



Book Policy Manual

Section 3000 Students

Title Entrance, Placement And Transfer
Code 3000
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3000
Entrance, Placement and Transfer

Entrance, Date, and Age

No pupil may be enrolled in kindergarten or first grade whose fifth or sixth birthday respectively does not occur on or before the first day of September of the school year in which the child registers to enter school.

Any child of the age of five years who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the age and date requirements set above shall be allowed to enter the first grade.

Initial Enrollment

Immunization records or an appropriate waiver and birth certificate are required for admission to the Charter School (subject to provisions of McKinney Homeless Assistance Act, see Charter School Policy 3060).

If a birth certificate is not provided upon enrollment of a student for the first time, the Charter School shall notify the person enrolling the student in writing that he or she must provide, within 30 days, either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental documentation of the child's identity. If the person enrolling a student fails to provide the information within the requested 30 days, the Charter School shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that he or she has an additional ten days to comply.

If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the Charter School shall immediately report the same to the local law enforcement agency. Local law enforcement will investigate these reports. Failure of a parent, or person in custody of a child, or a person enrolling a student, to comply with the documentation requirements of this section after a lawful request shall constitute a misdemeanor.

Placement

The goal of the Charter School shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the Executive Director or his or her designee, subject to review by the Board.

Transfer

Charter School policies regulating pupil enrollment from other accredited elementary/secondary schools are designed to protect the educational welfare of the child and of other children enrolled at the School.



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Requests for transfer of credits from any secondary school may be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. An appropriate evaluation of student performance leading toward credit issuance; and
6. Final approval of transfer credits will be determined by the Executive Director or his or her designee, subject to review by the Board.

Cross Reference: 3060 Education of Homeless Children
4160 Parents Right-to-Know Notices

Legal Reference:

	Art. IX, § 9,	Idaho Constitution- Compulsory Attendance at School
	I.C. § 18-4511	School Duties Records of Missing Child Identification Upon Enrollment
Transfer of Student Records		
	I.C. § 33-201	School Age
	I.C. § 33-209	Transfer of Student Records Duties
	I.C. § 39-4801	Immunization required
	I.C. § 39-4802	Exemptions
	I.C. § 33-5210	Application of School Law Accountability Exemption from State Rules
	20 U.S.C. § 7912	Unsafe School Choice
	20 USC § 6313	Eligible School Attendance Areas
	42 USC § 11432	Education of Homeless Children and Youths



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Section	3000 Students
Title	Enrollment Opportunities
Code	3010
Status	Active
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White Pine Charter Schools STUDENTS

3010

Enrollment Opportunities

The Charter School shall ensure that citizens in the primary attendance area are made aware of enrollment opportunities. The School will disseminate enrollment and lottery information at least 3 months in advance of the enrollment deadline. All prospective students will be given the opportunity to enroll in the School, regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs.

Enrollment Deadline

The Charter School will establish an enrollment deadline each school year. The enrollment deadline is the date by which all requests for admission to attend the School for the next school year must be received. The enrollment deadline cannot be changed once the enrollment information is disseminated as set forth above.

Requests for Admission

A parent, guardian, or other person with legal authority to make decisions regarding school attendance on behalf of a child in Idaho may make a request for such child to attend the Charter School. In the case of a family with more than one child seeking to attend the Charter School, a request for admission (or enrollment application) for each individual must be submitted. The enrollment application shall be submitted to and received by the School on or before the enrollment deadline. The enrollment application must contain the name, grade level (for the upcoming school year), address, and telephone number for each prospective student. The School may require prospective students to use its enrollment application, which is available online, or by request.

The School uses a fair and equitable selection process called the lottery when the capacity of the School is insufficient to enroll all prospective students. Submission of the enrollment application prior to the enrollment deadline shall qualify the student to participate in the lottery. Enrollment applications received after the established enrollment deadline will be added to the bottom of the waiting list for the appropriate grade. Siblings who have submitted a late enrollment applicant will be placed at the bottom of the sibling list.

Admission Preferences

The Charter School has established admission preferences for admission of all prospective students who have submitted a timely enrollment application. Preference shall be given in the following order:

1. Students currently attending the School will have first preference.
2. The children of full-time employees will have next preference for admission to the school, with a maximum of 10% of the student population consisting of full-time employees' children. For the purpose of this policy, employee is defined as full-time employees of the school and full-time employees of other White Pine schools.
3. Siblings of students already selected by lottery will be given next priority.



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4. Pupils seeking to transfer from another White Pine public charter school at which they have been enrolled for at least one (1) year (pursuant to Idaho Code §33-5206(11)(a)(b)) shall have next priority.
5. Prospective students residing in the primary attendance area of the school will be the next priority.
6. All other students residing outside of the attendance area will be the final priority.

The enrollment preference priorities which are applicable even after the time of the lottery are employee children applications, sibling applications, and transfer applications from another White Pine school.

Students with current disciplinary issues may not be eligible for transfer preference but may apply to another White Pine school under the normal enrollment lottery preferences.

White Pine believes in serving all students within its attendance area. In order to serve a population that mirrors the local district and accurately represents the student population of the attendance area, in its first year of operation, the school will utilize a weighted lottery pursuant to IC33-5206, allowing a weighted preference to students living at or below one hundred eighty-five percent (185%) of the federal poverty level. All following years, the lottery will be non-weighted.

All applicants receive one entry into the lottery. Disadvantaged students who meet the poverty level definition above will be weighted with 2 entries.

Verification

Applicants must meet the criteria for inclusion in the weighted preference group at the time of submitting a lottery application. Applicants will be required to submit documentation to verify the inclusion of their student in the weighted preference group prior to the date the lottery is run. In the event that an applicant cannot produce documentation to verify the inclusion, the student will be removed from the weighted preference group prior to running the lottery.

Equitable Selection Process

The Charter School shall conduct a fair and equitable selection process to determine the students who will be offered admission to the School. The selection procedure shall be conducted in accordance with Idaho laws, rules, and regulations. The equitable selection process shall result in a final selection list. The names of the students in highest order on the final selection list shall have the highest priority for admission to the Charter School in that grade, and shall be offered admission to the School in such grade until all seats for that grade are filled.

Notification and Acceptance Process

Within seven days of conducting the selection process, the Charter School shall send an offer to the parent, guardian, or other person who submitted the enrollment application on behalf of the student, advising such person that the student has been selected for admission to the School. The offer must be accepted by the student's parent/guardian and returned to the School by the date designated in the offer. If admission is declined or the offer is not timely accepted and returned, the name of the student will be stricken from the final selection list, and the seat that opens in that grade will be made available to the next eligible student on the final selection list.

For students who are not eligible for admission to the School, within seven days after conducting the selection process, the School shall notify the parent, guardian, or other person who submitted the enrollment application on behalf of the student, advising such person that the student is not eligible for admission but will be placed on a waiting list and may be eligible for admission at a later date if a seat becomes available.

If a student withdraws from the Charter School during the school year for any reason, then the seat that opens in



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that grade may be made available to the next eligible student on the waiting list.

Subsequent School Years

The final selection list for a given school year shall not roll over to the subsequent school year. A new equitable selection process will be conducted each year to fill vacancies that become available.

Legal Reference:

I.C. §33-5206 Requirements and Prohibitions of a Public Charter School IDAPA 08.02.04.203 Admission Procedures
Idaho Code §33-5206(11)(a)(b)



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Title Enrollment And Attendance Records
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White Pine Charter Schools

STUDENTS 3020

Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain State financial reimbursement and to fulfill the Charter School's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Legal Reference: I.C. § 33-1001 Definitions
I.C. § 33-1002 Educational Support Program
I.C. § 33-5208 Public Charter School Financial Support
I.C. § 33-5210(3) Application of school law
Accountability Exemption from state rules. IDAPA 08.02.01.250.03 Day in Session When Counting Pupils in Attendance
IDAPA 08.02.01.250.04 Day of Attendance Kindergarten
IDAPA 08.02.01.250.05 Day of Attendance (ADA) Grades One Through Twelve (1-12)



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Title Compulsory Attendance
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White Pine Charter Schools

STUDENTS 3040

Compulsory Attendance

Parents or guardians of any child resident in this state who has attained the age of seven but not 16 years, and who are not otherwise privately instructed, shall enroll the student in a public school or public charter school, including an online or virtual charter school or private or parochial school during a period in each year equal to that in which the public schools are in session. Parents and students shall conform to the attendance policies and regulations established by the Board.

Whenever it is determined by the Board or the Board's designee under the provisions of due process of law that the parents or guardians of any child who is not enrolled in the public schools are failing to meet the requirements of Idaho Code § 33-202, the Executive Director may notify the prosecuting attorney in the county of the pupil's residence and recommend that a petition shall be filed in the magistrate's division of the District Court of the county of the pupil's residence, in such form as the court may require under the provisions of Idaho Code § 20-510.

Legal Reference: Art. IX, § 9, Idaho Constitution Compulsory Attendance at School
I.C. § 33-201 School Age
I.C. § 33-202 School Attendance Compulsory
I.C. § 33-207 Proceedings Against Parents or Guardians



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Title Attendance Policy
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White Pine Charter Schools

STUDENTS 3050

Attendance Policy

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding excellence in education, all parties involved in attendance can better strive for quality in the classroom.

DEFINITIONS

For students in brick and mortar schools, *absent* means students who do not attend school for at least 4 hours in a day. Students will also be considered absent if they do not attend or opt-out of the academic standards and testing established by the School or Idaho State Board of Education.

For students in the online school, *absent* means not turning in assignments by the due date, and/or not logging in to and working in the Learning Management System, missing meetings, failing to attend or complete live lessons, missing tutoring, or opting-out of the academic standards and testing established by the School or Idaho State Board of Education.

Tardiness means a student is not in attendance during a brief portion of the assigned school day. A student is tardy if he/she is late to school, late to class or signs out early. For student accountability purposes, three (3) tardies are equal to one (1) day of absence. Six (6) tardies are equal to two (2) days of absence. Nine (9) tardies are equal to three (3) days of absence.

95% Attendance

The intent of the Board of Directors is to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task contributes directly to learning.

All students must be in attendance in each classroom 95% of the time when that class is in session. No credit will be granted to students who are not in school at least 95% of the days per semester, even though they may have a passing grade. Absence from class for any reason, excused or unexcused, will be considered when making denial of promotion or credit and habitual truancy determinations. The administration may also consider extenuating circumstances when making a recommendation.

If a student is not in attendance for 10 consecutive days without prior administrative approval, the student will be dis-enrolled.

For newly enrolled student in brick and mortar schools, if a student is not in attendance on the first day of planned attendance, they will be dis-enrolled immediately unless other arrangements have been made.



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For newly enrolled students in the online school, if a student does not complete the Student Orientation within 5 school days, they will be dis-enrolled immediately unless other arrangements have been made.

The ONLY absences that WILL NOT be used in calculating the attendance record are:

1. Those that occur due to school-sponsored activities.
2. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Principal;
3. Subpoenas to appear in court or court-ordered placements for special services; and Documentation for absences for any of these reasons may be required by the principal.

Brick and mortar students who miss a class or an entire school day without the consent and knowledge of their parent/guardian will receive consequences up to and including detention, Saturday school, suspension, expulsion, or loss of other school privileges. This includes departure from school without permission of a school official.

Truancy

Attendance at school is more than a legal obligation. It is a privilege. Every child of compulsory school age must be in attendance unless otherwise exempted as provided in Idaho Code §§ 33-204, 205 or as determined by school authorities.

A student is a habitual truant if he or she does not meet the ninety-five percent (95%) attendance requirements of this policy except as the result of extraordinary circumstances determined by the Principal.

A student who has been expelled for attendance violations may petition the Board for reinstatement if a seat is available. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance as determined Executive Director or designee. The decision of the Executive Director or designee may be appealed to the board by the parent.

Habitual Truancy

A student is a habitual truant if he or she does not meet the ninety-five percent (95%) attendance requirements of this policy except as the result of extraordinary circumstances determined by the principal.

