

Elementary
Student/Parent Handbook



White Pine Charter School Elementary School

A Public School of Choice

Success for Every Student

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Welcome to the 2021-2022 School Year White Pine Charter School

Mission

Success for Every Student.

Vision

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

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

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

Purpose

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

Foundational Pillars of White Pine

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

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

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

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

White Pine Charter School 2021-2022

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Admin Team

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School Counselors: (STEM) Danielle Swenson swensonda@wpcscougars.org.

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GENERAL POLICIES & PROCEDURES

ATTENDANCE POLICY

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

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

Tardiness creates a disturbance to the learning environment and places children in danger of missing pertinent information, explanations, class planning, and opening activities. Children arriving after 8:25 am are considered tardy and parents/guardians must sign them in at the front office.

White Pine **Elementary** Students may accumulate a maximum of..

- Students may accumulate a maximum of 5 absences per trimester, not to exceed a total of 12 absences per year.
- Students may accumulate 3 tardies per trimester.

Nothing in this policy shall preclude the Administrator from working with students on an individual basis using uniquely identified rewards/consequences as deemed appropriate. Those with absences above the aforementioned minimums per year will have to petition the school board to maintain their eligibility to attend White Pine Charter School and are at risk of a loss of credit.

White Pine Behavior Guidelines

The essence of good behavior is RESPECT--respect for authority, respect for others, respect for self, and respect for rules. Respect is an attitude which begins at home, is reinforced at school, and is applied throughout life.

Code of Conduct Policy

Principles of Conduct

The WPCS Board endorses the following principles of student conduct:

- Respect for law and those given authority to administer it shall be expected of all students. This included conformity to school rules as well as to general provisions of the law regarding minors.
- Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
- Respect for property, pride in one's work, exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
- 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.
- The Board expects student conduct to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself. All students shall have equal rights and equal responsibilities in the classroom, or at any school-sponsored activity.

Classroom Behavior

Students are expected to follow all teacher directions and rules while at school. Teachers' discipline procedures are included in their course expectations.

Referrals

One or more of these consequences may be expected when a student receives a referral:

- A conference with administration
- Required Parent Conference (RPC)
- In-School Suspension
- Out of- School Suspension
- Referral to Behavior Intervention Program
- Recommendation for Expulsion from school

In-School Suspension

In-School Suspension is served at lunchtime 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 behavior of the student while serving in school

suspension. In-School Suspension will be assigned by the counselor, or an administrator, following the school's progressive discipline guidelines.

Unacceptable Behavior

MINOR PROBLEM BEHAVIORS (Level 1)

Minor Behavior	Definition
Endangerment	Failure to report any knowledge of illegal or dangerous activities that could harm others
Defiance/disrespect	Responding in a rude and/or impertinent manner toward school personnel.
Disruption	Low intensity, but inappropriate disruption to the learning (or other) environment
Inappropriate Dress	Student wears clothing that is near, but not within dress code policy
Property misuse	Low-intensity or low-impact misuse of property
Tardy	Student is not in assigned classroom when class begins
Cheating/Plagiarism/Forgery/ Falsification of Information	Dishonesty on tests or school related assignments. Plagiarizing in whole or in part assignments, research papers, projects, etc. Falsifying any other person's signature. Providing false information on official school records, hall passes, documents, and any items requiring staff signatures.
PDA	Behaviors of affection which are not appropriate for public places

MINOR PROBLEM BEHAVIORS (Level 2)

Minor Behavior	Definition
Absence (Unexcused) and/or Truancy	Absence from school or class in excess of seven (7) days during a grading period. Absent without prior approval of the student's parent or legal guardian. Departure from school or class during the school day without the permission of the principal or his/her designee and without checking out through the attendance office. Missing class with parental/guardian permission and remaining on school grounds.
Insubordination - Failure to follow school rules/regulations and/or directives of school staff	Refusal to comply with reasonable requests of school personnel. Failure or refusal to obey school policies. Failure or refusal to obey legal directives from teachers, administrators, instructional aides, bus drivers, or any other authorized District employee. Responding in a rude and/or impertinent manner toward school personnel.
Provoking or Instigating Behavior	Encouraging or urging other students to violate school rules/policies or regulations
Disruption or Hazard on the	Violating school bus safety rules. Students who ride the bus are expected to

