring and scoring instrument. See Policy 8110 Safety Busing, Exhibit 1.
2. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
3. Parents should be referred to the Executive Director or transportation contractor for any request of change in routes, stops, or schedules.
4. At least once each year, the transportation contractor shall evaluate each route for the purpose of assessing the safety of routes and bus stops. Documentation of the route evaluation shall be retained by the transportation contractor.

### Bus Stops

Buses should stop only at designated places approved by school authorities or the transportation contractor. Exceptions should be made only in cases of emergency and inclement weather conditions. Bus stops shall be chosen with safety and protection of the health of the student in mind.



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School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The Principal or Operations Manager of each building is responsible for assuring the proper conduct of students waiting in loading zones.

#### Delay in Schedule

The schedule for pickup and delivery of children shall be followed as accurately as possible. The transportation contractor may notify the administration of a delay in schedule. If the transportation contractor deems it necessary, they will notify the school administration of the delay.

#### Responsibilities - Pupils

Pupils must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Pupils should instantly obey any command or suggestions from the driver and/or his or her assistants.

A pupil may be denied transportation upon a showing of good cause. The reason for the denial of transportation services shall be provided to the parent(s)/guardian(s) in writing.

#### Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus;
2. Properly prepare children for weather conditions; and
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

#### Safety

The Executive Director and/or transportation contractor shall develop written rules establishing the procedures for bus safety and emergency exit drills which comply with State law and Federal Highway Safety Guideline 17 for student conduct while riding on buses.

In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his or her passengers. Failure to use the system constitutes negligence on the part of the driver.

#### Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with the weather in Idaho. To achieve the maximum safety for children and efficiency of operation, the Executive Director or designee is empowered to make



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decisions as to the emergency operation of buses, the cancellation of bus routes, and the closing of schools in accordance with his or her best judgment.

Cross Reference:	8110 Safety Busing
Legal Reference:	I.C. § 49-1422 Overtaking and Passing a School Bus
Other Reference:	Standards for Idaho School Buses and Operations Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum



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Title Transportation of Students with Disabilities  
Code 8130  
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NON-INSTRUCTIONAL OPERATIONS 8130

### Transportation of Students with Disabilities

Transportation may be provided as a related service when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation needs may include, but are not limited to, the following:

1. Travel to and from school and between schools;
2. Travel in and around school buildings or to those activities which are a regular part of the student's instructional program;
3. Specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities; and
4. Other services that support the student's use of transportation, such as:
  - A. Special assistance, such as an aide on the bus and assistance getting on and off the bus;
  - B. Safety restraints, wheelchair restraints, and child safety seats;
  - C. Accommodations, such as preferential seating, a positive behavioral support plan for the student on the bus, and altering the bus route; or
  - D. Training for the bus driver regarding the student's disability or special health-related needs.

The Child Study Team that develops the disabled student's Individualized Education Program will determine on an individual basis when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District may have access to the Charter School's regular transportation system under policies and procedures applicable to all students of the District. Utilizing the Charter School's regular transportation service shall be viewed as a "least restrictive environment."

### Mode of Transportation

One of the Charter School's special education buses will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space or where distance from school may seriously impact bus scheduling. In such situations, other arrangements such as an individual transportation contract may be arranged with the parents. Such voluntary agreement shall stipulate in writing the terms of reimbursement.

Cross Reference: 3340 Corrective Actions and Punishment  
8140 Student Conduct on Buses

Legal Reference: 20 U.S.C. § 1400 et seq. Individuals with Disabilities in Education Act (IDEA) IDAPA 08.02.03.109 Special Education Idaho Special Education Manual



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Title Student Conduct on Buses  
Code 8140  
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NON-INSTRUCTIONAL OPERATIONS 8140

### Student Conduct on Buses

Riding the school bus is a privilege for students, not a right. Students are expected to follow the same behavioral standards while riding Charter School vehicles as are expected on school property and at school activities, functions, and events and additional specific transportation safety rules. All school rules are in effect while a student is riding a Charter School vehicle or at a school bus stop.

The Executive Director shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Executive Director and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the Charter School office and in each Principals office.

The bus driver and transportation contractor shall be responsible for enforcing the rules, and shall work closely with the parent and the Principal to modify a student's behavior. The rules shall include consistent consequences for student misbehavior.

Recommendations for permanent termination of bus privileges will be referred to the Executive Director for final determination. The termination may be appealed to the Board. No further appeal shall be allowed.

A recommendation to terminate bus privileges shall be accompanied by a written record of the incident(s) that led to the recommendation. Said written record shall be provided to the parent/guardian of the student whose bus privileges are being revoked.