Pursuant to Idaho Code Section 33-205, the Board may expel a student because he or she is a habitual truant, as defined in this policy. The student will be allowed to continue to attend classes pending the Board's determination in this matter.

DISENROLLMENT

The Board may dis-enroll a student who is determined to be a habitual truant pursuant to the following process:

1. The building administrator will submit a written notice of recommendation for a finding of habitual truancy to the Executive Director or his/her designee.
2. The student will be allowed to continue to attend classes pending the Board's determination in this matter.
3. A copy of the notice of recommendation, and notice of the opportunity for an informal hearing before the Board, will be provided to the student s parent/guardian.
4. The parent/guardian will have an opportunity to appear before the Board for an informal hearing. The parent/guardian will be given an opportunity to present written or oral information as to why the student should not be dis-enrolled for habitual truancy. The parent/guardian does not have the right to be represented by an



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attorney, present evidence, or cross-examine witnesses.

5. The Board will determine whether the student is a habitual truant and should be disenrolled and issue a written decision within ten (10) days. The Board's decision is final. If the Board determines that the student should be disenrolled, the notice will specify that the student will be disenrolled from school effective the date of the Board's determination.
6. The parent/guardian may re-enroll the student at any time and forms for re-enrolling the student will accompany the notice sent to the parent/guardian.

NOTICE TO PROSECUTING ATTORNEY

Any child between the ages of seven (7) and sixteen (16) whose parent/guardian fails, neglects, or refuses to place the child in school or have the child instructed will be considered habitually truant. Additionally, those students who do not conform to the attendance policies established by the Board of this School will be considered habitually truant.

If the Board or its designee determines that a student is a habitual truant, whether or not the student is expelled or disenrolled, the Board or its designee will notify, in writing, the prosecuting attorney in the student's county of residence pursuant to Idaho Code Section 33-207.

95% Attendance Appeal Process

If a student has lost credit or been denied grade or course promotion due to excessive absences and the parent/guardian feels there is an extenuating circumstance, he or she may file a written request for review by the principal. Such requests must be made within five (5) days of receiving notice of the denial. The principal will review the records and the circumstances and determine whether or not the student will receive credit or be promoted.

The decision of the principal may be appealed to the Executive Director. This appeal must be submitted to the Executive Director within ten (10) days after the principal submits its decision. The School Administrative Director will render a decision on the appeal within ten (10) days after receiving the appeal.

The decision of the Executive Director may be appealed to the Board for a final decision. The appeal must be filed with the Executive Director or designee within ten (10) days after the Executive Director notifies the parent/guardian of his or her decision. The Board will address the appeal in executive session. The parent/guardian will have an opportunity to appear before the Board for an informal hearing. The parent/guardian will be given an opportunity to present written or oral information as to why the student should not be denied credit or promotion. The parent/guardian does not have the right to be represented by an attorney, present evidence, or cross-examine witnesses. Upon reviewing the decision of the principal and Executive Director, and the basis for the appeal by the parent/guardian, the Board will uphold or overturn the Executive Director's decision, issuing a written decision within ten (10) days. The Board's decision will be final. In reviewing written documentation during the appeal hearing, the Board will consider the following:

1. Attendance for the preceding semester and/or year;
2. Grade(s) earned in the class(es) where credit was lost and other grades;
3. Make-up work completed and the student's attitude toward school- including class disruptions, participation, etc.; and
4. Extenuating circumstances. The Board decision and acceptance or rejection of extenuating circumstances is final. The student will be allowed to continue to attend classes pending the Board's determination in this matter.



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Legal Reference: Art. IX, § 9, Idaho Constitution Compulsory Attendance at School
I.C. § 33-202 School Attendance Compulsory
I.C. § 33-204 Exemption for Cause
I.C. § 33-205 Denial of School Attendance
I.C. § 33-207 Proceedings Against Parents or Guardians
I.C. § 33-5208 Public Charter School Financial Support
I.C. § 33-5210 Application of School Law Accountability Exemption from State Rules



Book	Policy Manual
Section	3000 Students
Title	Education Of Homeless Children
Code	3060
Status	Active
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White Pine Charter Schools

STUDENTS 3060

Education of Homeless Children

It is the policy of the Charter School to ensure that:

1. Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education, including a public preschool education, as provided to other students;
2. Homelessness does not in any way separate homeless students from the mainstream school environment; and
3. Homeless children and youths have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state academic standards to which all students are held.

The Charter School enrolls children who are homeless regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. Homeless children shall be granted the same rights and opportunities as other students to enroll and/or submit an Enrollment Application. Any such Enrollment Application shall not be denied based on lack of records or information. If the Enrollment Application window occurs during any period of homelessness, the School will waive the Enrollment Application deadline and place the student's name in the lottery, and the student shall be granted the same priority as students who reside within the applicable attendance area, unless they otherwise qualify for a higher priority. If the student seeks enrollment after the lottery has occurred, the student shall be placed on the waiting list. All schools and employees of the Charter School shall work to ensure that children and youth who are homeless are free from discrimination, segregation, and harassment. The School will also strive to prevent stigma against students who are homeless.

Definitions

For the purposes of this Policy, the following definitions shall apply. The terms enroll and enrollment includes attending classes and participating fully in all school activities. The terms homeless, homeless individual, and homeless person include:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Migratory children who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses 1 through 3 above; and
5. An unaccompanied student and homeless families with children and youth are also defined as homeless if



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they:

- A. Have experienced a long term period without living independently in permanent housing;
- B. Have experienced persistent instability as measured by frequent moves over such period, and
- C. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

Children and youth in transition is defined as children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence.

Unaccompanied youth is defined as a youth not in the physical custody of a parent/guardian who is in transition as defined above.

The term *school of origin* is defined as the school the student attended when permanently housed, or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the student's school of origin; the school of origin shall progress to the designated receiving school at the next grade level for all of its feeder schools the same as for all students attending one school and progressing to another school to the extent applicable to the Charter School.

In General

The Charter School shall ensure the following is provided according to the homeless student's best interest:

1. That the homeless student's education continues in the school of origin for the duration of homelessness:
 - A. In any case in which a family becomes homeless between academic years or during an academic year; and
 - B. For the remainder of the academic year, if the student becomes permanently housed during an academic year; or
2. That the homeless student is eligible to enroll in the same schools as non-homeless students who live in the same attendance area where the homeless student is actually living.

Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

When addressing school placement, the student may attend a school different than the school of attendance from before the student became homeless or the school last attended by the student, if such is the choice of the student's parent and such is feasible.

When addressing school placement, the Charter School's representative shall work with the family to address the student's transportation needs.

School Stability

In determining the best interest of the homeless student the Charter School shall:



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1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent/guardian, or (in the case of an unaccompanied youth) the student;
2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent/guardian or (in the case of an unaccompanied youth) the student;
3. If, after conducting the best interest determination based on consideration of the above presumptions, the Executive Director or his or her designee determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian, or (in the case of an unaccompanied student) the student, provide the student's parent/guardian or the unaccompanied student with a written explanation of the reasons for his or her determination, which will be provided in a manner and form understandable to such parent/guardian or unaccompanied student, including information regarding the right to appeal under Enrollment Disputes, below; and
4. In the case of an unaccompanied student, ensure that the School's representative designated under Charter School Liaison, below, assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied student, and provides notice to such student of the right to appeal under Disputes, below.

Immediate Enrollment:

1. **Below Capacity:** If the Charter School is below the class size limits set forth in the Charter and the enrollment window is open, the School, in accordance with this policy, shall immediately enroll the homeless student, even if the student:
 - A. Is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation;
 - B. Has outstanding fees or fines, including fees associated with extracurricular activities.
2. **At Capacity:** If the Charter School has met the class size limits established in the Charter, the School is not required to immediately enroll a homeless student. A homeless student who seeks enrollment after the lottery has occurred for the ensuing school year shall be placed on the waiting list.
3. **Relevant Academic Records:** The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.
4. **Relevant Health Records:** If the student needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent/guardian of the student, or (in the case of an unaccompanied student) the student, to the School's liaison designated under Charter School Liaison, below, who shall assist in obtaining all necessary immunizations and/or screenings, or other required health records, in accordance with Records, below.

Records

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless student shall be maintained:

1. So that the records involved are available, in a timely fashion, when the student enters a new school or



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school district; and

2. In a manner consistent with FERPA, applicable Idaho law, and Charter School policy.

Disputes

If a dispute arises over eligibility, school selection or enrollment, or any other issue addressed in this policy:

1. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals, unless the Charter School has met its class size limits established by the Charter. The student shall receive educational services for which the student is eligible, such as attending classes and full participation in all school activities;
2. The parent/guardian of the student or (in the case of an unaccompanied student) the student shall be provided with a written explanation identifying the basis for any decisions related to school selection or enrollment made by the Charter School, or other entity, including the rights of the parent/guardian or unaccompanied student to appeal such decisions;
3. The parent, guardian, or unaccompanied student shall be referred to the local educational agency liaison designated under Charter School Liaison below, and upon being informed of the dispute, the liaison shall, within 10 days, initiate an appeal with the Charter School and, if unsuccessful, to the state coordinator of the dispute regarding the educational placement of the homeless student; and
4. In the case of an unaccompanied student, the liaison shall ensure that the student is immediately enrolled in the school in which the student seeks enrollment pending resolution of the student's dispute except when established class size limits have been met and/or lottery situations prevent immediate enrollment.
5. If an agreement cannot be reached between the parties regarding the educational placement or enrollment status of the student, then the Charter School shall seek further assistance from the State Coordinator of Homeless Education to review and determine within ten business days how the student's best interests will be served. The decision of the State Department of Education shall constitute final resolution.

Privacy

Information about a homeless student's living situation shall be treated as a student education record, and shall not be deemed to be disclosable directory information under the Family Education Records Privacy Act (FERPA).

Contact Information

Nothing in this policy shall prohibit the Charter School and/or the enrolling school from requiring the parent or guardian of a homeless student to submit contact information.

Comparable Services

Each homeless student in the Charter School shall be provided services comparable to those services provided to other students in the school attended by the homeless student, including but not limited to the following:

1. Transportation services;
2. Educational services for which the student meets eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965, or similar State or Charter School sponsored programs, educational programs for children with disabilities, and educational programs for English Learners;
3. Programs for gifted and talented students; and
4. School nutrition programs. Upon enrollment, the student's name shall immediately be submitted to the



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Charter School's Nutrition Services Department as eligible for free meals, which eligibility commences at the time of enrollment.

Charter School Liaison

For purposes of this policy, the Executive Director shall designate a Charter School employee to serve as its liaison to serve homeless students in accordance with the following provisions. The liaison for homeless students designated by the Executive Director shall ensure that:

1. All homeless students in and out of school are identified by school personnel through outreach and coordination activities with other entities and agencies;
2. The Charter School tracks academic and enrollment data on homeless students;
3. All homeless students are enrolled in, and have a full and equal opportunity to succeed the same as non-homeless students of the Charter School;
4. Homeless families and homeless students have access to and receive educational services for which such families and students are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the Charter School;
5. All homeless families and homeless students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
6. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
7. All unaccompanied students and youth who receive any credits for classes attended shall be informed by the Liaison of their status as an independent student for purposes of the student's Free Application for Federal Student Aid (FAFSA). The Liaison shall also provide the required verification of the student's status in connection with his or her application for Federal Student Aid.
8. Eligibility, school selection or enrollment disputes are mediated in accordance with Disputes, above;
9. The parent or guardian of a homeless student, and any unaccompanied student, is fully informed of all transportation services, including transportation to the student's school of origin, and is assisted in accessing transportation to the student's assigned school;
10. School personnel receive professional development and other support; and
11. Unaccompanied homeless students:
 - A. Are enrolled in school;
 - B. Have opportunities to meet the same challenging state academic standards the State establishes for other students; and
 - C. Are informed of their status as independent students under 20 USC § 1087vv(d), and that such students may obtain assistance from the Charter School Liaison to obtain verification of such status for purposes of the Free Application for Federal Student Aid.