Bus	adhere to the same rules of conduct and behavior on the school bus as in school. Engages in misconduct, disrupts school bus travel, disrespects the school bus driver or jeopardizes the safety of school bus rides.
Electronics Violation	Publishing information that violates or infringes on the rights of others. Accessing or hacking into the computer files of the District or of other students of staff members. Connecting unauthorized equipment to the network. Downloading any software having the purpose of damaging other users' systems or the network. Using another person's account. Playing games on the network. Misusing electronic communication devices such as smartphones, cellular telephones, laptops, tablets, or other related electronic devices on a school campus, during the regular school day as determined by the building administrators
Vandalism under \$100	Act of intentionally destroying, defacing, or otherwise damaging property belonging to another person. Act of physically damaging, modifying, or abusing computer hardware or software owned by the District. Act of damaging, destroying, defacing property belonging to the District.

MAJOR PROBLEM BEHAVIORS (Level 3)

Minor Behavior	Definition
Hindering or Interfering with a School Function	Inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with a school function, activity, or program.
Battery/Assault	The use of violent, abusive, or obscene language or gestures addressed to teacher or other District personnel in a threatening manner. Inappropriate physical contact (including intentional shoving pushing or shoving). The act of striking or attempting to strike some teacher or other school personnel. Willful and unlawful use of force or violence upon another person. Acting as a decoy/accomplice in a physical attack.
Disorderly Conduct	Behaving in a violent or seriously inappropriate manner that disrupts the educational process. NOTE: This rule is used when the police are called to cite a student for extreme disruption. It is not used when recording classroom disorders that only result in student referrals to the office.
Use of Abusive or Sexual Explicit Language, Racial Slurs, or Obscene (verbal or written)	Use of inflammatory, intimidating, or abusive language or sexually explicit comments. Use of racial slurs. Use of obscene gestures Use of language that is profane or has sexual connotations.
Harassment/Bullying/Intimidation/Cyber Bullying	Verbal acts and/or(demeaning jokes, taunting, intimidation, hate speech, slurs, derogatory nicknaming, innuendoes, or other negative remarks). Allowing another person to use an electronic device under the student's control for the purpose of harassing or intimidating. Visual acts (graffiti, slogans, or visual displays). Falsely accusing another of harassment or intimidation. Retaliating against an individual, who in good faith, reports associates with the individual reporting, participates in the investigation, or investigates alleged harassment. Physical acts (aggression or assault, battery, damage to property, intimidation, vandalism, or implied or overt threats of violence). Acts sufficiently severe, persistent, or pervasive that