### Discipline of Students with Disabilities

If a student's IEP team determines that special transportation is required and documents it on the Individual Education Plan (IEP), all procedures under the Individuals with Disabilities Education Act (IDEA), as amended, must be followed with regard to the student and transportation. A suspension from bus transportation depends on whether bus transportation is identified on the IEP:

1. If bus transportation is on the IEP, a suspension from the bus would be treated as a suspension from school. An exception to this is if the Charter School provides transportation in some other way, such as transportation in lieu of, because transportation is necessary.
2. If bus transportation is not on the IEP, a suspension from the bus would not be counted as suspension from school. In this situation, the student and the parent would have the same obligation to get to and from school as a student without a disability who had been suspended from the bus.



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Cross Reference: 3330 Student Discipline  
8130 Transportation of Students with  
Disabilities

Legal Reference: IDAPA  
08.02.04.300  
Public Charter  
School  
Responsibilities 20  
U.S.C. § 1400  
Individuals with  
Disabilities  
Education Act 29  
U.S.C. § 794  
Section 504,  
Rehabilitation Act  
of 1973



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Title Unauthorized School Bus Entry  
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NON-INSTRUCTIONAL OPERATIONS 8150

Unauthorized School Bus Entry

The Board of Directors hereby instructs the Executive Director to ensure the following notice is placed at the entrance to all school buses which warns against unauthorized school bus entry:

**NOTICE**

A person shall be guilty of a misdemeanor if that person:

1. Enters a school bus with intent to commit a crime;
2. Enters a school bus and disrupts or interferes with the driver; or
3. Enters a school bus and refuses to disembark after being ordered to do so by the driver.

Legal Reference: I.C. § 18-1522 Unauthorized School Bus Entry—Notice



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Title Contracting for Transportation Services  
Code 8160  
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NON-INSTRUCTIONAL OPERATIONS 8160

Contracting for Transportation Services

If the Board enters into a contract for transportation services, the contractor shall operate such equipment according to Charter School policy and the rules and regulations of the State Board of Education. All contracts for the transportation of students shall be in writing in a form approved by the Superintendent of Public Instruction. The contract shall be in effect for not more than five years. The Board may renew the contract for a term not to exceed five years if they determine the terms of the contract are satisfactory. Prior to entering into a contract for transportation services, the Charter School must advertise and bid for such services. The contract shall be awarded to the lowest responsible bidder. In determining what bid is the lowest responsible bidder, in addition to other enumerated specifications, the Charter School shall not only take into consideration the amount of the bid. The Charter School shall also consider the skill, ability, and integrity of a contractor to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit of the request for bids. References should be contacted.

When a teacher, coach, or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his or her charge. The bus driver shall have final authority and responsibility for the bus. The Executive Director shall establish written procedures for bus drivers.

A copy of the contract for transportation services will be filed with the Supervisor of Pupil Transportation in the Department of Education.

Legal Reference: I.C. § 33-1510 Transportation of Pupils





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Driver Training and Responsibility

Bus drivers shall observe all State statutes and administrative rules governing traffic safety and school bus operation. The Charter School shall, at the beginning of each school year, provide each driver with a copy of the School's written rules for bus drivers and for student conduct on buses.

Each bus driver shall meet the qualifications established by the State Department of Education, including, but not limited to the following:

1. Be over the age of 18 years of age;
2. Be of good moral character;
3. Not be addicted to the use of intoxicants or narcotics;
4. Possess a valid and appropriate commercial driver's license and other endorsements required by law, and, if applicable, a waiver for insulin-dependent diabetes mellitus issued by the State Department of Education; and
5. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations; provided, however, that individuals with insulin-dependent diabetes mellitus, who are otherwise medically qualified under the physical examination standards of the federal motor carrier safety regulations, may request a waiver for this condition from the State Department of Education as provided in Idaho Code.

When a teacher, coach, or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his or her charge. The bus driver shall have final authority and responsibility for the bus. The Executive Director shall establish written procedures for bus drivers.

Legal Reference: I.C. § 49-105 Definition - Drivers Licenses  
IDAPA 08.02.02.170 School Bus Drivers and Vehicle Operation  
IDAPA 08.02.04.300 Public Charter School Responsibilities  
FMCSA 382.105

Other Reference: Standards for Idaho School Buses and Operations Idaho's School Bus Drivers Training - Classroom Curriculum Idaho's School Bus Drivers Training - Behind the Wheel Curriculum



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Title Local School Wellness  
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NONINSTRUCTIONAL OPERATIONS 8200

### Local School Wellness

It is the goal of White Pine Charter School to strive to make significant contribution to the general well being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. White Pine Charter School promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The Charter School supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

Healthy eating is demonstrably linked to reduced morbidity and risk of mortality many chronic diseases.

