



Book Policy Manual  
Section 4000 Community Relations

Title Community Relations  
Code 4000  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

COMMUNITY RELATIONS 4000

Goals

The Board, through the leadership of the Director of Schools and the assistance of the staff, seeks to maintain and enhance the White Pine community relations by striving to achieve the following goals:

1. To encourage communication, understanding, trust, and mutual support between White Pine and the people it serves;
2. To encourage quality public participation in school affairs, activities, and programs;
3. To strengthen and improve relations and interactions among staff, Directors, citizens, parents, and students; and
4. To promote understanding and cooperation between the schools and community groups.



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Title Public Relations  
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COMMUNITY RELATIONS 4100

Public Relations

White Pine shall strive to maintain effective two-way communication channels with the public. Such channels shall enable the Board and staff to interpret the schools' needs to the community and provide a means for citizens to express their needs and expectations to the Board and staff.

The Director of Schools or designee shall establish and maintain a communication process within the school system and between it and the community. Such a public information program shall provide for regular direct communications between individual schools and the citizens they serve, and assist staff in improving their skill and understanding in communicating with the public.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together.



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Title Public Participation In Board Meeting  
Code 4105  
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COMMUNITY RELATIONS 4105

Public Participation in Board Meeting

The Board of Directors encourages all citizens of White Pine to express their ideas and concerns. The comments of the community will be given careful consideration. In the evaluation of such comments, first priority will be the Charter School students and their educational program.

NOTICE

**DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. ADDITIONALLY, OTHER TOPICS YOU WISH TO ADDRESS MAY ONLY BE APPROPRIATE FOR EXECUTIVE SESSION. IN SUCH INSTANCES, THE BOARD WILL DETERMINE IF YOUR COMMENTS ARE APPROPRIATE FOR OPEN OR EXECUTIVE SESSION AND WILL NOTIFY YOU ACCORDINGLY.**

A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLS OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.

Any complaint about White Pine, including instruction, discipline, school policy, procedure, or curriculum, should be referred through proper administrative channels before it is presented to the Board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or staff;
2. Principal, if applicable;
3. Director of Schools; then
4. Board of Directors.

Please also see Charter School Policy No. 4110 Public Complaints.

Members of the public will not be recognized by the Chair as the Board conducts its official business except when the Board schedules public discussion period on a particular item. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

Total time allotted for public comment will not exceed 30 minutes. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to 3 minutes. Public comment will be taken on matters scheduled on the agenda. Public comments shall refrain from including personal identifiers in relation to students, e.g. names of students, individual education plans, etc. Should a large number of members of the public wish to speak on the same issue or topic, members of the public are encouraged to select one or more representatives to summarize their position. Additionally, the Board Clerk will accept written comments for distribution to the Board. The Board may decline to hear repetitive comments. The Chair may also deny an individual the opportunity to address the Board if the individual has previously addressed the Board on the same subject within the past two months.

Written materials for the Director of Schools must be submitted to the Board Clerk. The written material must include the name, address, and telephone number of the person submitting it. A copy of the materials that meet these



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requirements will be forwarded to Directors if received by noon the Friday preceding the Board meeting. Materials should not be sent directly to the Director of Schools. Materials may be presented to the Board Clerk at: [boardclerk@wpcscougars.org](mailto:boardclerk@wpcscougars.org).

If a topic is being considered by a committee established for that purpose, the Chair may refer the public comment to that committee.

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board of Directors as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

If a special meeting has been held to obtain public comment on a specific issue, the Chair of the Board may elect not to recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Cross Reference:    4110 Public Complaints  
                          4120 Uniform Grievance Procedure  
                          4320 Disruption of School Operations

Legal Reference:    I.C. § 33-512 (11) Governance of Schools  
                          I.C. § 74-206 Executive Sessions When Authorized



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Title Public Complaints  
Code 4110  
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White Pine Charter Schools

COMMUNITY RELATIONS 4110

Public Complaints

Public complaints and suggestions shall be submitted on the Uniform Grievance Procedure to the appropriate-level staff member or administrator. Each complaint or suggestion shall be considered on its merits.

Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board.



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Title Uniform Grievance Procedure  
Code 4120  
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White Pine Charter School

COMMUNITY RELATIONS 4120

### Uniform Grievance Procedure

It is the Board of Director's desire that administrative procedures for settling complaints and grievances of any and all persons (i.e., staff, students, patrons, hereinafter "grievant") be an orderly process within which solutions may be pursued. Further, that the procedure provides prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each grievant be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

#### Grievance Procedure

This grievance procedure should be followed if a grievant believes that the Board, its employees or agents have violated the grievant's rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

The Charter School will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

#### Level 1: Informal

A grievant with a complaint is encouraged to first discuss it with the teacher, counselor, or administrator involved, with the objective of resolving the matter promptly and informally.