	creates an intimidating, threatening, or abusive education environment.
Fighting	Mutual combat where participants intentionally inflict bodily injury to another person.
Possession or Use of Tobacco Products, Nicotine, or Paraphernalia	Smoking. Using smokeless tobacco. Possession of tobacco products or use of paraphernalia of any kind on school premises or at a school related activity regardless of location. Possession of matches, lighters, lighter fluids. Using nicotine innovations on school premises or at a school-related activity regardless of location.
Use, Concealment, Possession, or Under the Influence of Alcohol and/or Drugs or Unauthorized Substances	Use, concealment, possession, and/or under the influence of alcohol on school premises or at any school related activity regardless of location.
False Alarm	Intentionally pulling or attempting to pull a fire alarm without cause. Calling in an alarm of a fire without a lawful purpose. The act of communicating a false alarm or other emergency to or about a school, a school bus, or a school-sponsored or related activity.
Stalking	Engaging in malicious and repeated following or harassing another person. Engaging in a series of acts over a period of time directed at a specific person that seriously alarms, annoys, or harasses the person.
Failure to Permit a Lawful Search or Inspection by a School Official	Preventing or impeding a school official from conducting an authorized search or inspection.
Sexual Misconduct, Inappropriate Touching, Indecent Exposure, or Sexual Harassment	Behavior intended to result in sexual gratification without force or threat of force. Deliberately showing private body parts or organs in a public place. Deliberately touching private body parts or organs in a public place. Unlawful, unwelcome, or offensive touching of another person. Unwelcome sexual advances. Requests for sexual favors. Accessing, distributing, or possessing pornography via the internet, cell phone, or printed form. Addressing another person by using sexually explicit language or gestures. Teasing related to sexual characteristics. Written or verbal reference to sexual acts. Telling crude jokes or showing crude pictures. Sexting via the internet or cell phone. Discussions of sexual experiences. Spreading rumors related to a person's alleged sexual activities. Written or verbal propositions to engage in sexual acts. Engaging in intercourse. Intimidation by words, actions, insults, or name calling. Retaliating against persons who file a complaint of sexual harassment. Knowingly making a false accusation regarding sexual harassment.
Trespassing	
Vandalism more than \$100	Act of intentionally destroying, defacing, or otherwise damaging property belonging to another person or district, while on District property or at a school sponsored activity, regardless of location. Act of intentionally destroying, defacing, modifying computer software or hardware owned by

	the district.
Possession of a Weapon/Facsimile	While on school premises or at any school-related activity regardless of location having in one's possession a knife, box cutter, dirk, brass knuckle, martial arts implement, razor, ice pick, BB gun, pellet gun, pump gun, stun gun, blackjack, unauthorized tools, sword, spear in a cane, billie club, sap, facsimile weapon, or any other instrument that is specifically designed, made or adapted, or is capable of inflicting physical injury to another person. While on school premises or at any school-related activity regardless of location having in one's possession a facsimile weapon
Theft	the action or crime of stealing.

MAJOR PROBLEM BEHAVIORS (Level 4)

Minor Behavior	Definition
Arson	The willful and deliberate burning of, or attempting to burn, school property.
Battery of School Personnel	Inappropriate physical contact (including intentional pushing or shoving). The act of striking or attempting to strike a teacher or other school personnel. NOTE: Staff should not block a student's egress unless to protect the health and safety of others or to protect property.
Aggravated Battery	The act of purposely and/or recklessly causing physical injury to another person by beating or striking either directly or with an object. Battery involving a hate crime. When a deadly weapon or other instrument is used to inflict bodily injury on a person that requires medical treatment, including but not limited to: treatment for bone fractures, cuts requiring stitches, disfigurement, dislocations, or any similar or more serious injury.
Inciting to Riot	A group of three (3) or more angry people creating a public disturbance for private purposes, becoming noisy and out of control, often damaging property and acting violently.
Off-Campus Commission of a Crime	Any crime committed off campus where the student's continued attendance at school would have an adverse impact on order, discipline, or the educational process, or could pose a threat of violence or disruption and where the prosecuting attorney formally charges the student with a felony or with a delinquent act that would be a felony if an adult
Drugs and/or Alcohol Sale or Distribution	The sale of alcohol, marijuana, non-prescribed or prescribed drugs, hallucinogens, or similar prohibited substances. Giving away, and/or distribution of alcohol, marijuana, non-prescribed or prescribed drugs, hallucinogens, or similar prohibited substances.
Threat with Intent of Kill	Any willful or unlawful offer with force or violence to kill another coupled with the demonstrated intent and/or means to do so.
Threat with a Dangerous Object of Weapon	Using a sharp or dangerous object or weapon to threaten another person with bodily injury.