The Board directs the Executive Director to inform and update the public, including parents, students, and others in the community, about the content and implementation of the wellness policy. Such information may be provided on the Charter School website, through dissemination of student handbooks, or in any other manner the Executive Director may deem appropriate.

### Definition

For the purposes of this policy the school-day is defined as midnight before to 30 minutes after the end of the instructional school-day.

### Goals for Wellness Promotion

The Charter School shall review and consider evidence-based approaches in establishing goals for school-based activities to promote student wellness. This may include review of the "Smarter Lunchroom" tools and strategies. To ensure the health and well-being of all students, it is the policy of the Charter School to:

1. Ensure that foods sold at school during the school day meet or exceed the nutritional standards required by the USDA's National School Lunch Program, the National School Breakfast Programs, and the Smart Snacks in Schools regulations. Exceptions can be made for infrequent food sales and fundraisers that occur no more than the number of times determined by the Idaho State Department of Education during the school year and are not held during school mealtimes. Fundraisers will be tracked at each school site by a designee of the Executive Director in charge of compliance at that site;
2. Ensure that non-compliant and non-exempt fundraising food sales will not occur on school grounds during the school day. The Charter School operates under the United States Department of Agriculture (USDA) program regulations of the National School Lunch Program, National School Breakfast Program, and the Smart Snacks in Schools regulation. These regulations apply to food sold during the school day in school stores, vending machines, and other venues. (Note: There are many healthy fundraising options available to schools including selling books, fresh produce, school spirit merchandise, or other non-food items during the school day. Fundraising activities involving the sale of food consumed outside of school, such as frozen pizza sales, are exempt from the nutrition standards.);



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3. Ensure that celebrations that involve food during the school day be limited to no more than one party per class per month and that each party include no more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools. The Charter School will disseminate a list of healthy party ideas to parents and teachers.

[Note: The USDA has no role in regulating foods brought from home, but Charter Schools are required to set nutrition guidelines for foods served at school other than those that are sold. The Smart Snacks in Schools regulations only affect foods that are sold on school grounds during the school day. Time-honored traditions like treats for birthdays, or foods at an afterschool sporting event, are not subject to those standards.];

The Charter School shall also take measures to promote nutrition and physical activity, engage in nutrition education, and conduct wellness activities. For this purpose, the Charter School may:

1. Ensure that the Charter School becomes certified as a Healthier US Schools Challenge schools and/or enroll as a Team Nutrition schools;
2. Host at least one health fair each year'
3. Draft and regularly distribute a wellness newsletter for students and parents;
4. Review Smarter Lunchroom Movement best practices and evaluate each school's ability to implement them;
5. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services;
6. Provide 20 minutes of physical education per week to elementary students and 30 minutes per week to middle school students;
7. Offer a recognition or reward program for students who exhibit healthy behaviors.
8. Start a walking or physical activity club at each school;
9. Offer at least 3 after school physical activity programs;
10. Ensure students have access to hand-washing facilities prior to meals;
11. Annually evaluate the marketing and promotion of the school meal program;
12. Share school meal nutrition information with students and families;
13. Offer students taste-testing or menu planning opportunities;
14. Participate in Farm to School activities and/or have a school garden;
15. Advertise and promote nutritious foods and beverages on school grounds;
16. Offer nutritious foods and beverages at lower prices than other foods and beverages;
17. Offer fruits or non-fried vegetables everywhere foods are sold;
18. Use student feedback to improve the quality of the school meal programs;
19. Offer a staff wellness program;
20. Provide Charter School staff with adequate pre-service training and ongoing in-service training that focuses on program administration, nutrition, physical activity, safety, the importance of modeling healthy behaviors, and strategies for behavioral change; and
21. Participate in community partnerships to support wellness programs, projects, events, or activities.

#### Nutrition Standards

To promote student health and reduce childhood obesity, the Charter School shall comply with the nutrition standards established by the USDA with respect to all foods that are available on school ground during the school day.

#### Community Participation



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The Charter School shall invite parents, students, representative food service staff of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public to participate in the development, implementation, and periodic review of this policy.

The Executive Director shall annually make available to the public the content of the policy and an assessment of the implementation of this policy including:

1. The extent to which schools under the jurisdiction of the Charter School are in compliance with the wellness policy;
2. The extent to which the Charter School's wellness policy compares to model local school wellness policies; and
3. A description of the progress made in attaining the goals of the wellness policy.