An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

#### Level 2: Director of Schools

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating the nature of the grievance and the remedy requested.

The Level 2 written grievance must be filed with the Director of Schools within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the Director of Schools shall investigate and attempt to resolve the complaint. If either party is not satisfied with the Director of School's decision, the grievance may be advanced to Level 3 by requesting in writing that the Board review the Director of School's decision. This request must be submitted to the Board within fifteen (15) days of the Director of School's decision.



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Level 3: The Board

Upon receipt of a written appeal of the decision of the Director of Schools, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.



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Title Public Access To Charter School Website  
Code 4130  
Status Active  
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White Pine Charter Schools

COMMUNITY RELATIONS 4130

Public Access to Charter School Website

In order to comply with various state laws and to ensure that the public is provided with web accessible information, White Pine Charter Schools shall develop and maintain a publicly available website for the posting of school information.

White Pine Charter Schools shall make available to the public on its website all documents which are required by law, in a format and in a timeframe stipulated in the law.

Cross Reference: 1530 Records Available to Public  
4135 Records Available to Public  
8605 Retention of Charter School Records

Legal Reference: Title 74, Chapter 1 Public Records Act  
I.C. § 74-103 Response to Request for Examination of Public Records  
I.C. § 33-133 Idaho Student Data Accessibility, Transparency, and Accountability Act  
I.C. § 33-320 Continuous Improvement Planning and Training  
I.C. § 33-357 Creation of Internet Based Expenditure Website





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Title Visitors To The Schools  
Code 4140  
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COMMUNITY RELATIONS 4140

Visitors to the Schools

While the Charter School encourages visits by parents and other visitors to the Charter School, all visitors are required to report to the main office upon entering the school building.

Visits to individual classrooms during instructional time shall be permitted only with the Principal s and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Conferences should be held outside school hours or during the teacher's conference or prep time.

Cross Reference: 4320 Disruption of School Operations  
4420 Sex Offenders

Legal References: I.C. § 33-5210(3) Application of School Law - Accountability - Exemption from State Rules  
I.C. § 33-512 Governance of Schools



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Title Accommodating Individuals With Disabilities  
Code 4150  
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White Pine Charter Schools

COMMUNITY RELATIONS 4150

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination.

The Charter School may provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Individuals with disabilities should notify the principal if they have a disability which will require special assistance or services and, if so, what services are necessary. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Director of Schools or by filing a grievance under the Uniform Grievance Procedure.

Cross Reference: 3210 Uniform Grievance Procedure

Legal Reference: Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35. Individuals with Disabilities Education Act, 20, U.S.C. §§ 1415 Procedural Safeguards Notice, 34 C.F.R. § 300.504



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Title School Operated Social Media  
Code 4170  
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White Pine Charter Schools

COMMUNITY RELATIONS 4170

### School Operated Social Media

The Charter School recognizes the value in using social media tools to reach students, parents, and community members in an effective and efficient manner. This policy establishes guidelines for the use of Charter School-operated social media sites. The policy does not apply to private student or parent organizations.

The best, most appropriate Charter School use of social media tools fall generally into three categories:

1. As a means of disseminating time-sensitive information as quickly as possible (example: school closure due to weather conditions);
2. To promote upcoming Charter School events, such as athletic competitions and other curricular and extracurricular events; and
3. To recognize outstanding achievement on the part of students and teachers.

Social media sites shall be in compliance with all relevant Charter School policies and state and federal rules and regulations, including without limitation, the Idaho Code of Ethics for Professional Educators, student and personnel acceptable Internet use policies, records retention policies, and applicable privacy and confidentiality policies adopted by the Charter School or as provided by State or federal law. No confidential or proprietary information of the Charter School shall be posted. No student records shall be posted.

Directory information regarding students may be posted on social media, which may include photos, student names, grade level, academic awards and information in relation to school-sponsored activities, organizations, and athletics. Any parent/student who has not opted out of providing directory information pursuant to Charter School Policies 3570 and 3575 consents to the publishing of student directory information on social media, and such content shall not be a violation of applicable Charter School policy or State or federal law.