Possession or Use of Firearm	Possession of a firearm, whether loaded or unloaded, without written permission from school authorities. Possession of any device that will, is intended to, or may readily be converted to; expel a projectile by the action of an explosive. Possession of the frame or receiver of any weapon. Possession of any firearm muffler or silencer. Discharging any pistol, rifle, shotgun, air gun, BB gun, or any other such device.
Possession or Use of Explosives or Fireworks	Preparing, possessing, using, or threatening to use any explosives or other such devices capable of inflicting bodily harm or property damage. Possession of fake devices or devices that are claimed to be explosive devices. Possession of any destructive device. Possession and/or igniting of fireworks on District property.
Making or Planning a Bomb or Fake Bomb	Involved in making a bomb, plans for a bomb, or a fake bomb while at school or a school sponsored activity regardless of location. Involved in making a bomb, plans for a bomb, or a fake bomb for use at school or at a school sponsored function regardless of location.
Chemical and Biological Attacks	Involved in making a chemical or biological attack with the intent to harm or destroy school premises. Involved in making a chemical or biological attack with the intent to harm or destroy an individual on school premises or at school function regardless of location.
Bomb, Chemical, or Biological Threats	Making a bomb threat, by any means that has the effect of causing disruption of the educational process. Making a chemical or biological threat against the school, a school function, or an individual at school or a school function.
Kidnapping	Unlawful seizure, transportation, and/or detention of another against his/her will, or without parental/guardian consent, including taking of hostages.

Public Display of Affection

Holding hands, embracing, kissing, or other inappropriate acts of affection are not permitted on campus and may be subject to disciplinary action. There is a time and place for everything. School is the time for academic instruction and for practicing proper social behaviors.

Physical Altercation or Verbal Altercation Threatening Violence

- 1st offense: RPC and 3-5 day suspension
- 2nd offense: RPC and 5-7 day suspension
- 3rd offense: RPC and suspension pending alternative placement

Habitual Discipline Problem

A student shall be deemed a habitual disciplinary problem if, in one school year, the school in which the student is enrolled has documented evidence supporting:

- A student has threatened or extorted, or attempted to threaten or extort, another student, teacher, or other personnel employed by the school.
- A student has been suspended for initiating two fights on school property.

- A student has received five suspensions from school for any reason.
- The law requires that a student with a habitual disciplinary problem be expelled from school for a period equal to at least one semester.

Harassment

Harassment is any verbal, visual, or physical conduct which is sufficiently severe, persistent, or pervasive that it affects or has the purpose or logical consequence of interfering with the student's educational program, or creates an intimidating, hostile or offensive school atmosphere. Harassment, whether it is by students, staff, or third parties in the community, is strictly prohibited, and will subject the perpetrator to disciplinary actions. Harassment, regardless of its basis, is prohibited. Any incidents of harassment should be reported to a White Pine administrator immediately.

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.

The items must be claimed by the parents. At the conclusion of each semester, all unclaimed personal articles are given to a charitable organization. Laser pens represent a potential safety hazard for students and staff. Any student found to be in possession of a laser pen may be placed on RPC.

Cell phones are considered a nuisance item unless they are kept out of sight (in pocket, purse or backpack) at all times during class unless permission is specifically requested and granted by the teacher. Additionally, if the cell phone alarms or sounds during class (even while out of sight) it is a disruption of the learning environment and will not be returned until the parent picks it up from the principal or designee.

Weapons in School Prohibition

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 without prior permission of school officials.
- 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.

Definitions

"Possess" is defined as bringing an object, or causing it to be brought, onto the property of a school, or onto a vehicle being used for school-provided transportation, or exercising dominion

and control over an object located anywhere on such property or vehicle. A student will be determined to possess a weapon when the item is found to be in any of the following locations:

On a student's person

- In the student's personal property, including, but not limited to, the student's clothing, backpack, purse, or any other item the student transports or carries and/or causes to be transported or carried to school;
- A vehicle parked in the school parking lot which the student drives and/or is transported in;
- The student's locker; or,
- Any other school-related or school-sponsored event, regardless of location. "Deadly or dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.
- "Firearm" shall mean any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive.