Methods of providing this information to the public may include developing or disseminating printed or electronic materials to families of school children and other members of the school community at the beginning of the school year, or posting the local wellness policies and an assessment of their implementation on the Charter School or school website. The assessment of the implementation of the policy shall be conducted at least once every three years.

#### Record Retention

The Charter School shall retain the following records relating to the wellness policy:

1. The written local school wellness policy;
2. Documentation demonstrating the community was involved in the development, implementation, and periodic review of the wellness policy;
3. Documentation of the assessment of the wellness policy; and
4. Documentation to demonstrate the public was notified annually as required by this policy.

#### Monitoring Compliance

The Executive Director shall designate one or more Charter School officials or school officials to ensure that each school complies with this policy.

Cross-Reference:	2310	Nutrition Education
	2315	Physical Activity Opportunities and
	8230	Education
		Nutrition Standards

Legal Reference:	Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004
	42 USC § 1758b, Section 204 Healthy and Hunger-Free Kids Act of 2010
	42 USC § 1771 et seq. Child Nutrition Act of 1966
	42 USC § 1751 et seq. National School Lunch Act
	7 CFR Part 210 Nutrition School Lunch and School Breakfast Programs: Final Rule
	7 CFR § 210.30 Local School Wellness Policy
	Smart Snacks in School Regulations by the United States Department of Agriculture

Other References: Idaho Wellness Policy Progress Report, Idaho State Department of Education  
Implementation and Monitoring Plan, Idaho State Department of Education



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Wellness Policy Guidelines - Elements of Implementation for Final Rule, Idaho State Department of Education  
<https://www.sde.idaho.gov/cnp/sch-mp/snacks.html>



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Title Food Services  
Code 8220  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

NON-INSTRUCTIONAL OPERATIONS 8220

*This policy only applies to schools participating in the national school lunch program.*

#### Food Services

The Charter School supports the philosophy of the National School Lunch shall provide wholesome, appetizing, and nutritious meals for children in the Charter School. Because of potential liability to the Charter School, the food services program shall not accept donations of food without the approval of the Board and the appropriate agency, such as the local public health district and/or the United States Department of Agriculture (USDA). Should the Board approve a food donation, the Executive Director shall establish inspection and handling procedures for the food and determine that the provisions of all State and local laws have been met and consult with local public health districts before selling the food as part of the school meals.

#### Community Involvement

The Charter School shall promote activities to involve students and parents in the school lunch and breakfast programs. Such activities may include teaching students about good nutrition practices and involving the school faculty and the general community in activities to enhance the program.

To the maximum extent practical, the Charter School shall inform families about the availability of breakfast for students. Information shall be distributed just prior to or at the beginning of the school year. Additional reminders may be sent throughout the school year and/or posted to the Charter School s website.

#### United States Department of Agriculture Foods

The Charter School shall use USDA foods made available under the Federal Food Distribution Program for school meals.

#### Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. As part of the Charter School's responsibility to operate a food service program, continuing professional development opportunities may be provided to select Charter School nutrition professionals. These development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility. The Charter School may work with the School Nutrition Association for professional development offerings.

#### Free and Reduced Price Food Services



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The Charter School shall provide free and reduced price meals to students according to the terms of the National School Lunch Program (NSLP). The Charter School shall inform parents of the eligibility standards for free or reduced price meals. The identity of students receiving free or reduced price meals will be confidential in accordance with the guidelines for the NSLP. A parent has the right to appeal any decision with respect to his or her application for free or reduced price food services to a designated hearing official.

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor, food costs, handling costs, utility costs, and equipment depreciation costs.

Every effort is to be made to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the availability of school meals to all students will be promoted and electronic identification of students and payment systems utilized where feasible.

#### Summer Food Service Program

If more than 50 percent of a school's students are eligible for free or reduced-price school meals, that school may sponsor the Summer Food Service Program.

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act  
7 CFR Parts 210.12 Student, Parent, and Community Involvement



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Title Nutrition Standards  
Code 8230  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

NON-INSTRUCTIONAL OPERATIONS 8230

[NOTE: THE FOLLOWING POLICIES PROVIDING NUTRITION AND MEAL REQUIREMENTS, ETC. ARE REQUIRED ONLY IF YOUR CHARTER SCHOOL RECEIVES FEDERAL FUNDS UNDER EITHER THE CHILD NUTRITION ACT OF 1966 (42 USC § 1771), and/or THE NATIONAL SCHOOL LUNCH ACT (42 USC § 1751).]