The school may remove any material that would:

1. Disrupt the educational process or compromise the safety of students or staff;
2. Violate the rights of others;
3. Invade the privacy of others;
4. Infringe on a copyright;
5. Be obscene, vulgar, or indecent;
6. Promote, foster or perpetuate discrimination on the basis of race, ethnicity, age, religion, gender, national origin, physical or mental disability or sexual orientation;
7. Include sexual content or links to sexual content;
8. Encourage illegal activity;
9. Constitute hazing, harassment, intimidation, bullying, or cyberbullying;
10. Solicit commerce

Any content removed based on these guidelines must be retained, including the time, date, and identity of the poster when available.

The school reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.



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- Cross Reference:
- 3570-3570P Student Records
  - 3575 Student Data Privacy and Security
  - 4130 Public Access to Charter School Website
  - 4260 Records Available to Public
  - 5280 Professional Standards Commission Code of Ethics
  - 5325-5325P Employee Use of Social Media Sites, Including Personal Sites
  - 8605 Retention of Charter School Records
- Legal Reference:
- 20 U.S.C. § 1232g Family Education Rights and Privacy Act
  - 34 C.F.R. 99 Family Education Rights and Privacy Act
  - Title 74 Chapter 1 Public Records Act
  - I.C. § 33-133 Idaho Student Data Accessibility, Transparency, and Accountability Act
  - I.D.A.P.A. 08.02.02.076 Code of Ethics for Idaho Professional Educators
  - I.D.A.P.A. 08.02.02.077 Definitions for Use with the Code of Ethics for Idaho Professional Educators 3
  - I.C. § 33-5210(3) - Application of school law - Accountability - Exemption from state rules



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Title Community Use Of Charter School Facilities  
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White Pine Charter Schools

COMMUNITY RELATIONS 4210

Community Use of Charter School Facilities

Charter School facilities may be made available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with the Charter School program or Charter school-sponsored activities. Use of Charter School facilities for school purposes has precedence over all other uses. Persons on Charter School premises must abide by the Charter School s conduct rules at all times.

Student and Charter School-related organizations shall be granted the use of Charter School facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs established by the Director of Schools. Use of CharterSchool facilities requires the Director of Schools' (or designee's) approval and is subject to school procedures.

Authorization for use of Charter School facilities shall not be considered an endorsement of or approval of the activity, person, group, or organization nor the purposes they represent.

The Director of Schools or designee shall approve and schedule the various uses of the Charter School facilities. A mastercalendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Requests for use of the Charter School facilities must be submitted at least 10 days in advance of the event to the Director of Schools or designee.

Proper protection, safety, and care of Charter School property shall be primary considerations in the use of Charter School facilities. All facility use shall comply with State and local fire, health, safety, and police regulations. All individuals using Charter School facilities shall comply with the policies of this Board.

Legal Reference: I.C. § 33-5204 Nonprofit Corporation Liability Insurance  
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993)



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Title Equipment Usage  
Code 4225  
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White Pine Charter Schools

COMMUNITY RELATIONS 4225

Equipment Usage

School athletic equipment will not be loaned out except under the provisions in the last paragraph of this policy.

For liability reasons, use of Charter School equipment by any group or individual, other than for school sponsored events, is prohibited (except as outlined below).

Use of equipment will not be available to non-school groups. Equipment such as pitching machines, catcher's gear, shoulder pads, helmets, weight room equipment, blocking dummies and sleds, pole vault and high jump equipment and mats, meet hurdles, starting blocks, and wrestling mats are available for use by Charter School classes and athletic teams only.

Different pieces of equipment such as practice hurdles, pole vault equipment, etc., may be used by Charter School athletes for practice during non-scheduled practice times. These must be checked out through the school operations manager. All equipment that is checked out must be thoroughly disinfected and cleaned prior to returning to the school. The school will provide the user with disinfection and cleaning procedures at the time of checkout.



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Title Use Of School Property For Posting Notices  
Code 4230  
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COMMUNITY RELATIONS 4230

Use of School Property for Posting Notices

Non-school related organizations may ask the principal or designee permission to:

1. Display posters in an area reserved for community posters; or
2. Have flyers distributed to students.

Posters and/or flyers subject to a request must be student-oriented and have the sponsoring organization's name prominently displayed. Permission will be denied to post or distribute any material that would:

1. Disrupt the educational process;
2. Violate the rights of others;
3. Invade the privacy of others;
4. Infringe on a copyright; or
5. Be obscene, vulgar, or indecent.

No commercial publication shall be posted or distributed unless the purpose is to further a Charter School activity, such as graduation, class pictures, or class rings. No information from any candidates for non-student elective offices shall be posted in the school.