Reporting and Investigation

The Administrator will immediately investigate any allegation that a student is in violation of this policy. If determined necessary by the Administrator, law enforcement may be requested to conduct the investigation. Any item identified as a weapon may be confiscated by the Administrator.

Students reasonably believed to be in possession of these items may be suspended from school until a thorough investigation is completed.

Disciplinary Actions

Any student found to be in violation of this policy 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 action will be taken after reviewing all factors, including, but 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

The Board shall expel a student when the student's actions violate federal law, as set forth in the Gun-Free Schools Act and Idaho law, regarding the prohibition of weapons: Gun-Free Schools Act. A student is found by district personnel or by law enforcement personnel to have carried a dangerous weapon as defined by 18 United States Code Section 921 on school property. The definition of weapon, for purposes of expulsion under this provision, includes a firearm or destructive device which is designed to or may be readily converted to and expels a

projectile by the action of an explosive or other propellant. Destructive devices such as any explosive, incendiary, or poisonous gas, bomb, or grenade are also defined as firearms. Specifically excluded from the definition of “weapons” pursuant to the Gun-Free Schools Act, and therefore not subject to mandatory expulsion, are the following:

- Antique firearms and rifles which the owner intends to use solely for sporting, recreational, or cultural purposes.
- Firearms that are lawfully stored inside a locked vehicle on school property.
- Weapons which are used in activities, approved and authorized by the Administrator when appropriate safeguards are adopted to ensure student safety.
- The expulsion, pursuant to the Gun-Free Schools Act, will be for a period of not less than one (1) year (twelve (12) calendar months). The Board may modify the expulsion order on a case-by-case basis, taking into account the individual circumstances and the severity of the incident.

School Facilities

LIBRARY

The library areas are considered quiet zones. Students are expected to not talk, or to whisper if talking is required. The libraries will have posted times for student access.

LIBRARY CHECK-OUT:

- 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 for overdue books are ten cents per school day, with a maximum of \$5.00. Fines may be paid by the following methods
 - Cash
 - Canned food (one can = \$.50, ramen pack = \$.25)
 - Cougar bucks (one cougar buck = \$.10)
- All unpaid charges are sent to the school bank at the end of the year and entered on the student's record.
- All lost or damaged books must be paid for by the student who checked out the book.

Internet and Technology Policies

Personal Electronic Device Policy

Personal Electronic Devices, further referred to as “devices”, are valuable and important communicative devices in today’s world. However, use during the instructional day seriously impedes and distracts from the learning process. White Pine policy is that students should be allowed to use devices on campus when deemed appropriate by a teacher or administration in order to ensure that the educational environment is intact throughout the entire school day. Devices are **not** to be used in restrooms under any circumstances.

For the purposes of this policy, a personal electronic device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data.

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, break and lunch time if students feel the need to call parents. Devices are to be turned off and kept out of sight during the school day, including at recess time, lunch periods and during carpool. For liability and safety reasons students are not allowed to share devices with peers. Sharing in devices will result in the consequences listed below.

Violation of the devices policy will be dealt with as follows:

First Offense

The student’s parent / 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.

Second Offense

The student’s parent / guardian will be contacted, the student will lose their device for the rest of the day and the student will be given either lunch detention or a cleaning assignment. Parents will be required to pick up devices from the office.

Third Offense

The student’s parent / 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 the administration, parents and students to discuss an action plan. Parents will be required to pick up the device from the office.

Fourth Offense

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

Internet Access Conduct Guidelines

All use of electronic networks shall be consistent with the Charter School's goal of promoting educational excellence by facilitating 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 procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. Acceptable Use:

Access to the Charter School's electronic networks must be for the purpose of education, or research, and consistent with the educational objectives of the Charter School, or for legitimate business use.