### Nutrition Standards

The Charter School shall provide school meals which meet or exceed the nutritional standards required by United States Department of Agriculture (USDA) program regulations of the National School Lunch Program (NSLP) and the National School Breakfast Program (SBP). Additionally, the Charter School shall comply with requirements of the Healthy and Hunger Free Kids Act of 2010 and the Smart Snacks in Schools standards with regard to the nutritional content of all food sold or provided by the school, including school meals, a la carte items, foods sold from vending machines, and foods sold for fundraisers. The Charter School permits the sale or distribution of nutrient dense, Smart Snack compliant foods for all school functions and activities as well as non-food items. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the Charter School has adopted the federal nutrition standards cited above for the sale of foods and beverages on school grounds.

The standards focus on reducing sugar, sodium, and high-fat foods and increasing healthy food items like whole grains, fruits, and vegetables.

Calorie Range: Schools shall ensure the meals offered to children comply with USDA calorie levels.

Trans Fat: Schools shall eliminate foods containing trans-fat on the nutrition label.

Whole Grains: All grain offerings shall be whole grain rich.

Fruits and Vegetables: Schools shall offer, at a minimum, one fruit on all points of service for breakfast. Schools shall offer at least one fruit and one non-fried vegetable at all points of lunch service each day. Schools shall offer a variety of fresh fruits and vegetables when possible.

Milk: Schools shall offer fat-free and low-fat unflavored milk at all points of service. Schools may not sell 2% and whole milk. Flavored milk offerings must be skim milk.

Water: Schools shall make water available to students during meal service free of charge.

Legumes: Schools shall offer legumes (dry beans and peas) at least one time per week along with other required vegetable subgroups.

Sodium: Schools shall limit sodium to meet NSLP and SBP standards.

Condiments: Schools shall not have salt shakers or packets available. Schools shall not have sugar dispensers or packets available. Schools shall accurately reflect condiment usage in nutrient analysis and on production records. Schools are encouraged to use low-fat condiments and/or control portions of high-fat condiments.

Cross Reference:





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2305 Nutrition Services  
8250 Guidelines for Food and Beverages  
Sales

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act  
7 CFR Parts 210 Nutrition School Lunch and School Breakfast Programs: Final Rule  
Smart Snacks in School Regulations by the United States Department of  
Agriculture  
Smart Snacks in School Policy by the Idaho State Department of Education Child Nutrition Programs

Other Reference: <http://www.sde.idaho.gov /cnp/sch0mp/snacks.html>



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Section 8000 Non-Instructional Operations

Title School Meals  
Code 8240  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

NON-INSTRUCTIONAL OPERATIONS 8240

*This policy only applies to schools who participate in the National School Lunch Program.*

### School Meals

This policy supports the mission of the Charter School, including providing an environment that cultivates maximum student potential. Nutrition influences a child's development, health, well-being, and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

### National School Lunch Program

The full meal program will follow the United States Department of Agriculture (USDA) s National School Lunch Program (NSLP) in Schools regulations, and offer a variety of fruits and vegetables. All of the grains served shall be whole grain rich;

The meals served will be appealing and attractive to children; and

The NSLP provider shall follow the Nutrition Standards for these programs when determining the items in a la carte sales.

### Lunchroom Climate

A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed; and

The Board encourages schools to make the lunchroom environment a place where students have adequate space to eat and pleasant surroundings

Legal Reference: 42 U.S.C. § 1751 et seq. National School Lunch Act  
7 CFR Part 210 Nutrition School Lunch and School Breakfast Programs: Final Rule Smart Snacks in School Regulations by the United States Department of Agriculture



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Section 8000 Non-Instructional Operations

Title Guidelines For Food And Beverages Sales  
Code 8250  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

NON-INSTRUCTIONAL OPERATIONS 8250

[NOTE: THE FOLLOWING POLICIES PROVIDING NUTRITION AND MEAL REQUIREMENTS, ETC. ARE REQUIRED ONLY IF YOUR CHARTER SCHOOL RECEIVES FEDERAL FUNDS UNDER EITHER THE CHILD NUTRITION ACT OF 1966 (42 USC § 1771), and/or THE NATIONAL SCHOOL LUNCH ACT (42 USC § 1751).]

#### Guidelines for Food and Beverages Sales

This policy shall apply to all foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte snack lines, fundraisers, school stores, etc.

The Charter School encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. All foods will adhere to Smart Snack regulations, unless approved by an administrator as an exemption.

#### Elementary Students

The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, vegetables, and whole grains.

#### Middle/Junior High and High Students

In middle/junior high and high schools, all foods and ADVANCE beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day will meet the nutrition standards found in the Smart Snacks in Schools regulations.