If permission is granted to distribute, the organization must arrange to have copies delivered to the Charter School. Distribution of the material will be arranged by the administration.



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Title Distribution Of Fund Drive Literature Through Students  
Code 4240  
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COMMUNITY RELATIONS 4240

Distribution of Fund Drive Literature Through Students

It is the policy of the Charter School to refrain from having the students, as student body members, used for collection or dissemination purposes.

Exceptions to this policy will be considered when recognized or student or school-affiliated organizations of the Charter School request permission to participate in such activity.





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Title Educational Research  
Code 4250  
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White Pine Charter Schools

COMMUNITY RELATIONS 4250

Educational Research

All requests from the public to conduct research within the Charter School must be directed to the Director of Schools. The following criteria will be utilized to make determinations regarding approval of such requests:

1. The study results in direct benefits or provides direct services to the children within the Charter School;
2. The study provides in-service opportunities for the growth and development of faculty and/or staff;
3. There is no expenditures of Charter School funds or use of staff/faculty time unless there are benefits as described in 1 and 2 above; and
4. Students participating in studies, authorized by the Director of Schools, must have the approval of their parents.

Cross-reference: 5380 Professional Research and Publishing



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Title Records Available To Public  
Code 4260  
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White Pine Charter Schools

COMMUNITY RELATIONS 4260

### Records Available to Public

Subject to the limitations provided herein, and as provided by law, full access to public records concerning the administration and operations of the Charter School shall be afforded to the public. Public access to Charter School records shall be afforded according to appropriate administrative procedures.

Every person has the right to examine and take a copy of any public record at all reasonable times. All Charter School records except those restricted by state and federal law shall be made available to citizens upon written request for inspection.

The Director of Schools shall serve, or designate someone to serve, as "Public Records Coordinator" with the responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, retention, and copying requirements of federal law, state law, and this policy. Responsibility and authority for indexing shall include identifying the general subject matter of all public records kept or maintained by the Charter School, the custodian of these records, and their location. The Public Records Coordinator shall authorize the inspection and copying of the Charter School's records only in accordance with the criteria set forth in this policy and in compliance with state and federal laws.

A written copy of the Board's minutes shall be available to the general public within a reasonable time after the meeting in which they are approved.

### Definitions

A "Public record" includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by any state agency, independent public body corporate and politic, or local agency regardless of physical form or characteristics.

A "Writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing, and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, or other documents.

Public records of the Charter School do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.



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Records Exempt from Disclosure

In accordance with Idaho Code, the following records shall **NOT** be subject to public inspection and/or copying:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation;
2. Retired employees' and retired public officials' home addresses, home telephone numbers, and other financial and non-financial membership records;
3. Records of a current or former employee other than the employee's duration of employment with the Charter School, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses. All other personnel information relating to an employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
4. Records relating to the appraisal of real property, timber, or mineral rights prior to its acquisition, sale, or lease by the Charter School;
5. Any estimate prepared by the Charter School that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
6. Records of any risk retention or self-insurance program prepared in anticipation of litigation, or for analysis of, or settlement of potential or actual money damage claims against the Charter School and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents, and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement from public funds shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic;
7. Computer programs developed or purchased by or for the Charter School for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval, and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:
  - a. The original data including, but not limited to, numbers, text, voice, graphics, and images;
  - b. Analysis, compilation, and other manipulated forms of the original data produced by use of the program; or
  - c. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.
8. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act, Idaho Code, and adopted Charter School policy;
9. Test questions, scoring keys, or other examination data used to administer academic tests;
10. Records relevant to a controversy to which the Charter School is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution;
11. Records of buildings, facilities, infrastructures, and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape, or other emergency response plans, vulnerability assessments, operation and security manuals, plans, blueprints, or



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security codes.

However, all personnel records of a current or former public official reflecting public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency are subject to public inspection and/or copying.

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, the Charter School shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

### Response to Requests

The Charter School may require that a public records request be submitted in writing with the requester's name, mailing address, email address, and telephone number. A request for public records may be conducted by electronic mail.

The Charter School may provide the requester information to help the requester narrow the scope of the request or to help the requester make the request more specific when the records requested are voluminous or costly.