2. Privileges:

The use of the Charter School's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator Principal will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. His/Her decision is final.

3. 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. Wastefully using resources, such as file space;
- F. Hacking or gaining unauthorized access to files, resources, or entities;
- G. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- H. Using another user's account or password;
- I. Posting material authored or created by another, without his or her consent;
- J. Posting anonymous messages;
- K. Using the network for commercial or private advertising;

- L. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- M. Using the network while access privileges are suspended or revoked.

4. Network Etiquette:

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

- A. Be polite. Do not become abusive in messages to others;
- B. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language;
- C. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues;
- D. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal 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 to be private property.

5. No Warranties:

The Charter School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Charter School will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Charter School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification:

The user agrees to indemnify the Charter School for any losses, costs, or damages, including reasonable attorney fees, incurred by the Charter School, relating to or arising out of any violation of these procedures.

7. Security:

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator, or Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism:

Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Telephone Charges:

The Charter School assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

10. Copyright Web Publishing Rules:

Copyright law and Charter School policy prohibit the republishing of text or graphics found on the Web, on Charter School Websites, or file servers, without explicit written permission.

- A. For each republication on a Website, or file server, of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- B. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
- D. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- E. Student work may only be published if there is written permission from both the parent/guardian and the student.

11. Use of Electronic Mail:

- A. The Charter School's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the Charter School. The Charter School provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
- B. The Charter School 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 strictly prohibited.
- C. 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. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

- D. Electronic messages transmitted via the Charter School's Internet gateway 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 the Charter School. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this Charter School. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- E. Any message received from an unknown sender via the Internet 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.
- F. Use of the Charter School's electronic mail system constitutes consent to these regulations.
 - a. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users refrain from "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
 - b. Staff members shall supervise students while students are using Charter School Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
 - c. Each Charter School computer with Internet access has a filtering device that blocks entry to visual depictions that are obscene, pornographic; harmful, or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Principal or designee.
 - d. The system administrator and Principal shall monitor student Internet access.

School Provided Computer Guidelines

Charter School Provided Computer

The Charter School is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21st Century education. This document describes the rules for acceptable use of Charter School-issued computers on and off Charter School premises. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

Distributing 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 if they are less than eighteen (18) years of age.

Parents or guardians of students may use the school-issued device, and their involvement in student learning through technology is strongly encouraged. However, use of school-issued technology outside of this purpose, such as for personal gain or activities unrelated to student learning, is prohibited. Both parent and student use of the Charter School's device, network, and/or software may be subject to a public records request depending upon the content of the document or communication, including email.

At the end of the school year, the school will collect all devices from students. At the school's discretion, students may be issued devices to support summer school programs. The Principal shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which student.

Care and Safety

Students are responsible for the general care of the device they have been issued by the Charter School and are expected to observe the following precautions:

1. No food or drink is allowed next to a device while it is in use;
2. Insert and remove cords, cables, and removable storage devices carefully;
3. Shut down the device when not in use to conserve battery life.
4. Stickers, drawings, or permanent markers may not be used on the device;
5. Devices should be transported with 2 hands and not placed on the floor;
6. Do not vandalize the devices or any other school property;
7. Devices must never be left in any unsupervised area.
8. Students are responsible for keeping their device's battery charged for school each day;
9. Do not place anything near the device that could put pressure on the screen;
10. Clean the screen with a soft, dry cloth or anti-static cloth; and,
11. Devices should not be stored in a vehicle, or anyplace else subject to extreme temperatures.
12. The Principal will designate an individual or office at the school level where the devices must be taken if they break or fail to work properly.

Use at School

Devices are intended for use at school each day. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher. Devices must be brought in a fully charged condition each day. Power cords must stay with the device at all times. Repeat failures to comply with these requirements will result in disciplinary action.

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

Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

Personalizing Computers

While at no time does the device become the personal property of students or staff; students may place appropriate individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.