#### Vending Machines

The Board of Directors has determined that there shall be no installations of vending machines except as approved by the Executive Director. The Executive Director will have the authority to determine whether such machines may be installed, where they will be placed, and during which hours they might be used. All revenue produced from this source shall be deposited in the designated activity fund as approved by the Board. Revenues may be spent only on those purposes for which general revenue may be expended.

All vending sales shall comply with the standards of the Smart Snacks in Schools regulations and documentation of compliance shall be retained.



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### Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage and will meet the standards of the Smart Snacks in Schools regulations. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

### Fundraising Activities and Concessions

Any fundraising requires administrative approval and will be tracked by event.

Any food items sold at the school site during the school day, defined as from midnight until a half-hour after the end of the instructional day, and intended for consumption there, must meet the requirements of the Smart Snacks in Schools regulations, except for exempt fundraisers. The number of exempt fundraisers held annually may not exceed the number established by the Idaho State Department of Education unless special permission is granted by the State Department of Education.

Any fundraising activities that involve foods not intended for consumption in schools, such as the sale of cookie dough or frozen pizza outside of school, shall also be exempt.

Foods sold at exempt fundraisers may not be sold in competition with school meals in the food service area during any meal service. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are made to promote healthy choices for children related to fund-raising activities supported by the school:

Offer only non-food items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc.; and

Whenever food and beverages are sold that raise funds for the school through fundraisers exempted as outlined above, include healthy food choices as well.

Organizations operating concessions at school functions should include healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower price to encourage selection by students. If these foods and beverages are consumed on school grounds, during the school day, and are not exempt fundraisers, they must comply with the Smart Snacks in Schools regulations.

### School-Sponsored Events

Foods and beverages sold at school-sponsored events during the school ADVANCE \d0day, from midnight until a half-hour after the end of the instructional day, and held on school grounds (such as, but not limited to, athletic events, dances, or ADVANCE \d0performances) will meet the nutrition standards outlined in the Smart Snacks in Schools regulations, unless they are exempt fundraisers as described above. However, the Smart Snacks in Schools standards do not apply to items sold during non-school hours.

Cross Reference: 3420 Student Fund Raising Activities

Legal Reference: Smart Snacks in School Regulations by the United States Department of Agriculture.

Other Reference: <http://www.sde.idaho.gov/cnp/sch-mp/snacks.html>



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Title Emergency And Disaster Preparedness  
Code 8300  
Status Active  
Adopted 05/04/2021

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NON-INSTRUCTIONAL OPERATIONS 8300

### Emergency and Disaster Preparedness

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human, that could occur while school is in session. This necessitates the development of appropriate plans and procedures to deal with such emergencies at school facilities or involving school transportation. It is important that students, employees, and parents be knowledgeable about the various emergency plans and procedures and be prepared should such an emergency occur.

### Development of Crisis Management Plan

The Charter School will develop and maintain a Crisis Management Plan to act as a guide for Charter School Trustees, administration, staff, students, parents, and community members to address potential crises in the Charter School.

The Crisis Management Plan will provide procedures for the Charter School, and will be used prior to, during, or after any emergency situation.

The Executive Director or designee shall be responsible for directing the development of a comprehensive Crisis Management Plan. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The Crisis Management Plan will be reviewed annually by the Crisis Management Committee, which shall include representatives of principals and site managers. The Crisis Management Plan will be maintained by the schools operations manager working in conjunction with the principal and Chief Operating Officer.

Each Charter School Administrator and site manager shall receive a copy of the Crisis Management Plan and shall provide in-service training on plan implementation.

The Charter School Crisis Management Plan serves as the foundation for the development, training, and implementation of individual site and program plans.

Legal Reference: IDAPA 08.02.04.300 Public Charter School Responsibilities



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Section 8000 Non-Instructional Operations

Title Fire Drills And Evacuation Plans  
Code 8320  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

NON-INSTRUCTIONAL OPERATIONS 8320

Fire Drills and Evacuation Plans

#### Goal

The Board recognizes the importance of being prepared for emergencies and the role fire drills play in being prepared. The emergency evacuation drill trains staff and students and evaluates their efficiency and effectiveness in carrying out emergency evacuation procedures.

#### Frequency

Monthly fire drills are required for all occupants. The frequency shall be allowed to be modified in severe climates and the fire code official shall have the authority to modify the frequency.

#### First Evacuation Drill

The first evacuation drill of the school year must be completed within ten days of the beginning of classes.