The Charter School shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of a request for public records. If a longer period of time is needed to locate or retrieve the records, the Charter School shall notify the person requesting the records of the same and provide the records to such person not later than ten (10) working days following the request. In the event an individual requests a record be provided in electronic format, the Charter School shall provide the record in electronic format if the record is available in that format. If a record is requested in electronic format and the record cannot easily be converted to electronic format within ten (10) working days, the Charter School shall notify the person requesting the records of this fact and provide them with an estimate of the time necessary to complete the conversion. The documents shall then be provided at a time mutually agreeable to the parties giving consideration to any limitations that may exist regarding electronic conversion.

If the Charter School fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If the Charter School denies the request for examination or copying the public records or denies in part and grants in part the request for examination and copying of the public records, the public records coordinator shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for the Charter School has reviewed the request or shall state that the Charter School has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the right to appeal the denial or partial denial and the time periods for doing so.

The Public Records Coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise suitable for disclosure when it is determined that there is reasonable cause to believe that the disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

### Fee Waiver

The Charter School will adhere to its copying fee schedule unless it is determined by the Public Records Coordinator that the individual making such a request has demonstrated information sufficient to fulfill the following test:

1. That the requester's examination and/or copying of public records is likely to contribute significantly to the public's understanding of the operations and activities of the government;
2. That the requester's examination and/or copying of public records is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party; and
3. That the requester's examination and/or copying of public records will not occur if fees are charged because the requester has insufficient financial resources to pay such fees.



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Upon a request that fees not be charged, and the Public Records Coordinator's consideration of the above factors, the Public Records Coordinator shall notify the requester in writing of their decision within ten (10) working days following the request. If the fee waiver is denied, the requester shall then have seven (7) days to file an appeal of the denial with the Director of Schools. The Director of Schools shall review the denial and either affirm or reverse the denial of the public records coordinator in writing within ten (10) working days of receipt of the appeal. In the event that the Principal is the Public Records Coordinator then the appeal shall be filed within seven (7) days to the Board of Directors. At the Board's next regularly scheduled meeting, the Board shall review the denial of fee waiver and either affirm or reverse it. There shall be no further appeal beyond the Board.

The request shall not be fulfilled or prepared, and the time for response will not begin to run, until such time as the final determination as to fees has been addressed and any fees to be charged have been paid.

A requester may not file multiple requests for public records solely to avoid payment of fees. If the Charter School suspects that this is the case then it can aggregate the related requests and charge based upon its copying fee schedule.

#### Fee Schedule

The copying fee schedule of the Charter School is as follows:

1. The Charter School shall not charge a fee for the first 100 pages of records or the first two (2) hours of labor in responding to a request;
2. Copies of public records - 10¢ per page for copies beyond the first 100 pages or beyond the first (2) hours of labor in responding to a request;
3. The Charter School will charge for the labor costs associated with locating and copying documents if:
  - a. The request is for more than 100 pages of records;
  - b. The request includes non-public information that must be redacted from the public records; and/or
  - c. The labor associated with locating and copying the records exceeds two (2) hours.
4. The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest paid administrative staff employee of the Charter School who is necessary and qualified to process the request;
5. The fees associated with redactions required to be made by an attorney employed by the Charter School shall be charged at the lowest paid hourly rate of the lowest paid attorney employed by the Charter School or if there are no attorneys employed by the Charter School than the rate shall be no more than the usual and customary rate of the attorney retained by the Charter School.
6. Copy of a duplicate computer disc or similar record system the fee shall not exceed:
  - a. The Charter School's cost of copying the information in that form;
  - b. The Charter School's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance. The Charter School shall provide requesters with an itemized statement of fees to show the per page costs for copies and the hourly rate of employees and attorneys involved in responding to the request.

Cross Reference:     3570-3570P Student Records  
                           4130 Public Access to District Website  
                           8605 Retention of Charter School Records



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Legal Reference: Title 74 Chapter 1 Public Records Act  
I.C. § 74-204 Written Minutes of Meetings  
IDAPA. 08.01.01.100 Procedures for Responding to Requests for Examination and/or Copying Public Records  
Idaho Public Records Law Manual, July 2015  
I.C. § 33-5204(2)(e) - Nonprofit Corporation - Liability-Insurance



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Title Conduct On School Property  
Code 4300  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

COMMUNITY RELATIONS 4300

### Conduct on School Property

In addition to prohibitions stated in other Charter School policies, no person, including a student, on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the Charter School;
3. Violate any provision of the criminal law of the State of Idaho or any town or county ordinance;
4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages or illegal drugs, or possess dangerous weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the Charter School's educational program or any other activity occurring on Charter School property;
7. Enter upon any portion of the Charter School premises at any time for purposes other than those which are lawful and authorized by the Board;
8. Willfully violate other Charter School rules and regulations; or
9. To threaten by word or act to use a firearm or other dangerous or deadly weapon to commit an act of violence to any other person on school grounds.