Local and State Coordination



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The Charter School's liaison(s) for homeless students shall, as a part of their duties, coordinate and collaborate with the Idaho State Office of the Coordinator for Education of Homeless Children and Youths, as well as with community and school personnel who are responsible for the provision of education and related services to homeless students. These shall include public and private agencies, the transportation department, the State Coordinator for the Education of Homeless Children and Youth, and others. Such coordination shall include collecting and providing to the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of 42 USC § 11432(f)(1) and (3).

Homeless Status

The Charter School's Liaison who receives training provided by the Idaho State Office of the Coordinator for Education of Homeless Children and Youths may authorize a homeless student who is eligible for and participating in a program provided by the Charter School, or the immediate family of such student, who otherwise meets the eligibility requirements Federal Housing Assistance (see 42 USC §§ 11360 et. seq.), to do so without approval or other agency action by or on behalf of the Department of Housing and Urban Development.

Title 1, Part A

Any student who is homeless and attends the Charter School is eligible for Title 1, Part A services. The School shall set aside funding to provide homeless students who attend the Charter School.

Cross Reference: 3210 Uniform Grievance Procedure
4160 Parents Right-to-Know Notices

Legal Reference: 42 U.S.C. § 11301, et seq. McKinney-Vento Homeless Assistance Act
20 U.S.C. § 6311, et seq. Title 1, Part A, of the Elementary and Secondary Education Act, as amended by ESSA of 2015
20 U.S.C. § 1400 Individuals with Disabilities Education Improvement Act of
2006 42 U.S.C. § 1758 Child Nutrition and WIC Act of 2004
42 U.S.C. § 9801-642A Improving Head Start for School Readiness Act of 2007



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Section 3000 Students
Title Students Of Legal Age
Code 3070
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3070

Students of Legal Age

Every student 18 years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the Charter School, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and State law.

Admission to School: The residence of an adult student who is not residing with a parent/guardian will be considered the residence for school purposes.

Field Trips/Athletic Programs: Approved forms for participation will be required of all students. The form should indicate whether the signature is that of the parent or the adult student. Sponsors or coaches will be required to confirm the ages of those students signing their own forms.

Absence-Lateness-Truancy: Absence notes, normally signed by parents/guardians, may be signed by adult students. Excessive absences will result in consequences according to Policy 3050 and will be reported on the report card.

Suspension/Expulsion: All suspension and/or expulsion proceedings will conform to the requirements of State statutes. Notification of all such proceedings will be sent to parents/guardians. Adult students, however, are permitted to represent themselves, if they so choose.

Withdrawal from School: Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance. Parents will be notified of impending dropouts by the school.

Permission to Inspect Student Records: Adult students may request permission to inspect their school records if they are eligible students according to FERPA.

Report Cards: Unless directed otherwise, progress reports will be sent to the parent or legal guardian.

Excuses from School: The school will verify requests from students who wish to leave school early for reasons such as college visits with the organization being visited. Permission to leave school early may be denied for what is considered a non-valid reason.

Financial Responsibility: Students of legal age can be held financially responsible for damage to school property.



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Section 3000 Students

Title Foreign Exchange Students
Code 3090
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3090A1

Foreign Exchange Students

It is the policy of the Board to recognize the benefits from non-immigrant students. The Board does not, however, sponsor student foreign exchange programs. The Charter School does not provide any financial contribution to the student. The Board assumes no responsibility or control over items such as travel, living accommodations, funding, insurance, etc., which remain the responsibility of the sponsor and/or student.

J-1 visa holders (students sponsored by an approved foreign exchange organization) are eligible to attend the Charter School, subject to all applicable School enrollment and admission policies, Idaho law and the Charter. Any sponsoring organization must have a local representative, be a nonprofit organization, and be approved by the Council on Standards for International Education Travel. F-1 visa holders (individual foreign students sponsored by relatives or friends) may not attend the School.

The number of foreign exchange students attending the School at one time shall not exceed 10% of the total high school enrollment. The Board reserves the right to withdraw approval and regulate the number of students participating.

Legal Reference: 20 U.S.C. 221, et seq. Instructions of Citizens from American Republics; Government Maintained Professional Educational Institutions



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Section 3000 Students

Title Student Rights And Responsibilities
Code 3200
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3200

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate Charter School policies or rules will be subject to disciplinary measures.

These rights and responsibilities may be described at greater length in student handbooks. All student handbooks are approved policy of the Board. Students who violate the provisions of the student handbook will be disciplined in accordance with the School policies.

Cross Reference: 3370 Searches and Seizure
3330 Student Discipline

Legal Reference: I.C. § 33-205 Denial of School Attendance
I.C. § 33-512 Governance of Schools
Tinker v. Des Moines Ind. Sch. Dist., 89 S.Ct. 733 (1969).



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Section 3000 Students

Title Student Use Of Buildings Equal Access
Code 3220
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3220

Student Use of Buildings: Equal Access

Non-curriculum related secondary school student organizations may conduct meetings on school premises without intervention on the basis of the religious, political, philosophical, or other content of the meeting.

The following criteria must be met:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting by the School, the government, or its agents or employees;
3. The meeting must occur during non-instructional time on regular school days;
4. Employees or agents of the School or government are present only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the School; and
6. Non-School persons may not direct, conduct, control, or regularly attend activities.

Although the School assumes no sponsorship of these kinds of meetings, all meetings held on School premises must be scheduled and approved by the principal. Such use of the building shall be scheduled at a time when an employee is present in the building.

This policy pertains to student meetings. The Charter School has the authority, through its agents or employees, to maintain order and discipline on School premises and to protect the well-being of students and faculty.

Legal Reference: 20 U.S.C. 4071 Equal Access Act
Board of Education v. Mergens, 110 S.Ct. 2356 (1990).



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Section 3000 Students

Title Student Clubs Equal Access
Code 3225
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3225

Student Clubs: Equal Access

The Board of Directors regards student clubs and organizations as an important part of the education and development of students.

Definitions

As used in this policy:

1. *School* shall mean the White Pine Charter School;
2. *Club* shall mean a sponsored club or a non-sponsored or non-curriculum group of students of the school who wish to organize and meet to form common goals, objectives, or purposes, but do not include school activities;
3. *Sponsored Club* shall mean a club which is directly under the sponsorship, direction, and control of the School;
4. *Non-sponsored or non-curriculum club* shall mean a student-initiated club which is not under the sponsorship, direction, or control of the School or any student-initiated club that does not directly relate to the body of courses offered by the School;
5. *Non-participating capacity* shall mean a person may not promote, lead, or participate in any meeting.

The School shall provide equal access and a fair opportunity for clubs to organize and to meet on school premises during the times established for such meetings.

Sponsored clubs shall be sponsored by a member of the faculty, staff, or administration of the School. The Charter School shall not sponsor clubs which advocate particular religious or political beliefs or ideas. Any such clubs shall be non-sponsored or non-curriculum, and must engage a School employee to monitor their activities while on the premises. The School shall not be identified or associated with the goals, objectives, activities, beliefs, or opinions of any non-sponsored or non-curriculum clubs or its members. Any club whose activities are deemed by the principal or Executive Director to be disruptive of the everyday operations of the School will not be allowed to initiate meetings, nor continue to meet on school premises.

Equal Access Regulations

The following general guidelines will be observed in approving, establishing, and operating student clubs at White Pine Charter School.



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1. Each proposed club must complete and submit a request form to the principal or designee stating the name, specific purpose of the club, the membership requirements, the activities of the club, and meeting dates and times. The Executive Director or designee, shall respond to the request, accept or reject the application, and designate the club as either a sponsored club or non-sponsored or non-curriculum club.
2. Student participation in club activities and attendance at club meetings shall be voluntary and shall be limited to those students who are currently enrolled in the School. All student groups meeting on School premises are required to open membership to all interested and/or eligible students. The time and place of all club meetings shall be subject to available space, conflicting activities and programs, and the availability of the faculty sponsor or monitor. Students shall be responsible for ensuring the presence of a faculty sponsor or monitor prior to every meeting.
3. No hazing of students shall be permitted.
4. The Executive Director or designee may deny the opportunity of any club to meet on school premises, and may deny permission of any non-school person to meet with or speak to a club on school premises, when there exists a substantial likelihood of material and substantial interference with the orderly conduct of educational activities within the school, or if the meeting or activities in the meeting are, or will be, in violation of any law or ordinance.
5. The Executive Director or designee may temporarily or permanently terminate the opportunity of any club to meet on school premises in the future if the club has materially or substantially interfered with the orderly conduct of educational activities within the school, if the activities of the club have violated any law or ordinance, or if the club has violated any provision of this policy.

For sponsored clubs, the following guidelines will apply:

1. Each sponsored club will have an adult volunteer or staff member appointed as sponsor. The sponsorship shall be approved by the principal or designee;
2. All activities of the club must have prior approval of the sponsor;
3. Club funds shall be subject to deposit, audit, and disbursement in accordance with the regulations of the school; and
4. The content and placement of club posters or advertisements shall be approved by the club sponsor and principal.

For non-sponsored or non-curriculum clubs, the following guidelines will apply:

1. The formation of non-sponsored or non-curriculum clubs shall be student-initiated.
2. Non-School persons may not direct, conduct, control, or regularly attend activities;
3. Recognition by the White Pine Charter School of a non-sponsored or non-curriculum club is not an endorsement of the aims, policies, or opinions of the student organization or its members;
4. The School's name will not be identified with the aims, policies, or opinions of the student organization or its members;
5. Notices of meetings of non-curricular student organizations may be posted only in a location designated for use by all nonschool-sponsored organizations. No announcements shall be made over the public address



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system or in any School-sponsored publications;

6. No funds will be expended by the School for any such meeting beyond the incidental cost associated with providing a meeting place;
7. Every club must have a School employee volunteer as a monitor to the club. The monitor shall be responsible for monitoring the meetings to assure that attendance at the meetings is voluntary, to assure that the meetings do not materially and substantially interfere with the orderly conduct of educational activities within the School, and to assure that order and discipline are maintained. Monitors shall attend the meetings of non-sponsored or non-curriculum clubs that are political or religious in nature in a non-participatory capacity;
8. No School employee shall be compelled to be a monitor of a non-sponsored or non-curriculum club;
9. Club posters or flyers need to have a disclaimer explaining that the club and its activities are not sponsored or endorsed by the school in any way, and poster content and placement shall be approved by the principal; and
10. The White Pine Charter School shall not be identified or associated in any way with the goals, objectives, activities, or opinions of any non-sponsored or non-curriculum clubs to raise money.

Legal Reference: 20 U.S.C. §§ 4071-4074 Equal Access Act



Book	Policy Manual
Section	3000 Students
Title	Student Government
Code	3230
Status	Active
Adopted	05/04/2021

White Pine Charter Schools

STUDENTS 3230

Student Government

The Board encourages the function of student councils in the Charter Schools. Student councils shall assist in improving the general welfare of all students and give students the opportunity to participate in the orderly workings of the democratic process.

Student councils shall not have authority to make policies or procedures for the School. However, they may make recommendations to the administration on any topic of student concern.

Eligibility rules for candidates and rules for conducting campaigns and elections should be published, announced, and uniformly enforced.

Legal Reference: I.C. § 33-506(1) Organization and Government of Board of Board Members



Book	Policy Manual
Section	3000 Students
Title	Student Publications
Code	3240
Status	Active
Adopted	05/04/2021

White Pine Charter Schools

STUDENTS 3240

Student Publications

Journalistic experience in a school setting should be calculated to develop the background of skills and understanding which will equip a student for the responsibilities of the free press in our society. Students must recognize, however, that a school-sponsored newspaper is unique and different from other newspapers in at least four ways.

1. It is an instructive tool in addition to a means of student self-expression;
2. It is read not just by the intended audience of fellow students, but by parents and many citizens outside the school;
3. It is partially supported by tax funds; and
4. It is an influence on the public relations of the entire Charter School since its content is read by many not simply as expressions of individual students, but as expressions representative of the entire student body and approved by the administration.

The concept of freedom of the press under the First Amendment has application with regard to school-sponsored publications. However, the United States Supreme Court has established that school officials may exercise editorial control over the style and content of school-sponsored newspapers without violating the First Amendment. All School-sponsored publications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the School, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The School recognizes that there are valid and necessary reasons to exercise such prepublication editorial control and to impose reasonable restrictions on student speech in School-sponsored publications. Thus, the following guidelines apply to all School-sponsored student publications.