Students may be permitted to select their own screensavers and backgrounds, provided they are appropriate. Screensavers, backgrounds, or other pictures containing guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures, the student's password, or other items deemed inappropriate by the administration will result in disciplinary actions.

Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should students or parents/guardians place personalized items on the device such items may be accessed or viewed by Charter School staff at any time, for any reason, including randomly selected device reviews. No content placed on Charter School provided devices is privileged or confidential.

Managing Files

Once details are known about the availability of file space that is shared, or is backed up automatically, the Principal will set a procedure for where students and teachers should save important documents.

Students should also back up their work frequently using removable file storage, or by emailing important documents to themselves. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Software

The software originally installed by the Charter School must remain on the device in usable condition and be easily accessible at all times. From time to time the school may 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. Violent games and device images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the Principal. Each student is responsible for ensuring that only licensed software is loaded onto his or her device.

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 Charter School policy is discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. The Charter School 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 Charter School staff to ensure appropriate use. The Charter School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or other for any other appropriate Charter School purpose. A student does not need to be asked for permission prior to remote software maintenance.

Acceptable Use

Access to the devices is a privilege and not a right. Each employee, student, and parent will be required to follow the Internet Access Conduct Agreement. Violation of these policies, 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, computer lab, locker rooms, the library, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Repair of Devices

Students are to report all device problems to Charter School technology personnel or the Principal. The Principal will issue a document clarifying student or parent responsibility for lost and damaged devices when the details of the Charter School's insurance policy are known.

Dress Code

WP Elementary Dress Code

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

Shirts

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

Pants:

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



Winter Gear

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

Accessories

- Tights or a matching pair of socks must be worn. Solid brown, black, tan, or coordinating colors of navy blue, light blue, red, or white are acceptable.
- Knit leggings may be worn under jumpers, skirts, and skorts and may be brown, black, tan or in coordinating solid colors of navy blue, light blue, red, or white.
- Belts are optional. If worn, they must be black, brown, or navy leather or leather-like material.

- Extreme hairstyles or accessories are not appropriate. Neutral hair is required.
- Girl's hair accessories may be gold, silver, navy blue, light blue, red or white.
- Pocket chains, hats, and sunglasses may not be worn.
- A minimum amount of jewelry is acceptable
- Shoes must be closed toed. Not light up or "Heelys" (or similar style).

Overall Appearance

- Students must arrive at school clean and neat in appearance.
- Uniforms must be the correct size and not worn out. Oversize clothing or "low-riding" pants, skirts, or shorts are inappropriate. No holes in clothes allowed.
- Extreme hairstyles are not appropriate at White Pine Charter School. Hair must be of a natural color and hairstyles must not be disruptive.
- Makeup is not allowed.

Homework Guidelines

Parents at White Pine Charter School are strongly encouraged to show interest in their child's instruction by checking Power School (Elementary) daily, by reviewing all school papers and by making sure time is provided nightly for homework. Homework is an essential communication link between the school and the home.

Purposes of Homework

- As an opportunity to complete work not finished in class
- To enrich and/or reinforce the concepts being taught in the classroom
- To strengthen and improve self-discipline and/or concentration skills
- To prepare for tests
- To improve reading and math computation skills
- To complete work following an excused student absence

Frequency and Length of Homework

HOMEWORK MAY BE SET DAILY, WEEKLY, OR ON A CONTRACTUAL BASIS WITH A SPECIFIC DUE DATE. Students should engage in reading every day. The table below outlines the average time most students will require to complete their homework. The time required to complete homework may vary depending on the individual student's speed and focused effort.

Grade	Assignments (should not exceed)	Independent Reading	Daily total should not exceed
Kindergarten	10 min	10 min	20 min
1st	10 min	15 min	25 min
2nd	15 min	20 min	35 min
3rd	30 min	20 min	50 min
4th	40 min	30 min	70 min
5th	50 min	30 min	80 min
6th	75 min	30 min	100 min

- If your child is spending significantly longer on assignments at home, please reach out to your child's teacher.