As circumstances warrant, appropriate action will be taken by the Charter School's administrators.

### Definitions

"School property" means within Charter School buildings, in vehicles used for Charter School purposes, or on owned or leased Charter School grounds.

"School grounds" means on the property of or in a public or private elementary school or secondary school.

"Dangerous or deadly weapon" means a weapon, device, instrument, substance, or material that is used for or capable of causing serious bodily injury or death.

"Firearm" means any weapon, whether loaded or unloaded, that a shot, projectile, or other object may be discharged by force of explosion, combustion, gas, and/or mechanical means, regardless of whether such weapon is operable.

"Tobacco use" means the use of a cigarette, cigar, pipe, or smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Cross Reference: 3295 Hazing, Harassment, Intimidation, Bullying, Menacing  
3305 Prohibition of Tobacco Possession and Use  
3330 Student Discipline  
4320 Disruption of School Operations

Legal Reference: 20 U.S.C. § 6081 Pro-Children Act of 1994  
I.C. § 18-3302I Threatening Violence on School Grounds  
I.C. § 33-205 Denial of School Attendance  
I.C. § 33-512 Maintenance of Schools  
I.C. § 39-5503 Prohibitions Exceptions  
I.C. § 33-5210(3) - Application of School Law - Accountability - Exemption from State Rules



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Title Contact With Students  
Code 4310  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

COMMUNITY RELATIONS 4310

Contact with Students

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, Charter School officials must not assume license to allow unapproved contact with students by persons who are not employed by the Charter School for educational purposes. The Principal may approve school assemblies on specific educational topics of interest and relevance to the Charter School program. Other types of contact by non-Charter School personnel will normally not be permitted. Outside organizations desiring to use the captive audience in a school for information, sales material, or special interest curricula will generally not be allowed access to the Charter School.





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Title Disruption Of School Operations  
Code 4320  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

COMMUNITY RELATIONS 4320

Disruption of School Operations

If any person disrupts or obstructs any Charter School program, activity, or meeting; or threatens to do so; or commits, threatens to imminently commit, or incites another to commit any act that will disturb, interfere with, or obstruct any lawful task, function, process, or procedure of any student, official, employee, or invitee of the Charter School, the staff member in charge shall immediately notify the local law enforcement authorities of the incident.

The staff member in charge shall make a written report detailing the incident not later than twenty-four (24) hours from when the incident occurred. A copy of the report shall be given to the staff member's immediate supervisor.

Cross Reference: 4140 Visitors to the Schools

Legal Reference: I.C. § 33-512 Governance of Schools  
I.C. § 33-205 Denial of School Attendance  
I.C. § 18-916 Abuse of School Teachers  
I.C. § 18-6409 Disturbing the Peace  
I.C. § 33-5210(3) Application of School Law - Accountability - Exemption from State Rules



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Title Spectator Conduct And Sportsmanship For Athletic And Co-curricular Events  
Code 4330  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

COMMUNITY RELATIONS 4330

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event the person is attending and/or denied admission to Charter School events for up to a year, after a Board hearing. Examples of unsportsmanlike conduct include, but most certainly are not limited to:

1. Using vulgar or obscene language or gestures;
2. Possessing or being under the influence of any alcoholic beverage or illegal substance;
3. Possessing a weapon;
4. Fighting or otherwise striking or threatening another person;
5. Failing to obey the instructions of a security officer or Charter School employee; and
6. Engaging in any activity which is illegal or disruptive of the educational process.

The Director of Schools may seek to deny future admission to any person by sending a notice containing:

1. The date, time, and place of the Board hearing;
2. A description of the unsportsmanlike conduct; and
3. The proposed time period that admission to Charter School events will be denied.

Legal Reference: I.C. § 33-205 Denial of School Attendance  
I.C. § 33-512 Governance of Schools  
I.C. § 18-916 Abuse of School Teachers  
I.C. § 18-6409 Disturbing the Peace



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Title Relations With The Law Enforcement And Child Protective Agencies  
Code 4400  
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White Pine Charter Schools

COMMUNITY RELATIONS 4400

Relations with the Law Enforcement and Child Protective Agencies

The primary responsibility for maintaining proper order and conduct in the Charter School is that of staff. Staff shall be responsible for holding students accountable for infractions of Charter School rules, which may include minor violations of the law occurring during school hours or at Charter School activities. Where there is substantial threat to the health and safety of students or others such as in the case of bomb threats, mass demonstrations with a threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

The Charter School shall strive to develop and maintain cooperative working relationships with the law enforcement agencies.