1. School-sponsored publications are those publications, including, but not limited to, school newspapers, yearbooks, and athletic programs, which may fairly be characterized as part of the Charter School's curriculum, whether or not they occur in a traditional classroom setting. Generally they include student publications which are supervised by a faculty member and are designed to impart particular knowledge or skills to student participants and audiences. However, they also may include publications which students, parents, and members of the public reasonably perceive to be sponsored or approved by the School. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media; The School will not restrict student freedom of expression when such expression is within the rules of responsible journalism and is consistent with the four factors outlined below. The principal of the School shall meet with the publication advisor, student editors, and student writers to establish guidelines for achieving a maximum of student freedom of expression subject to the limitations set forth in this policy.
2. All publications must be reviewed and approved by the building principal prior to distribution. The building principal shall have the authority to determine the appropriateness of any particular item for publication. In



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exercising such authority, material will not be considered suitable for publication that is:

- A. Ungrammatical;
- B. Inadequately researched;
- C. Obscene;
- D. Defamatory;
- E. Advocates prejudice based on race, religion, sexual orientation, or gender identity or expression;
- F. Invades the privacy rights of others;
- G. Is unsuitable for the audiences for which the publication is intended;
- H. Contributes to the disruption or interruption of the educational process or the operation of the school; or
- I. Otherwise is contrary to School policy or applicable federal or State law.

The principal may also exclude material that may serve to associate the School with any position other than neutrality on matters of political controversy.

3. The principal shall have the authority to determine whether advertising will be accepted for inclusion in School- sponsored student publications. The Charter School has an important interest in avoiding the impression that it has endorsed a viewpoint at variance with its educational mission. Consequently, if advertising is accepted, the principal shall have authority to exclude certain categories of advertising. For example, drug, drug paraphernalia, alcoholic beverage advertisements, or any other advertisements that may be viewed as encouraging action that might endanger the health and welfare of students may be excluded. Similarly, advertisements may be excluded if they are:

- A. Factually inaccurate;
- B. Defamatory;
- C. Obscene;
- D. Advocate prejudice based on race, religion, sexual orientation, or gender identity or expression;
- E. Contain either explicit or implicit sexual content or overtones; or a
- F. Are of poor production quality.

The principal may also exclude advertising that may serve to associate the Charter School with any position other than neutrality on matters of political controversy.

4. In the event that the building principal determines that material is not suitable for publication, students may appeal such decision to the Executive Director or his or her designee. The decision of the Executive Director or his or her designee will be final.

5. Copies of each issue of the student publication shall be sent to the Executive Director.

Legal Reference: Hazelwood School School District v. Kuhlmeier, 484 U.S. 260 (1988).



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Title Distribution And Posting Of Materials
Code 3250
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3250

Distribution and Posting of Materials

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the Charter School's policy to limit the distribution of materials to parent and student organizations sponsored by the School or other governmental agencies. Materials that provide information valued or needed by the School may also be distributed.

Students should not be used to distribute partisan materials or information pertaining to a school or general election, budget or bond issue, or negotiations. Students should not be exploited for the benefit of any individual, group, or profit-making organization.

No staff member may distribute any materials not affiliated with the school's programs on school property without prior approval of the Executive Director. All notices and notes sent home with students concerning School activities, programs, schedule changes, organizations, charges for equipment and materials, etc., shall be cleared with the building principal before being sent. All materials distributed will clearly indicate their source. Non-School-related materials will be plainly labeled, including a disclaimer that the activity is not a School-sponsored activity.

All organizations must have the approval of the Executive Director or designee before materials may be distributed. The Executive Director will use the guidelines listed above in the approval of the distribution of the materials.

In order to facilitate the distribution of materials which the school deems valued or needed, each school may do the following:

1. Maintain a centrally located bulletin board for the posting of bulletins;
2. Include announcements for student-related activities in newsletters, reader boards, or other venues. Announcement must advertise a youth-oriented activity, and must be of non-religious, non-political nature.

The school principal's discretion shall be used to ensure that disruptive, libelous, or obscene material is not utilized in any school distributed materials.

Cross Reference: 3430 Distribution of Fund Drive Literature Through Students
4240 Distribution of Fund Drive Literature Through Students



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Title Student Dress
Code 3255
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3255

Student Dress

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process.

It is the duty of the Board of Directors to provide an educational atmosphere conducive to learning; minimizing disruptions or distractions; and to protect the health, safety, and morals of students. As such, all students will adhere to the dress code identified in writing by school officials.

Interpretation and Implementation of Policy

If a conflict arises in the interpretation of the dress code provisions, the interpretation of the building principal shall be final. Principals, administrators, and teachers shall use reasonable discretion in enforcing dress code guidelines.

Enforcement

Teachers and administrators may deny class entrance to students whose dress is not within the provisions of the dress code until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents/guardians will be notified each time a student is asked to leave School because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

Temporary Exceptions

In order to allow appropriate attire for a particular educational or School activity, the building principal or his or her designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled School event required a group of students to dress unusually on a particular day.

Accommodations

The School will seek to accommodate cultural, religious, and ethnic differences in dress and grooming, provided such dress or grooming does not materially or substantially disrupt the educational process of the School or create a health or safety hazard for students, staff, or others.

Legal Reference: I.C. 33-506 Organization and Government of Board of Board Members
I.C. 33-512(6) Governance of Schools



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Title Student Owned Electronic Communications Devices - Ban
Code 3265
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3265

Student Owned Electronic Communications Devices

Students shall not use personally owned electronic communication devices (including phones or other electronics) during school hours unless as specifically authorized by a school administrator or teacher.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on any student assessment, project, or assignment shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students who violate the provisions of these rules are subject to disciplinary action under the Student Code of Conduct, including confiscation of the device pending parent(s)/guardian(s) conference, detention, suspension, or expulsion. Where appropriate, police authorities may be contacted.

The ban on electronic communication devices contained in this policy does not apply to special education or Section 504 students or students with an Individualized Education Plan when any of these or other such similar plans provide for the use or possession on school grounds of any electronic communication device.



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Section 3000 Students

Title Internet Content Access
Code 3270
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3270

Charter School Provided Access to Electronic Information, Services, and Networks

Internet access and interconnected computer systems are available to the Charter School's students and faculty. Electronic networks, including the internet, are a part of the School's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the School to be able to continue to make its computer network and internet access available, all users, including students, must take responsibility for appropriate and lawful use of this access. Students utilizing School-provided internet access are responsible for good behavior online. The same general rules for behavior apply to students' use of School-provided computer systems. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access and students must be held responsible and accountable for their own conduct.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the Charter School shall provide an appropriate planned instructional component for internet safety which shall be integrated into the School's regular instructional program. In compliance with the Children's Internet Protection Act this instruction will include information on the safe use of social networking sites and instant messaging, the characteristics of cyber-bullying, and recommended responses.

The use of the School's electronic networks shall be consistent with the curriculum adopted by the School, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff may, consistent with the School's educational goals, use the internet throughout the curriculum.

The School's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Uses

The Charter School provides students with an electronic network to support education and research and for the conduct of School business. Student personal use of computers that is consistent with the School's educational mission may be permitted during class when authorized by a student's teacher or appropriate administrator. Personal use of School computers and networks outside of class is permissible, but must comply with School policy. Use is a privilege, not a right. Students have no expectation of privacy in any materials that are stored, transmitted, or received via the School's electronic network or School computers. The School reserves the right to access, monitor, inspect, copy, review, and



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store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.

Unacceptable Uses of Network.

The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:

1. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale, use, or purchase any substance the possession or use of which is prohibited by the Charter School's student discipline policy, local, State, or federal law; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate local, State, or federal law; information pertaining to the manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials;
2. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating; reading another person's communications; sharing another person's pictures, private information, or messages without their permission; or otherwise using his or her access to the network or the internet;
3. Uploading a worm, virus, other harmful form of programming or vandalism; participating in hacking activities or any form of unauthorized access to other computers, networks, or other information. Users will immediately notify the School's system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
4. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying defined as using a computer, computer system, or computer network to convey a message in any format, including audio or video, text, graphics, photographic, or any combination thereof that is intended to harm another individual.
5. Uses that jeopardize the security of student access and of the computer network or other networks on the internet; uses that waste Charter School resources including downloading very large files without permission from a teacher, unnecessary printing, and consuming excess file space on shared drives.
6. Uses that are commercial transactions, including commercial or private advertising. Students and other users may not sell or buy anything over the internet. Students and others should not give personal information to others, including credit card numbers and social security numbers.
7. The promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations, ballot issues, or proselytizing in a way that presents such opinions as the view of the Charter School.
8. Sending, receiving, viewing, or downloading obscene materials, materials harmful to minors, or materials that depict the sexual exploitation of minors.
9. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications; sharing one's password with others or allowing them to use one's account.



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10. Downloading, installing, or copying software or other files without authorization of the Executive Director or the Executive Director's designee.
11. Posting or sending messages anonymously or using a name other than one's own.
12. Attempting to bypass internal or external security systems or controls using School equipment. Students and staff may only access the internet using the School network.
13. Plagiarism of material accessed online. Teachers will instruct students in appropriate research and citation practices.
14. Using the network while access privileges are revoked.

Internet -Safety

Each Charter School computer with internet access shall have a filtering device that blocks access 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 Executive Director or designee.

The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate and/or harmful to minors. The Executive Director or designee shall enforce the use of such filtering devices.

The term *harmful to minors* is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
 3. And, taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- The term *harmful to minors* is also defined in Section 18-1514(6), Idaho Code, which provides:

1. The quality of any material or of any performance of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:
 - A. Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
 - B. Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:
 - I. Intimate sexual acts, normal or perverted, actual or simulated; or
 - II. Masturbation, excretory functions, or lewd exhibits of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political, or scientific value for minors, according to prevailing standards in the adult community, with respect to what is suitable for minors.



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2. The quality of any material or of any performance, or of any description or representation, in whatever form, which, as a whole, has the dominant effect of substantially arousing sexual desires in persons under the age of 18 years.

Internet Filtering

Filtering is only one of a number of techniques used to manage students access to the internet and encourage acceptable usage. It is not viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Anything that falls under at least one of the categories below shall be blocked and filtered. This list will be updated/modified as required.

1. Nudity/pornography: Prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites;
2. Sexuality: Sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads;
3. Violence: Sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime- scene images;
4. Crime: Information on performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy);
5. Drug Use: Sites which promote the use of illegal drugs, material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug. Exception: material with valid-educational use;
6. Tastelessness: Images or descriptions of excretory acts (e.g., vomiting, urinating), graphic medical images outside of a medical context;
7. Language/Profanity: Passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor;
8. Discrimination/Intolerance: Material advocating discrimination (e.g., racial or religious intolerance); sites which promote intolerance, hate, or discrimination;
9. Interactive Mail or Chat: Sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas;
10. Inappropriate Banners: Advertisements containing inappropriate images or words;
11. Gambling: Sites which allow or promote online gambling;
12. Weapons: Sites which promote illegal weapons, sites which promote the use of illegal weapons;
13. Self-Harm: Sites containing content on self harm including cutting, and sites that encourage anorexia, bulimia, etc.; and
14. Judgment Calls: Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material).

Filtering should also be used in conjunction with:

1. Educating students to be Net-smart;
2. Using recognized internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;



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3. Using Acceptable Use Agreements;
4. Using behavior management practices for which internet access privileges can be earned or lost; and
5. Appropriate supervision, either in person and/or electronically.

The system administrator and/or Internet Safety Coordinator and/or building principal shall monitor student internet access.

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the Technology Director. It shall be the responsibility of the Technology Director to bring to the Executive Director or designee any

suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18, Idaho Code.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent/guardian and the student or, if the student is 18 or over, the permission of the student. Students should be aware that conduct on the Charter School's computer or using the School's server may be subject to public disclosure depending upon the nature of the communication. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and social security numbers. Staff members may approve exceptions in the case of applications for college or employment.

Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media websites and are responsible for complying with School policy. Students may not disrupt the learning atmosphere, educational programs, School activities, or the rights of others.

All requirements of this policy apply to use of social media through the School network or equipment or as part of a class assignment.

Internet Access Conduct Agreements

Each student and his or her parent(s)/legal guardian(s) will be required to sign and return to the School at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the School's computer system and/or internet service.

Warranties/Indemnification

The Charter School makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The School is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. The School will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the School and shall indemnify and hold the School, its Board Members, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the School in the event the School initiates an investigation of a user's use of his or her access to its computer network and the internet.



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Violations

If any user violates this policy, the student's access to the Charter School's internet system and computers will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action. The building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his or her decision being final. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other School discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

Internet Safety Coordinator

The Technology Director will serve as Internet Safety Coordinator with responsibility and authority for ensuring compliance with the requirements of federal law, State law, and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate Charter School personnel regarding the internet safety component of the School's curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy or refer them to other appropriate personnel depending on the nature of the complaint.

The Internet Safety Coordinator shall maintain documentation evidencing that instruction by School personnel on internet safety is occurring School-wide.

Public Notification

The Internet Safety Coordinator shall inform the public via the main Charter School web page of the School's procedures regarding enforcement of this policy and make them available for review at the School office.

Submission to State Department of Education

This policy shall be filed with the State Executive Director of Public Instruction every five years after initial submission and subsequent to any edit to this policy thereafter.

Cross Reference:	2326	Digital Citizenship and Safety Education
	3330	Student Discipline
Legal Reference:	I.C. § 33-132	Local School Boards Internet Use Policy Required
	I.C. § 18-1514(6)	Obscene Materials Definitions
	20 U.S.C. § 9134(f)	Children's Internet Protection Act
	20 U.S.C. § 7131	Internet Safety



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Title Charter School Provided Mobile Computing Devices -Take Home
Code 3275
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3275

Charter School Provided Mobile Computing Devices

The White Pine 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 School-issued mobile computing devices on and off 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 Technology Use Agreement. Each form must be signed by the student and by their parent or guardian if they are less than 18 years of age.

7th through 12th grade students may be permitted to take the school-issued device home. However, this is a privilege and not a right, and can be revoked at the discretion of the principal. Parents/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 School's device, network, and software may be subject to a public records request depending upon the content of the document or communication, including email. All internet activity on school- issued devices are monitored by school personnel regardless of use at home and at school.

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.

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. Stickers, drawings, or permanent markers may not be used on the device;
4. Do not vandalize the devices or any other School property;



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5. Devices must never be left in any unsupervised area.
6. Students are responsible for keeping their device s battery charged for School each day;
7. Do not place anything near the device that could put pressure on the screen;
8. Clean the screen with an anti-static cloth or any other soft, dry cloth;
9. Devices should not be stored in a student's vehicle, or anyplace else subject to extreme temperatures;
10. Any other instruction provided by the school for the care and maintenance of the device

Use at School

1. Devices are intended for use at the 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 to school each day in a fully charged condition. Power cords must stay with the device at all times. Repeat failures to comply with these requirements will result in disciplinary action.
2. If students leave their device at home, they may contact their parent/guardian to bring it to the School. Students without a device will use a computer in the classroom or a device from the lending pool depending upon availability and at the administrator's discretion. Repeated need to borrow a device at school may result in consequences, depending on the circumstances.
3. Sound must be muted or headsets must be used at all times unless the teacher directs _____ otherwise. Personalizing Mobile Computing Devices

1. While at no time does the device become the personal property of students or staff; students may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.
2. 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. At any time, the school may restrict content on student computers.
3. 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 School staff at any time, for any reason, including randomly selected device reviews. No content placed on 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 Executive Director will set a procedure for where students and teachers should save important documents.

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.



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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 or School activities.

Students wishing to load 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 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 School staff to ensure appropriate use. The 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 and the Acceptable Use of Electronic Networks Policy. 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.



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When students are not using their devices, the devices should be stored in their lockers. Students are encouraged to take their devices home every day after School.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the School grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Cross Reference: 3270F Internet Access Conduct Agreement

3270P Acceptable Use of Electronic Networks

3270P2 Device Acceptable Use Policy

Legal Reference: I.C. § 33-1627 Online Courses Mobile Computing Devices and Teacher Training Technology Task Force Final Task Force Recommendations Children's Internet Protection Act, P.L. 106-55420 U.S.C. § 6801, et seq. 47 U.S.C. § 254(h) and (I)



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Title Equal Education, Nondiscrimination, And Sex Equity
Code 3280
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3280

Equal Education, Nondiscrimination, and Sex Equity

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination should be directed to the Executive Director or designee. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

The Charter School will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff, or volunteers with disabilities. The Charter School considers this behavior to constitute discrimination on the basis of disability in violation of State and federal law.

Legal Reference: I.C. § 67-5909
20 U.S.C. § 1681, et seq.
29 U.S.C. § 794
42 U.S.C. § 6103
42 U.S.C. § 12134

Acts Prohibited
Title IX of the Educational Amendments
Non Discrimination Under Federal Grants and Programs Act
Age Discrimination Act
Americans with Disabilities Act



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Title Gender Identity And Sexual Orientation
Code 3281
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3281

Gender Identity and Sexual Orientation

The Board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of sexual orientation, gender identity, or gender expression. This policy is designed to create a safe learning environment for all students and to ensure that every student has equal access to all Charter School programs and activities. Failure of any School student or School employee to abide by the terms and provisions of this policy will subject such individual to disciplinary action.

Definitions

Sexual orientation shall mean an individual's physical or emotional attraction to the same and/or the opposite gender. "Gay," "lesbian," "bisexual" and "straight" are all examples of sexual orientations. A person's sexual orientation is distinct from a person's gender identity and expression.

Gender identity shall refer to a person's deeply-felt internal sense of their own gender.

Gender expression shall refer to how a person expresses their gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.

Transgender, an adjective, shall refer to a person whose gender identity or expression is different from that traditionally associated with the person's sex assigned at birth.

School Facilities

In the case of middle/junior high students and high school students, the principal or building administrator may request a meeting with a transgender student and, if the student grants permission, with their parent/guardian upon the student's enrollment in the School or in response to a currently enrolled student's change of gender expression or identity. The goal of the meeting is to develop understanding of that student needs, with respect to their gender identity.

In the case of elementary school students, it will generally be the parent/guardian that informs the School of an impending transition. However, if the School's staff believe that a gender identity or expression issue is presenting itself and creating difficulty for the child at school, it may be appropriate for the School's administrative staff and/or counselor to approach the student's parent/guardian about the issue. An individual teacher shall not approach a student parent/legal guardian to address such a student situation without first conferring with the School's administration about the subject and obtaining permission to enter into such a discussion. A meeting may be held at the request of the student's parent/guardian or at the request of the principal or building administrator. Together, the family and School can identify appropriate steps, if any, to support the student.



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After meeting with the student and/or their family, if the student or family requests one, a plan will be created for access to restrooms and/or locker rooms, etc. The plan must protect the privacy and morals of other students at the school, as well as accommodating the transgender student. The plan may include use of private restrooms or changing areas, if such is available.

School Activities

The Charter School will provide all students the opportunity to participate in any activities segregated by gender in a manner that is consistent with their gender identity consistently asserted at school. However, activities under the direction of the Idaho High School Activities Association (IHSAA) shall be subject to IHSAA rules and regulations.

School Trips

In the case of overnight trips sponsored by the school, a plan shall be developed to accommodate transgender students which protects privacy and morals of other students on the trip, as well as accommodating the transgender student. In no case will a transgender student be denied the right to participate in an overnight trip because of that student's transgender status or sexual orientation.

Student Records and Privacy

The Charter School's official records required by law shall utilize a student's legal name. In situations where State or federal law or administrative rules require School employees to use or report a student's legal name or gender, such legal name or gender shall be utilized. However, School staff shall use practices to avoid the inadvertent disclosure of a student's transgender status.

Information regarding a student's sexual orientation, gender identity, gender expression, legal name, or gender assigned at birth may constitute confidential information. Disclosure of such information shall be in accordance with Charter School policies pertaining to student privacy. The student's educational record shall not include mention of the student's sexual orientation.

Change of Official School Records

Charter School records required by law to include the student's legal name and/or gender will be changed by the School upon the student or former student's presentation of appropriate documentation to the School Office. Any current or former student may present to the Executive Director or designee responsible for student records a copy of a court order or birth certificate identifying a change of the student's legal name and/or gender. The student's records will be changed accordingly.

Confidentiality

School employees should not disclose a student's transgender status or sexual orientation to other individuals, regardless of setting, including to other School personnel or (in the case of middle School, junior high School, and high School students) the student's parents/guardians, unless they have a legitimate need to know or unless the student has authorized such disclosure. Action in violation of such student confidentiality may subject an employee to discipline, up to and including possible termination and, for certificated personnel, a report to the Professional Standards Commission.

When contacting the parent/guardian of a transgender student, School personnel should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student or parent/guardian has specified otherwise.



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Dress Codes

The Charter School dress code shall be gender-neutral in all situations, including attire during the traditional school day, School activities including dances and prom, and graduation. The School will allow students to dress in a manner that is consistent with their gender identity within the constraints of the dress codes and any other rules regarding student attire.

School Dances

The Charter School shall not impose different or unique practices or rules for same-sex couples who attend and/or participate in School activities, including dances. This includes such matters as prohibition of attendance of same-sex student couples, limitations of public displays of affection only applicable to same-sex couples, and discounted couples tickets.

Safe Environment

It is the responsibility of the Charter School to ensure all students, including LGBT students, have a safe School environment. Discrimination, harassment, bullying, or sexual harassment complaints involving LGBT students shall be handled in the same manner as other discrimination, harassment, bullying, and sexual harassment complaints.

- 2140 Student and Family Privacy Rights
- 3255 Student Dress
- 3280 Equal Education, Nondiscrimination, and Sex Equity
- 3290 Sexual Harassment/Intimidation of Students
- 3295 Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing
- 3575 Student Data Privacy and Security

Cross Reference:

Legal Reference: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
I.C. § 33-133(1)(j)(ii) Definitions Student Data Use and Limitations Penalties

Other Reference: Idaho High School Activities Association Rules & Regulations, Rule 11-3 Transgender Student Participation



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Title Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
Code 3295
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3295

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying

The Board of Directors is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the Charter School. This includes actions on School grounds, School property, School buses, at School bus stops, at School-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on School computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the School or impinge on the rights of other students at School.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for School personnel, and for the educational purpose underlying all School activities.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Executive Director or Board.

Students or third parties may also be referred to law enforcement officials.

Reporting

The Charter School shall annually report bullying incidents to, and in the manner and on the form provided by, the State Department of Education.

Cross Reference: 3330 Student Discipline
5265 Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying

Legal References: I.C. § 18-917 Hazing
I.C. § 18-917A Student Harassment Intimidation Bullying
I.C. § 33-205 Denial of School Attendance
I.C. § 33-512 Governance of Schools
I.C. § 33-1630 Requirements for Harassment, Intimidation, and Bullying Information
and Professional Development



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I.C. § 67-5909 Acts Prohibited

20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments

34 CFR Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities
Receiving Federal Financial Assistance

IDAPA 08.02.03.160 Safe Environment and Discipline



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Title Drug Free School Zone
Code 3300
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3300

Drug Free School Zone

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire Charter School community. As the educational institution of this community, the School should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For purposes of this policy, Drugs shall mean:

1. All dangerous controlled substances as so designated and prohibited by Idaho law;
2. All chemicals which release toxic vapors;
3. All alcoholic beverages;
4. Tobacco products;
5. Any prescription or patent drug, except those for which permission to use in School has been granted pursuant to Board policy;
6. Look-alikes;
7. Anabolic steroids;
8. Any other illegal substances so designated and prohibited by law.