#### Time

Fire drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changes of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

#### Assembly Points

Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

#### Record Keeping

Records shall be maintained of emergency evacuation drills and include:

- Identity of the person conducting the drill;
- Date and time of the drill;
- Notification method used;
- Staff members on duty and participating;
- Number of occupants evacuated;



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- Special conditions simulated;
- Problems encountered;
- Weather conditions when occupants were evacuated; and
- Time required to accomplish a complete evacuation.

### Fire Safety and Fire Evacuation Plans

Fire safety and evacuation plans, emergency procedures, and employee training programs shall be approved by the fire code official and be prepared and maintained by the school.

### Fire Evacuation Plan

The fire evacuation plan must include:

Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only;

- Procedures for employees who must remain to operate critical equipment before evacuating;
- Procedures for accounting for employees and occupants after the evacuation has been completed;
- Identification and assignment of personnel responsible for rescue or emergency medical aid;
- The preferred and any alternative means of notifying occupants of a fire or emergency;
- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization;
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan; and
- A description of the emergency voice or alarm communication system alert tone and preprogrammed voice messages, where provided.

### Fire Safety Plans

The fire safety plan must include:

- The procedures for reporting a fire or other emergency;
- The life safety strategy and procedures for notifying, relocating, or evacuating occupants;
- Site plans indicating the following:
  -

The occupancy assembly point;

1. The location of fire hydrants; and
2. The normal routes of fire department vehicle access

### Floor plans identifying the locations of the following:

- Exits;
- Primary evacuation routes;
- Secondary evacuation routes;



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- Accessible egress routes;
- Areas of refuge;
- Manual fire alarm boxes;
- Portable fire extinguishers;
- Occupant-use hose stations;
- Fire alarm annunciators and controls;
- A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures;
- Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires; and
- Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

Legal Reference: I.C. § 41-253 Adoption of International Fire Code

IDAPA 08.02.03.160 Safe Environment and Discipline

IDAPA 18.01.50 Rules of the Idaho Department of Insurance, Title 01, Chapter 50, Adoption of the 2006 International Fire Code.

2012 Idaho Fire Code





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Title Risk Management  
Code 8500  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

## NON-INSTRUCTIONAL OPERATIONS

### Risk Management

The Board believes the Charter School must identify and measure risks of loss due to the damage or destruction of Charter School property or to claims against the Charter School by others claiming to have been harmed by the action or inaction of the Charter School, its offices, or staff. A risk management program shall be implemented to reduce or eliminate risks where possible, and to determine which risks the Charter School can afford to assume.

The Charter School may purchase and pay for surety bonds for the Executive Director, clerk, and such other staff and in such amounts as the Board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the Charter School's financial operations.

Cross Reference: 8520 Inspection of School Facilities

Legal Reference: I.C. § 33-701 Fiscal Year Payment and Accounting of Funds  
I.C. § 33-1613 Safe Public School Facilities Required I.C. § 33-5204 Nonprofit Corporations  
Liability Insurance  
IDAPA 08.02.04.300 Public Charter School Responsibilities



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Title District Safety  
Code 8510  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

NON-INSTRUCTIONAL OPERATIONS 8510

District Safety

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the Charter School. Rules for safety and prevention of accidents shall be posted in compliance with Occupational Safety and Health Act (OSHA) requirements. Injuries and accidents shall be reported to the Charter School office.

Cross Reference: 9400 Safety Program

Legal Reference: 29 U.S.C. § 651 et seq Occupational Safety and Health Act



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Title Inspection Of School Facilities  
Code 8520  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

## NON-INSTRUCTIONAL OPERATIONS 8520

### Inspection of School Facilities

To ensure the safety and health of children and staff, the Charter School shall, at least once a year, subject the facilities of the Charter School to an independent inspection for the purposes of determining whether such facilities comply with safety and health standards and other codes and requirements of Idaho law. The safety inspection will be conducted by a professionally qualified independent inspector or done pursuant to Title 39, Chapter 80, Idaho Code. The safety inspection report shall be provided to the Board of Trustees and to the administrator of the Division of Building Safety for review.

After having the opportunity to review the inspection report, the Board shall identify any unsafe or unhealthy conditions and take the necessary steps to abate such conditions. Should any unsafe and unhealthy conditions remain beyond the school year in which such conditions were reported, the Board shall identify such conditions as not having been abated and take all necessary steps as soon as is practical to abate such conditions.

For purposes of this policy, the term facilities means school buildings, administration buildings, playgrounds, athletic fields or any other facilities or property used by schoolchildren or school personnel in the normal course of educational services.