Cross Reference: 4320 Disruption of School Operations

Legal Reference: I.C. § 33-205 Denial of School Attendance



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Section 4000 Community Relations

Title Investigations And Arrests By Police  
Code 4410  
Status Active  
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White Pine Charter Schools

COMMUNITY RELATIONS 4410

### Investigations and Arrests by Police

All contact between the Charter School and the police department on matters involving students shall be made through the administrative office. The police have ample opportunity to talk to a student away from the Charter School and before or after school hours. They should be encouraged to do so. Law enforcement authorities should only be allowed to conduct an interview in the Charter School if they can show that special circumstances exist or if the interview is at the request of the school. This determination should be made by the principal or designee.

1. If the police have a warrant for the student's arrest, they must be permitted to arrest the student; however, whenever possible, the arrest should be conducted in the principal's office out of view of other students. Before removing a student from school, the police shall sign a release form in which they assume full responsibility for the student;
2. Law enforcement personnel should not be allowed to roam about the Charter School until the student is found. They should remain in the administration office while Charter School personnel seek out the student;
3. If possible, the educational program of the student should not be disrupted to allow for police questioning;
4. Any questioning by police should be conducted in a private room or area where confidentiality can be maintained;
5. If law enforcement officials are to be allowed to question a student under the age of eighteen (18), a reasonable attempt shall be made to notify the parents, except in cases of suspected child abuse or child neglect involving the parent. The parents should be given the opportunity to come to the Charter School prior to the questioning;
6. If the parents are notified and able to attend, they should be allowed to be present at the interview. The principal or designee should be present at the interview, but should not take part in any questioning. The principal or designee should at all times remain a neutral observer.





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### Convicted Sex Offender

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds, or upon other properties posted with a notice that they are used by a school, when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity;
2. Loiter on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present;
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle; or
4. Reside within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offenders dwelling unit to the school s property line, unless the person s residence was established prior to July 1, 2006
5. All notices posted as required by Idaho Code, shall be at least one hundred (100) square inches, make reference to I.C. § 18-8329, include the term "registered sex offender" and be placed at commonly used entrances to the property.

Sample posted notice:

This property is used by or as a school. Pursuant to I.C. § 18-8329, registered sex offenders only have limited rights to enter upon or be near school property. Please contact the school at (telephone number) or your probation or parole officer for more information.

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

Is a student in attendance at the school;

1. Resides at a state licensed or certified facility for incarceration, health care, or convalescent care;
2. Is exercising his or her right to vote in public elections;
3. Is taking delivery of his or her mail through an official post office located on school grounds;
4. Has contacted the Charter School Office annually to obtain written permission from the Charter School to be on the school grounds or upon other property posted with a notice that the property is used by a school; or
5. Stays at a homeless shelter or resides at a recovery facility if such shelter or facility has been approved for sex offenders by the county sheriff or municipal police chief.

[Note: These provisions are required for an individual who is dropping off or picking up a student and is the student's parent or legal guardian, is attending an academic conference or other scheduled extracurricular event, or is temporarily on school grounds, during school hours, for the purpose of delivering mail, food, or other items.]

An individual seeking written permission as outlined above must contact the Charter School at least ten (10) workdays prior to the first visit. In determining whether to grant written permission as provided above, the Charter School may, in its discretion, consider the nature of the offense committed, the time since an offense has been committed, the safety of the students, the likely disruption caused by the individual's access to the property, or any other factor. The Charter School will provide a response to the requesting individual within seven (7) days of receipt of the request.

### Sex Offender Registry Notification

The principal or designee shall request notification of registered sex offenders in the same or contiguous zip codes as the Charter School. The request can be made of either the Idaho State Police, the local Sheriff's Department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho Code.



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The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone.

#### Staff Notification

The principal or designee shall disseminate sex offender registry information received. The principal or designee shall inform staff of the roles and responsibilities of staff in dealing with instances of convicted sex offenders on school property, including, but not limited to, sex offenders on school property without approval, and if a staff member is the school official assigned to escort the sex offender.

When sex offender registry information is disseminated by the principal or designee, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code. Employees who share registry information with others may be disciplined.