In accordance with federal law, the Board hereby establishes a Drug-Free School Zone that extends 1000 feet from the boundary of any School property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on School property, within the Drug-Free School Zone, or at any School-related event. Furthermore, the Executive Director shall take the necessary steps to ensure that an individual 18 years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

Sanctions for violation of this or any other policy which addresses illegal drug and alcohol possession, use, or distribution may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment.

Cross Reference: 3330 Student Discipline.

Legal Reference: 20 U.S.C. 3170 et. seq. Drug-Free Schools and Communities Act of 1986,
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline



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Title Prohibition Of Tobacco Possession And Use
Code 3305
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3305

Prohibition of Tobacco Possession and Use

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the School environment.

The Board prohibits tobacco use and possession by students at any time in a School building or on any School property, buses (if applicable), vans, or vehicles that are owned, leased, or controlled by the Charter School. Tobacco use and possession by students is also prohibited at School-sponsored activities that are held off School property.

The School may initiate discipline according to the School's Student Discipline policy and/or prosecution of a student who possesses or uses tobacco in violation of this policy.

Definition

For the purposes of this policy, *tobacco use* shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Cross Reference: 3300 Drug Free School Zone
3330 Student Discipline

Legal Reference: I.C. § 39-5703 Possession, Distribution, or Use by a Minor IDAPA 08.02.03.160
Safe Environment and Discipline



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Title Gangs And Gang Activity
Code 3310
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3310

Gangs and Gang Activity

The Board is committed to ensuring a safe and orderly environment, where learning and teaching may occur without physical or psychological disruptions, unlawful acts, or violations of Charter School regulations. Gang activities create an atmosphere of intimidation in the entire School community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and School activities. Groups of individuals which meet the definition of gangs below shall be restricted from School grounds or School activities.

Definitions

Gang shall refer to any group of three or more persons, whether formal or informal, that has a common name or common identifying sign or symbol, and associates together to advocate, conspire, or commit:

1. One or more criminal acts; or
2. Acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.

It also includes gangs as defined in Idaho Code.

Students on School property or at any School-sponsored activity shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
2. Display tattoos which may be affiliated with any gang and/or representative of any gang;
3. Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
 - A. Engage in any act furthering the interest of any gang or gang activity, including, but not limited to: Soliciting membership in or affiliation with any gang;
 - B. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - C. Painting writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on School property; or
 - D. Engaging in violence, extortion, or any other illegal act or other violation on School property.



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Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

Cross Reference: 3260 Student Dress

Legal Reference: I.C. 33-506 Organization and Government of Board of Board Members
I.C. 33-512 Governance of Schools
I.C. 18-8500 Idaho Criminal Gang Enforcement Act
I.C. 18-8502 Definitions
Stephenson v. Davenport Community Sch. Dist., 110 F.3d 1303 (8th Cir. 1997). IDAPA 08.02.03.160 Safe Environment and Discipline



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Title Substance And Alcohol Abuse
Code 3320
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3320

Substance and Alcohol Abuse

The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety, and welfare of students and staff. It is the desire of the Charter School to help those in need of alcohol and drug intervention and, at the same time, to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the School relating to use, possession, or being under the influence of alcohol or controlled substances, as that term is defined in statute (I.C. § 37- 2732C). It is the philosophy of the School that the School will help those who desire to help themselves.

The School's desire is to create an environment where students feel safe from the many harmful influences that are prevalent in our society. For those students that come forward and voluntarily disclose using and/or being under the influence of alcohol and/or drugs while on School property or at a School function, prior to the School having reasonable suspicion, the Charter School will provide counseling to any such student and make recommendations for referral to appropriate agencies for screening and assessment. The parent/legal guardian or custodian of the student will be immediately notified and the School will cooperate with and work with the parent in the establishment of plan to assist the student in whatever means are deemed necessary and appropriate. The student's parent/guardian or custodian will be notified of available opportunities for counseling for the student. Only persons on a need to know basis may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others. The incident shall be reported to law enforcement.

The mere fact that a student previously disclosed the use of alcohol or controlled substances, in and of itself, shall not establish reasonable suspicion at a later date.

If the School has reasonable suspicion (based upon reliable information received or the personal observations of staff) to believe that a student is using or is under the influence of alcohol or a controlled substance and the student has not voluntarily disclosed such use or influence, the School may take whatever action is deemed appropriate, including but not limited to, notifying the parent/legal guardian, notifying local law enforcement, suspension, and/or expulsion. The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student will be asked if he or she has used and/or is under the influence of alcohol and/or drugs;
2. If the student admits to the use, the student's parent/legal guardian will be immediately called;
3. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;



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4. Law enforcement will be called when deemed appropriate.
5. The student will be immediately suspended from School, and depending upon the circumstances, may be suspended for up to 20 days and/or recommended for expulsion.
6. As a condition of readmission, the student and parent will agree to undergo assessment and counseling for alcohol and/or drug use. The School will provide counseling services and any other services available to the student and/or the student's parents.
7. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation will be conducted, which may include a search of the student's locker, car, desk or any other School property used by the student may be subject to search. In addition, law enforcement will be called immediately as will be the parent/guardian. The student will be suspended from School pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion will be made to the Board of Directors. The student will be entitled to full due process prior to being expelled from School. As a condition of readmission, the Board may require that the student undergo assessment and counseling for alcohol and/or drug use.

The School shall provide written annual notification of the voluntary disclosure provisions of this policy as well as counseling availability and any other pertinent information in the student handbook or other reasonable means.

Cross Reference: 3370 Searches and Seizures
3330 Student Discipline
3340 Corrective Actions and
Punishment
3360 Discipline of Students with
Disabilities

Legal Reference: I.C. § 33-210 Students Using or Under the Influence of Controlled Substances Drug
Free Schools and Community Act of 1988 PL 100-690 and all subsequent Amendments

I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline



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Title Student Discipline
Code 3330
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3330

Student Discipline

Disciplinary action may be taken against any student guilty of disobedience or misconduct, including, but not limited to:

1. Habitual truancy;
2. Incurability;
3. Academic dishonesty;
4. Conduct continuously disruptive of School discipline or of the instructional effectiveness of the Charter School;
5. Conduct or presence of a student when the same is detrimental to the health and safety of other pupils;
6. Using, possessing, distributing, purchasing, or selling tobacco products;
7. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend School functions and are treated as though they had alcohol in their possession;
8. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who are under the influence are not permitted to attend School functions and are treated as though they had drugs in their possession;
9. Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy;
10. Using, possessing, controlling, or transferring a weapon in violation of the Possession of Weapons in a School Building section of this policy;
11. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon;
12. Disobeying directives from staff members or School officials and/or rules and regulations governing student conduct;
13. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct;
14. Causing or attempting to cause damage to, or stealing or attempting to steal, School property or another person's property;



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15. Engaging in any activity that constitutes disorderly conduct, an interference with School purposes or an educational function or which is disruptive to the educational environment;
16. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants;
17. Hazing For purposes of this policy, the term *hazing* shall have the meaning set forth in Idaho Code;
18. Initiations;
19. The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the School;
20. Harassment, intimidation, cyberbullying, or bullying as defined in Idaho Code and Charter School policy.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to School or School activities, including, but not limited to:

1. On, or within sight of, School grounds before, during, or after School hours or at any other time when the School is being used by a School group;
2. Off School grounds at a School-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to and from the School or a School activity, function, or event; or
4. Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with the education environment.

Traditional Disciplinary Measures

Traditional disciplinary measures include, but are not limited to:

1. Expulsion;
2. Suspension;
3. Detention, including Saturdays;
4. Clean-up duty;
5. Loss of student privileges;
6. Loss of bus privileges (if applicable);
7. Notification to juvenile authorities and/or police;
8. Temporary removal from the classroom;
9. Meeting with the student and the student's parents; and
10. Restitution for damages to School property.

No person who is employed or engaged by the School may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and School personnel are permitted to use, reasonable force



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as needed to maintain safety for other students, School personnel, or other persons, or for the purpose of self-defense.

Alternative Disciplinary Measure

Alternative disciplinary action is discipline other than traditional suspension or expulsion from School that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or School, or restorative School practices to repair the harm done to relationships and persons from the student's misbehavior.

Alternative discipline includes, but is not limited to:

1. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
2. Mediation when there is mutual conflict between peers, rather than one-way negative behavior;
3. Counseling;
4. Anger management;
5. Health counseling or intervention;
6. Mental health counseling;
7. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution, and restorative conferencing;
8. Diversion or use of juvenile specialty courts;
9. Behavioral management plan;
10. Corrective instruction or other relevant learning or service experience;
11. Community service; and
12. In-School detention or suspension which may take place during lunchtime, after school, or on

weekends. Consequences for Harassment, Intimidation, and Bullying

Students engaging in harassment, intimidation, or bullying will be subject to graduated consequences appropriate to the severity of the violation as determined by the Board, School administrators, or designated personnel depending upon the level of discipline. Graduated consequences for bullying may include any of the above listed traditional or alternative disciplinary measures or a combination thereof in accordance with the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. However, depending upon the nature of the act, the School reserves the right to deviate from the process of graduated consequences to appropriately address the conduct at issue and move directly to suspension or expulsion proceedings. School personnel may also report the student's conduct to the appropriate law enforcement officials.

Disciplining Students on Individual Education or Section 504 Plans

The School shall comply with the procedural safeguards enumerated in State and federal law and rule when disciplining students with individualized education plans or 504 plans.

Gun-Free Schools



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A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered to be or look like a firearm, shall be expelled for a definite period of time of at least one calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to expulsion shall be entitled to a hearing before the Board, in accordance with Idaho Code and Board policy.

Possession of a Weapon on School Property Misdemeanor

No person shall possess a firearm or other deadly or dangerous weapon while on School property or in those portions of any building, stadium, or other structure on School grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this State or while riding School provided transportation. This also applies to students of the School while attending or participating in any School sponsored activity, program, or event regardless of location.

As used in this section of this Policy only:

Deadly or dangerous weapon means any weapon as defined in United States Code; and

Firearm means any firearm as defined in United States Code.

Any person who possesses, carries, or stores a weapon in a School building or on School property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the Charter School.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a School building. All persons who wish to possess, carry, or store a weapon in a School building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess carry or store a weapon in a School building.

This section of this policy does not apply to:

1. Law enforcement personnel;
2. Any adult over 18 years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in his or her vehicle in an unobtrusive, non-threatening manner;
3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students, or School employees to and from the School or a School activity; or
4. An employee of the School or other person who is authorized to carry a firearm with the permission of the Board of Directors.

Delegation of Authority



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Each teacher, and any other School personnel when students are under his or her charge, is authorized to impose any disciplinary measure (other than suspension, expulsion, corporal punishment, or in-School suspension) which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Nondiscrimination

The School will ensure that student discipline is enforced in a nondiscriminatory manner to avoid subjecting similarly situated students to different treatment without a legitimate reason for doing so, or when such a reason is merely a pretext for discrimination. Such discrimination, which the School will endeavor to avoid, includes the following:

1. Adopting discipline rules which treat students differently based on race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical or mental handicap or disability, economic or social conditions, or actual or potential marital or parental status, or status as a homeless child;
2. Adopting any rule with the intention of targeting students based on the personal characteristics listed above, rather than for a legitimate purpose, regardless of whether the phrasing of the rule appears neutral with regard to students personal characteristics;
3. Enforcing an apparently neutral rule more harshly on the basis of a student's personal characteristics; or
4. Discipline of any student when it is motivated by intentional discrimination.

Cross Reference:

- 3295 Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
- 3340 Corrective Actions and Punishment
- 4320 Disruption of School Operations

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

I.C. § 18-917 Hazing

I.C. § 18-917A Student Harassment Intimidation- Bullying

I.C. § 18-3302D Possession Weapons or Firearms on School Property

I.C. § 18-3302I Threatening Violence on School Grounds

I.C. § 33-1224 Powers and duties of teachers

I.C. § 33-1630 Requirements for Harassment, Intimidation, and Bullying

Information and Professional Development

18 U.S.C. § 930 Possession of Firearms and Dangerous Weapons in Federal Facilities 18 U.S.C. § 921 Definitions

20 U.S.C. § 7961 Gun-free requirements

20 U.S.C. § 8921, et seq. Gun Free

Schools Act 29 U.S.C. § 701 Rehabilitation

Act of 1973 IDAPA 08.02.03.109.05

Special Education

IDAPA 08.02.03.160 Safe Environment and Discipline

Office of Civil Rights Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline



Book	Policy Manual
Section	3000 Students
Title	Academic Honesty
Code	3335
Status	Active
Adopted	05/04/2021

White Pine Charter Schools

STUDENTS 3335

Academic Honesty

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's classwork, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will be responsible for monitoring the above actions.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).