### Emergency Evacuation Plan

The Charter School shall ensure the safety and health of students and staff by having in place at all times an emergency evacuation plan. The Charter School will cooperate and coordinate with city, county, and State emergency personnel. The Charter School shall review its emergency evacuation plan annually to determine whether the procedures in place require modification. The Plan will be posted in the Charter School office as well as in every school building in the Charter School. The Plan will be provided to each staff member at the beginning of the school year. In addition, the District will educate parents and patrons in the Charter School by providing periodic information regarding the Plan.

Cross Reference: 8300 Emergency & Disaster Preparedness  
8510 District Safety  
9400 Safety Program

Legal Reference: I.C. § 33-1613 Safe  
Public School Facilities  
Required IDAPA  
08.02.04.300 Public  
Charter School  
Responsibilities



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Title Property Damage  
Code 8530  
Status Active  
Adopted 05/04/2021

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NON-INSTRUCTIONAL OPERATIONS 8530

#### Property Damage

The Charter School shall maintain a comprehensive insurance program which shall provide adequate coverage, as determined by the Board, in the event of loss or damage to school buildings, equipment, or other school property, including motor vehicles.

The comprehensive insurance program shall maximize the Charter School's protection and coverage while minimizing the costs for insurance. This program may include alternatives for sharing the risk between the Charter School and the insurance carrier, and through self-insurance plans.

If, as a result of loss on real property, the Charter School receives less than \$5,000, such proceeds may be credited to the general fund.

#### Privately-Owned Property

The Charter School shall not assume responsibility for the maintenance, repair, or replacement of any privately-owned property brought to a school or Charter School function unless the use or presence of such property has been specifically requested in writing by the administration.

Cross Reference: 8705 Transportation Liability Insurance

Legal Reference: I.C. § 33-701 Fiscal Year Payment and Accounting of Funds  
I.C. § 33-5204 Nonprofit Corporation Liability Insurance  
IDAPA 08.02.04.300 Public Charter School Responsibilities



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Title Computer Software  
Code 8700  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

NON-INSTRUCTIONAL OPERATIONS 8700

#### Computer Software

The unauthorized copying of any computer software which is licensed or protected by copyright is theft. Failure to observe software copyrights and/or license agreements may result in disciplinary action by the Charter School and/or legal action by the copyright owner.

No Charter School-owned computing resources should be used for unauthorized commercial purposes. Illegal copies of copyrighted programs may not be made or used on school equipment. The legal or insurance protection of the Charter School will not be extended to employees who violate copyright laws.

The Executive Director, or assigned designee, is the only individual who may sign license agreements for software for the school.

Cross-Reference: 2150 Copyright



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Title Drones  
Code 8800  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

NON-INSTRUCTIONAL OPERATIONS 8800

### Drones

It is the policy of White Pine Charter School to maintain a safe learning environment. The Charter School has determined that unapproved use of drones poses a safety hazard. The use or possession of unmanned aircraft or aerial systems (UAS), also known as drones, is prohibited for any purpose by any person or entity at any Charter School-sponsored event; game; match; tournament; or anywhere in, on, or directly above or upon property or premises owned, maintained or used by the Charter School for any purpose, unless otherwise preempted by applicable State or federal law. The Charter School reserves the right to remove or refuse admission to any individual who violates this policy. The Charter School further reserves the right to exclude any individual who violates this policy from future Charter School events. Violators may also be reported to appropriate authorities, including the Federal Aviation Administration (FAA). Students or employees violating this policy shall be subject to formal disciplinary action pursuant to Charter School policies.

### Use of Unmanned Aircraft (Drones)

An unmanned aircraft, or drone (hereinafter drone), is an aircraft that is:

- Capable of sustained flight in the atmosphere;
- Flown within visual line of sight of the person operating the aircraft; and
- Flown for hobby or recreational purposes.

In an effort to maintain the safety, security, and privacy of students, staff, and visitors, the Board has determined that the operation of unmanned aircraft, also known as drones, other than use as part of a pre-approved school program, is prohibited by any persons on or over Charter School property and at Charter School sponsored events.

An exception to this policy may be made in specific cases, but must be approved in advance by the Executive Director or designee.

Legal Reference:

Memorandum: Educational Use of Unmanned Aircraft Systems (UAS), Federal Aviation Administration The FAA Modernization and Reform Act of 2012, Section 336. Special Rule for Model  
Aircraft Restrictions on Use of Unmanned Aircraft  
Systems  
I.C. § 21-213

Other References: Unmanned Aircraft Systems, Federal Aviation Administration,  
[https://www.faa.gov/uas/getting\\_started](https://www.faa.gov/uas/getting_started)