#### Enforcement

Any staff member may request identification from any person on Charter School property. Any staff member shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, the Charter School's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

Anyone observing a parent/guardian or other person violating this policy shall immediately notify the principal or designee. The principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal or designee shall request that the person immediately leave Charter School property and may contact law enforcement, if appropriate; and

If a sex offender violates this policy, Charter School officials shall immediately contact law enforcement.

Legal Reference: I.C. § 18-916 Abuse of School Teachers  
I.C. § 18-8323 Public Access to Sexual Offender Registry Information  
I.C. § 18-8324 Dissemination of Registry Information  
I.C. § 18-8326 Penalties for Vigilantism or Other Misuse of Information  
I.C. § 18-8329 Adult Criminal Sex Offenders Prohibited Access to School Children  
I.C. § 33-512(11) Governance of Schools  
I.C. § 33-5210(3) Application of School Law - Accountability - Exemption from State Rules



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Title Public Gifts Donations To The Schools  
Code 4500  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

COMMUNITY RELATIONS 4500

### Public Gifts/Donations to the Schools

The Board of Directors assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the school units under its jurisdiction. Gifts, donations, grants, or bequests may be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the Charter School from the Board, will not cause inequitable treatment of any student(s) or student group(s) and will not violate any provision of the Idaho Code.

A gift shall be defined as money, real or personal property, or personal services provided without consideration. Gifts from organizations, community groups, and/or individuals that will benefit the Charter School shall be encouraged by the Charter School administration. Individuals or groups contemplating presenting a gift to the Charter School shall be encouraged to discuss with the Director of Schools, in advance, what gifts are appropriate and needed.

Community groups or individuals may donate equipment to the Charter School. Such equipment shall be added to the Charter Schools inventory, provided it is operative at the time of donation and meets an educational purpose of the Charter School.

The Charter School reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to Charter School policies, goals, and objectives, with particular emphasis on the goal of providing educational opportunities to all students, and adherence to the basic principles outlined in Board-approved regulations.

Propositions giving funds, equipment, or materials to the Charter School with a "matching agreement" or restriction are generally not acceptable.

Any person or organization desiring to give a gift or make a donation, grant, or bequest to the Board should contact the Director of Schools who may accept the gift, thank the donors, and inform the Board, except that offers of real property will be accepted only by the Board. Also, where the appropriateness of a gift is in doubt, the Director of Schools will refer the matter to the Board for its acceptance or rejection. For example, single gifts of considerable value exhibiting the donor's name or business shall be considered on an individual basis by the Board.

Whether to accept any conditional gift must be decided by the Board.

Any gift or grant accepted by the Board or the Director of Schools as its executive officer shall become the property of the Board of Directors and will comply with all State and federal laws.

Legal Reference: Title IX, Education Amendment of 1972, 20 U.S.C §1681, et seq.  
I.C. § 18-1351 through 18-1362 Bribery and Corruption





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Title Donations Of Material Equipment Affecting Building Structure  
Code 4510  
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White Pine Charter Schools

COMMUNITY RELATIONS 4510

Public Gifts to the Schools: Donations of Material/Equipment Affecting Building Structure or Maintenance

Organizations desiring to donate equipment or material that will affect the physical structure of a building, either in appearance or in operating maintenance expense, must have the project approved by the Director of Schools or designee.

Items to be donated must meet the technical specifications and standards of similar equipment or materials purchased by the Charter School. If items are not new, the condition of the equipment or materials must be evaluated by qualified persons other than the organization making the donation.

The following procedures shall apply to filing a project request:

1. The organization desiring to make the donation must ensure the proposed project will not cause inequitable treatment of any student(s) or student group(s).
2. The organization will discuss the proposed project with the Director of Schools prior to filing a request.
3. After discussion with the Director of Schools, the organization will submit a written request to the Chief Operations Officer specifying the type of item to be donated; the technical specifications of the item; and information regarding installation, maintenance, and replacement of the item.
4. The request will be evaluated by the Chief Operations Officer utilizing the following criteria in evaluating the proposed project:
  - a. Educational value to the student body;
  - b. Cost factors in relation to the Board s approved budget including:
    - i. Immediate costs such as installation or remodeling;
    - ii. Long-range costs such as operation and maintenance; and
    - iii. Replacement costs when the item is no longer operable.
  - c. Technical quality of the proposed donated item; and
  - d. Commitment of the donating organization to continuance of the project.
5. Based upon the Chief Operations Officer s evaluation and recommendations, the Director of Schools will approve ordisapprove the request. If the request is disapproved, the committee will make recommendations to the requesting organization as to requirements necessary to approve the request.
6. The decision of the Executive Officer shall be final.