All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our School.

Cheating

Cheating includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report;
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students;
3. Obtaining test questions and/or copies of tests outside the classroom test setting;
4. Lending and/or copying from another student's work (homework, tests, projects, assignments);
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading);
6. Allowing another student to copy answers during a test situation;
7. Collaborating with other students on an assignment in direct violation of a teacher's instructions;
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions;



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9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher; and

10. Submitting work previously presented in this course or in another course. Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including internet sources, without citing the source, or citing the source but omitting quotation marks;
2. Paraphrasing the source without proper citation;
3. Copying stories, in whole or part, which appear in books, magazines, television, or film;
4. Copying directly, without making any changes, alterations, or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source;
5. Submitting papers written in whole or part by someone else, including internet sources;
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own; and
7. Submitting a paper purchased from a research or term paper service, including, but not limited to internet source



Book	Policy Manual
Section	3000 Students
Title	Corrective Actions And Punishment
Code	3340
Status	Active
Adopted	05/04/2021

White Pine Charter Schools

STUDENTS 3340

Corrective Actions and Punishment

All students shall submit to the reasonable rules of the Charter School. Refusal to comply with written rules and regulations established for the governing of the School shall constitute sufficient cause for discipline, suspension, or expulsion.

For the purposes of the School's policies relating to corrective action or punishment:

1. *Temporary Suspension* is the exclusion from School or individual classes for a specific period of up to five school days. The Executive Director or the principal of the School may temporarily suspend any pupil for disciplinary reasons, including student harassment, intimidation, or bullying, or for other conduct disruptive of good order or of the instructional effectiveness of the School. Prior to suspending any student, the Executive Director or principal shall grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any pupil who has been suspended may be readmitted to the School by the Executive Director or principal who suspended him or her on reasonable conditions prescribed by the Executive Director or principal.
2. *Extended Temporary Suspension* is the exclusion from School or individual classes for an additional ten school days. Only the Executive Director or the Board can extend an initial temporary suspension.
3. *Prolonged Temporary Suspension* is the exclusion from School or individual classes for an additional five school days. Only the Board can extend a temporary suspension for an additional five days and only upon a finding that immediate return to School attendance by the temporarily suspended student would be detrimental to other pupils health, welfare, or safety.
4. *Expulsion is the exclusion* from School. Only the Board has the authority to expel or deny enrollment to any pupil who is an habitual truant, who is incorrigible, whose conduct is such as to be continuously disruptive of School discipline or of the instructional effectiveness of the School, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another charter school or school district in the State of Idaho or any other state. The School will provide written notice of any student who is expelled or denied enrollment to the prosecuting attorney within five days of the Board s actions.

No pupil shall be expelled nor denied enrollment without the Board having first given written notice to the parent/guardian of the pupil stating the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent/guardian may appear to contest the action of the Board. The notice shall also state the rights of the pupil to be represented by counsel, to produce witnesses and submit evidence on his or her own behalf, and to cross-examine any adult witnesses who may appear against him or her. Within a reasonable period of time following such notification, the Board of Directors shall grant the pupil and his or her parents/guardian a full and fair hearing on the proposed expulsion or denial of enrollment. However, the Board shall allow a reasonable



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period of time between notification and the hearing to allow the pupil and his or her parents/guardian to prepare their response to the charge.

5. *Discipline* constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the School. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed.

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

Students with disabilities may also be suspended under these same rules if the suspension will not constitute a change in placement. If a student with a disabling condition accrues ten or more days suspension per incident, the Child Study Team who has knowledge of the student's disabling condition will determine if there is causal relationship between the disabling condition and the student's misconduct. If such a relationship exists, the student's educational placement may not be changed without parental approval or a court order, pending a due process hearing under IDEA.

Likewise, before a recommendation on the expulsion of a disabled student is submitted to the Board, the Child Study Team must meet to determine if there is a causal relationship between the disabling condition and the student's misconduct. The Board shall consult legal counsel before expelling any disabled student.

When a disabled student is acting in such a way that he or she poses a danger to himself or herself or to another student or property, or substantially disrupts his or her educational program or that of other students, an emergency suspension may take place. Emergency suspensions may not last longer than ten school days. The principal shall convene the Team to review the student's record before the student is readmitted to the School and no later than the tenth day of the suspension.

Once a student is expelled in compliance with School policy, the expulsion shall be brought to the attention of appropriate local or State authorities, in order that such authorities may address the student's needs.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the School or School-sponsored activities or any other aspect of the educational process.

Cross Reference: 3330 Student Discipline
 3360 Discipline of Students with Disabilities

Legal Reference: 20 U.S.C. 1400, et seq. Individuals with Disabilities Education Act
 I.C. § 33-205 Denial of School attendance
 I.C. § 33-512 Governance of Schools
 I.C. § 33-1630 Requirements for Harassment, Intimidation, and Bullying

Information and Professional Development



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Title Use Of Restraint, Seclusion, And Aversive Techniques For Students
Code 3345
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3345

Use of Restraint, Seclusion, and Aversive Techniques for Students

Conduct of Employees Directed Toward Students

The use by appropriately trained Charter School personnel towards or directed at any student of any form of restraint or seclusion as defined in this policy, is prohibited except in circumstances where proportional restraint or seclusion of a student is necessary when a student's conduct creates a reasonable belief in the perspective of a School employee, that the conduct of the student has placed the student, the employee, or any other individual in imminent danger of serious bodily harm.

The employee or any employee who is a witness to this event shall immediately seek out the assistance of the School's administration or, if such administrator is not available, a certificated or classified employee with special training in seclusion and restraint, if available. Upon the arrival of such individual, the administrator or if no administrator is available, the most senior trained individual on seclusion or restraint shall take control over the situation.

Seclusion or restraint of a student shall immediately be terminated when it is decided that the student is no longer an immediate danger to him or herself or to any other third person or if it is determined that the student is exhibiting extreme distress or at such time that appropriate administrative personnel have taken custody of the child or upon such time that the parent/legal guardian of the child has retaken custody of the child.

Regardless of employee training status, no School personnel shall use any form of aversive technique against any School student.

If a situation occurs where a properly trained School employee must use acts of restraint or seclusion against a School student, the following shall occur:

1. The employee shall immediately report to their building principal, in writing, the following information:
 - A. The date the event occurred;
 - B. The circumstances leading to the event;
 - C. The student involved; and
 - D. Other witnesses or participants to the event.



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2. The building principal shall notify the Executive Director's office of the event, providing the Executive Director's office with a copy of the report of events.
3. The building principal shall ascertain if any of the School's video equipment captured the event on a recording. If such event was captured on a recording, the principal shall take all best efforts to maintain a copy of the recording and provide such to the Executive Director's Office for the Executive Director's official records of the event.
4. The Executive Director or designee shall ascertain the special needs status of the student involved in the seclusion or restraint and shall ascertain and maintain documentation as to whether or not such events were consistent with or contraindicated due to the student's psychiatric, medical, or physical condition(s).
5. The Executive Director or designee of the Executive Director shall notify the parent/legal guardian of the subject student of the situation and the event of restraint or seclusion via telephone and provide the parent/legal guardian with the name and telephone contact information of the building principal where the parent may obtain additional information regarding the event.
6. The Executive Director or designee of the Executive Director shall provide the parent/legal guardian of the student with written notice of the event of restraint or seclusion of their student.
7. The Executive Director's office shall maintain documentation as to events of restraint and seclusion and shall prepare any and all necessary reports to legal entities upon whom such reports are or may become due pursuant to State and federal regulations.

Training of School Personnel

As part of the training and preparation of identified certificated administrators, certificated teachers, and in-building classified employees of the School, the following shall occur:

1. Training to personnel as to proper situations and events leading to student seclusion and intervention, including possible preventative alternatives to seclusion and restraint, safe physical escort, de-escalation of student crisis situations, and positive behavioral intervention techniques and supports;
2. Training of personnel in crisis/conflict management and emergency situations which may occur in the School setting, including examples and demonstrations of proper activities and techniques and trainers observing employee use of proper activities and techniques in the training setting;
3. Techniques to utilize to limit the possibility of injury to the student, the employee, and any third party in the area;
4. Information as to the School's student seclusion areas in each respective School building to which the employee is assigned; and
5. Provision of the employee with a copy of this policy.

If an employee has not undergone training and a situation necessitating student restraint or seclusion occurs, and another properly trained employee of the School is present at the event, the properly trained employee shall take the lead in addressing the student crisis.

Designated Locations

Each School building for which students are present should have a building designated location for student seclusion.

It is the responsibility of the building's principal, or designee of the principal, to assure that the building's



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designated seclusion location is a safe and clean location and that such location has appropriate supervision when any student has been placed into seclusion pursuant to this policy.

Appropriate supervision shall include an adult in the seclusion location which has continuous visual observation of the secluded student.

Definitions

For the purposes of this policy, the following definitions shall apply:

Restraint: The immobilization or reduction of a student's freedom of movement for the purpose of preventing harm to students or others through chemical, manual method, physical, or mechanical device, material, or equipment.

Seclusion: Involuntary confinement in a room or other space during which a student is prevented from leaving or reasonably believes that he or she can be prevented from leaving through manually, mechanically, or electronically locked doors that, when closed, cannot be opened from the inside; blocking or other physical interference by staff; or coercive measures, such as the threat of restraint, sanctions, or the loss of privileges that the student would otherwise have, used for the purpose of keeping the student from leaving the area of seclusion.

Aversive Technique: Physical, emotional, or mental distress as a method of redirecting or controlling behavior.

Regular Review

The Executive Director or designee shall regularly review this policy and make a determination as to whether or not any modifications or amendments to this policy are necessary and should be proposed to the Charter School's Board.

In conducting this review, such individual shall also review the reports of all events of seclusion or restraint that occurred with the School's students in the past school year. This review will include an analysis as to whether or not the School's personnel are following the terms of this policy, whether additional training activities are necessary, or if there is any weakness in the implementation of this policy that can be strengthened.

Cross Reference: 3360 Discipline of Students with Disabilities



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Title Detention
Code 3350
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3350

Detention

For minor infractions of School rules or regulations, or for minor misconduct, staff may detain students. Students may be required to attend Saturday detention for up to four hours.

Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged, and/or the specific conduct that allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his or her actions to the staff member. Parents must be notified prior to a student serving after-School detention.

Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.



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Title Discipline Of Students With Disabilities
Code 3360
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3360

Discipline of Students with Disabilities Code of Conduct Violations by Students with Disabilities, Resulting In Disciplinary Consequences of Ten School Days or Less

White Pine utilizes the guidelines developed by the Idaho Department of Education in its Idaho Special Education Manual. The general requirements pertaining to the discipline procedures of special education students are as follows:

1. District personnel may remove a student from his or her current placement to an appropriate Interim Alternative Education Setting (IAES) or another setting for not more than ten (10) consecutive days to the extent those alternatives are applied to students without disabilities.
2. District personnel may suspend any student, including a special education student, for up to ten (10) cumulative school days in a school year if he or she violates the code of student conduct, and services may cease during this period. In accordance with Idaho Code (unless services are provided to students who are nondisabled who are also suspended):
 - A. A school principal has the authority to order a temporary disciplinary suspension for up to five (5) school days.
 - B. The superintendent can extend the disciplinary suspension for an additional ten (10) school days.
 - C. Provided, that on a finding by the Board of Trustees that the student's immediate return to school would be detrimental to other students' health, welfare or safety, the Board of Trustees may extend the temporary suspension for an additional five (5) school days.
 - D. Prior to suspending any student, the superintendent or principal shall grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any student who has been suspended may be readmitted to the school by the superintendent or principal who suspended him or her upon such reasonable conditions as said superintendent or principal may prescribe.
3. A series of suspensions exceeding ten (10) days in a school year shall not constitute a pattern of removals resulting in a change of placement, without following the procedures discussed in this chapter.
4. Students who have not been determined eligible for special education may be entitled to an evaluation and other IDEA rights including the right to FAPE during periods of disciplinary suspension that extend beyond ten (10) cumulative school days in a school year if:
 - A. The district had basis of knowledge that the student met the IDEA eligibility prior to the behavior that precipitated the disciplinary suspension; and
 - B. The parent/adult student asserts the right to FAPE.