Health

Immunizations

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

Children enrolled in 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

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.

Other Medical / Injury Guidelines

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

COMMUNICABLE DISEASES

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

COLD WEATHER

According to policy, students will remain indoors when the temperature is zero degrees with wind chill. There will be times when the temperature is marginally in that range, and we may use an abbreviated schedule at lunch because the length of time students are outdoors is also a factor. Please see that your child is dressed appropriately for our cold Idaho winters, including a heavy coat, boots, a warm hat and a pair of gloves. Students not wearing snow pants will not be allowed to play in the snow during recess in order to keep their clothing dry. If a student has been seriously ill and needs to remain indoors during recess, parents should send a note to inform the teacher. A student will need a doctor's note to be excused from recess for more than three days.

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.

GENERAL SCHOOL SAFETY GUIDELINES

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. The following is a brief summary of how we address these safety concerns that can arise at a school.

Carpool Safety:

Alertness and patience are the two criteria for making a safe entrance and exit of the school when arriving in the morning or leaving in the afternoon. In the past years we have only had slight bumps in the line waiting to pick up in the afternoon. Each parent exercising caution makes this process work.

Bus Safety:

Students will practice an emergency bus evacuation from the bus; Teton Stage Lines conducts the practice. All Students practice this procedure so that students would know what to do if an emergency were to occur on a field trip.

Along with this procedure, teachers will take time to talk about bus safety and bus behavior. It is very hard for a driver to remain alert to what is going on in traffic and in the seats of the bus at the same time. 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.

The bus drivers are not school employees but they have been responsive to parent and administrator concerns about student behavior that may be putting students at risk. Please call the principal at 208-522-4432 or Donavan at Teton Stage Lines at 208-680-1094/208-529-8036 with any concerns.

Fire Safety:

Fire safety regulations require us to conduct a fire drill once a month. During the drill, children move quickly and quietly to a designated spot at least 50 feet from the building. The first drill needs to be within the first ten days of school. The fire marshal will help us design an evacuation plan.

Intruder Safety:

With the many incidents occurring around the country, we have developed a readiness plan if such an event were to occur at White Pine. A 'lock-down' is the accepted process to be used if a threatening intruder were to come to the school. A 'lock-down' drill will be conducted within the first month of school.

In the event of a lock-down, A text/email will be used to notify parents of the situation. Please DO NOT attempt to come to the school. Many incidents occur when well-meaning parents attempt to enter the school thereby jeopardizing the safety of all children. Last year, a committee met together with local law enforcement to develop a more comprehensive plan.

Counselor Responsibilities

SCHEDULING

The counselor needs to be aware of the ELL services offered to students at WPCS and be able to schedule each ELL student according to his/her specific needs. The counselor also needs to be aware of any 504 plans, or behavior needs offered to students at WPCS, and will both monitor and support these students.

STUDENT/COUNSELOR CONFERENCES

Students may be received in the counseling office without an appointment before and after school, or in an emergency situation, as determined by a school staff member. Students are to sign in and wait to be announced. If the counselor is not readily available, the student should submit a **Request to See a Counselor Form** to the school administrative assistant. The counselor will then use the form to respond to the student's needs in a timely manner.

Staff may initiate a counselor referral by email, or in writing, using the Counselor Referral Form; a teacher may phone the counselor to notify of the referral if the teacher feels the counselor needs to intervene immediately. The student is to remain in the classroom. Upon receipt of the referral the counselor will call or pick up the student as soon as possible. The counselor will notify the referring staff member that the student has been seen.

All information exchanged between the student and counselor is confidential. The counselor knows what to do if there is an emergency and who to contact, including the parent and simply to notify the principal.

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

RETENTION AND ACADEMIC PROBATION

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