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Section 3000 Students
Title Student Sex Offenders
Code 3365
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3365

Student Sex Offenders

Definition

Student sex offender shall mean a student who has been adjudicated delinquent or convicted of and placed on probation for a dangerous offense such as sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child.

Notification to Charter School

The Superintendent of Public Instruction is required by State law to notify a school regarding the enrollment of a registered juvenile sex offender. The Superintendent of Public Instruction is also required to notify a school of the offender's probationary status or treatment status, if known.

Educational Placement

The Executive Director or designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Executive Director or designee shall consider such factors as the safety and health of the student population. The Executive Director or designee shall develop guidelines for managing each student sexual offender in the School. Nothing in this section shall affect the Board's rights and duties under Idaho Code § 33-205.

An IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The IEP team shall develop procedures for managing each student sexual offender with a disability that attends the School, which may include education in an alternative setting.

Staff

Staff members are to be alert to and inform School officials of any behavior by a juvenile offender that creates an abnormal risk to members of the School community. However, each circumstance involving a student probationary juvenile offender attending the School shall be evaluated on a case-by-case basis. Whenever possible, without placing other students or adult members of the School community at risk, reasonable efforts should be made to continue the student's education, to provide supportive services, and to avoid any acts of harassment or vigilantism against the student. Although federal and State laws and rules permit the release of certain information concerning a student registered sex offender, discretion should be exercised when discussing or disseminating information about the student. Whenever possible, the School community should encourage and support timely and appropriate intervention toward the expected outcome that a juvenile offender's conduct will be rectified so the student will commit no further offense and will develop into a responsible, self-controlled adult.

Legal Reference: I.C. §18-8301 et seq. Sexual Offender Registration Notification and Community Right-to-Know Act

I.C. §18-8402	Findings
I.C. §18-8403	Definitions
I.C. §18-8408	Providing List To Executive Director Of Public Instruction
I.C. §18-8412	Exemption from Civil Liability
I.C. §18-8413	Penalties for Vigilantism or Other Misuse of Information
I.C. §33-205	Denial of School Attendance



Book Policy Manual
Section 3000 Students
Title Searches And Seizure
Code 3370
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3370

Searches and Seizure

To maintain order and security in the Charter School, School authorities are authorized to conduct reasonable searches of School property and equipment, as well as of students and their personal effects.

School Property and Equipment as Well as Personal Effects Left There by Students

School authorities may inspect and search School property and equipment owned or controlled by the School (such as lockers, desks, and parking lots), as well as personal effects left there by students, without notice or consent of the student. This applies to student vehicles parked on School property. Building principals may require each student, in return for the privilege of parking on School property, to consent in writing to School searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

The principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other School property and equipment for illegal drugs, weapons, and other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

Students

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the School's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating the law or the School's policies or rules, such evidence may be seized and impounded by School authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.



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Title Extra and Co-curricular Participation Policy
Code 3380
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3380

Extracurricular and Co-Curricular Participation Policy

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. However, participation in extracurricular and co-curricular activities is a privilege, not a right, as pursuant to Idaho Code. As representatives of their Charter School, students participating in such activities are expected to meet high standards of behavior.

General Definitions for Extracurricular and Co-Curricular Participation Policy

Unless the context otherwise requires, in this policy:

Extracurricular Activities means School authorized activities which take place outside of the regular school day and do not involve class credit, including (but not limited to) athletics, student groups or organizations, and community activities for which high school letters are awarded.

Co-Curricular Activities are School authorized activities held in conjunction with a for-credit class, but taking place outside of the regular school day including, but not limited to, debate, drama, drill team, band, or choir.

Activity Suspension or Suspension from Extracurricular or Co-Curricular Activities means that suspended students shall not travel, dress in competition uniform, or associate or participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices and meetings; however, the principal or designee may deem it necessary for students to be withheld from practices or meetings for the duration of the suspension.

Controlled Substances include (but are not limited to) opiates; opium derivatives; hallucinogenic substances, including cocaine; and cannabis and synthetic equivalents or the substances contained in the plant; any material, compound mixture, or preparation with substances having a depressant effect on the central nervous system; and stimulants.

Drugs include any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substances, any illegal substance, any abused substance, any look-alike or counterfeit drug, any medication not approved and registered by the School authorities and/or any substance which is intended to alter mood, and/or any substance which is misrepresented and sold or distributed as a restricted or illegal drug.

Drug Paraphernalia is defined as any or all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined in this policy.



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Emergency Activity Suspension is defined as imposition of an activity suspension by a principal or his or her designee prior to an informal hearing when it is necessary to protect the health and safety of the individual(s) involved and immediate action is appropriate.

Event is defined as a match, game, meet, or other competitive event, including regional and/or state tournaments, and competitions. Event is also defined as any band or choir performance(s).

Knowingly Present shall mean that a student attended a gathering of two or more individuals at which one or more of the attendees other than the student at issue were using or in possession of drug paraphernalia, controlled substances, drugs, pornography, alcohol, or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

Minor Infraction shall mean a minor deviation from acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity and which is not material or substantial. Students will be given notification of the first minor infraction. Students and parents will be given notification of the second minor infraction through a conference and will be informed that a third minor infraction may result in activity suspension.

Major Infraction shall mean a material or substantial deviation from acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity, including but not limited to insubordination toward or non-compliance with the person in charge of the activity, verbal or physical abuse, hazing, fighting, and refusal of a student to identify him or herself to School personnel upon request.

On any School premises or at any School-sponsored activity, regardless of location includes, but not is limited to buildings, facilities, and grounds on the School campus, School buses (if applicable), School parking areas; and the location of any School-sponsored activity. On any School premises or at any School-sponsored activity, regardless of location also includes instances in which the conduct occurs off the School premises but impacts a School related activity.

Scholastic Year is defined as the period of time beginning with the first day of the fall extracurricular and co-curricular activities season and ending with the last day of school.

School Days include only those days when School is in session.

Eligibility Requirements for Extracurricular and Co-Curricular Participation

To take part in any extracurricular or co-curricular activity, students must maintain a 2.0 GPA. If they do not have a 2.0, they shall be placed on probation for two weeks and can bring up their work and receive a written slip from the teacher or teachers of their passing work. If, after the probationary period, they do not have a GPA of at least 2.0, they shall not be allowed to take part in any extracurricular or co-curricular activity until they have a GPA of at least 2.0.

Extracurricular or Co-curricular activity Suspension

The Board believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular or co-curricular activities commit major infractions or repeated minor infractions at School or during School activities, and/or are involved in criminal conduct or drug use in any location.

At the beginning of each semester, teachers or coaches of co-curricular courses will identify for students how participation in the co-curricular activity impacts their course grade. Co-curricular students who are suspended as a result of this policy will have their co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of a suspension



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may ask to do, or be required to do, alternative assignments or special projects to make up the missed activity.

- 1. Activity Suspension as a Result of a School Suspension:** A student will be immediately suspended from all extracurricular and co-curricular activities when he or she receives a suspension from School, not including an in-School detention, for any reason.

Consequences:

- A. The activity suspension is automatic, is for the duration of the School suspension, and runs concurrent with the School suspension; and
 - B. This type of activity suspension cannot be appealed.
- 2. Activity Suspension for Repeated Minor Infractions or a Major Infraction During an Activity:** A student may be suspended from an extracurricular or co-curricular activity when he or she commits a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any School premises or at any School-sponsored activity, regardless of location. The coach or advisor will recommend suspension to the Principal.

Consequences:

- A. The incident will be reviewed pursuant to the Informal Hearing Process in Section 5 of this policy;
 - B. If the evidence supports the recommendation, the student may be given an activity suspension for a period of time up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only; and
 - C. If the activity suspension exceeds nine school days, the parent/guardian may request an appeal as outlined in the Appeal Process at Section 4 of this policy.
- 3. Activity Suspension for Criminal Conduct or Drug Use in Any Location During the Scholastic Year:** A student may be suspended from extracurricular and co-curricular activities when he or she has been arrested or it reasonably appears to the School that he or she has violated criminal law, other than infractions or minor traffic violations; or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, in any location, either on or off campus, during the scholastic year, in any of the following ways: attempting to secure or purchase; using, or having reasonable suspicion of having used; possession; intending or attempting to sell or distribute; selling or giving away; or being knowingly present when any of the above are used, possessed, or consumed.

Consequences:

A. Knowingly Present

- I. First Violation: When a student violates the knowingly present prohibition of this policy for the first time during a scholastic year, the School Resource Officer (SRO), principal, or athletic director:
 - a. Will hold a conference with the student;
 - b. Will notify the student's parent/guardian and the student of the violation;
 - c. May arrange a conference with the parent/guardian and the student; and
 - d. Will inform the student and parent/guardian of consequences for future violations of the policy.
- II. Second Violation: When a student violates this knowingly present prohibition of this policy for



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the second time during a scholastic year, he or she is subject to the consequences outlined below in part 3B "Other Violations" of the policy.

B. Other Violations

I. The incident will be reviewed pursuant to the Informal Hearing Process in Section 5 of this policy. If the evidence supports the accusation, the student may be suspended from all extracurricular and co- curricular events for a period of 21 calendar days.

II. The suspension will be reduced to a 14 calendar day period if:

- a. In the case of criminal conduct, the student receives counseling which has been approved by a School counselor; or
- b. In the case of drug, alcohol, or tobacco use, the student agrees to and complete:

1. A drug/alcohol/tobacco assessment provided by the School (no cost) or the community (the family incurs the cost); and/or
2. A drug/alcohol/tobacco education group, provided or facilitated by the School, and/or the community.

III. If no event is scheduled during the period of the suspension, the student will be withheld from the next scheduled event.

IV. If the student notifies School personnel (self-reports) concerning his or her criminal conduct or drug use prior to the personnel's knowledge of the incident(s), the principal or athletic director may reduce the length of the activity suspension.

V. On the occasion of a subsequent infraction during a scholastic year, and if the evidence supports the accusation, the principal or athletic director will bar the student from any form of extracurricular or co-curricular activity for the balance of the scholastic year.

VI. All students who receive an activity suspension for criminal conduct or drug use shall be reported to the Executive Director or designee and, if applicable, to the appropriate law enforcement agency.

VII. The parent/guardian may request an appeal as outlined in the Appeal Process at Section VII of this policy, with either a first or second offense.

4. Infractions Which Occur in Out-of-School Trips: During an out-of-School trip, if the authorized person in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use, or a major infraction, the authorized person will notify the parent/guardian, and ask him or her to take charge of the return of the student. The parent/guardian will assume any expenses incurred for the return of the student.

5. Informal Hearing Process: Prior to giving an activity suspension to a student, the principal or athletic director shall grant the student an informal hearing on the reasons for the activity suspension and the opportunity to challenge those reasons unless an emergency activity suspension is necessary. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist.



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6. **Student travel to or from an extracurricular or co-curricular activity:** Unless other travel arrangements are authorized, students will board the bus at the School designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students.

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

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

Students must follow all school bus rules with this exception: Food and drink not in glass containers will be allowed on the bus with permission of the principal. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

If a student causes a disruption or hazard on the bus, a hearing will be held with the principal, driver, instructor, coach, adult sponsor, parent/guardian, and student. The driver, instructor/coach/adult sponsor, parent/guardian, and the student will have the opportunity to share with the principal their perceptions of the problem. If the principal finds that there has been an infraction of bus rules, he will take the following action:

- A. On the first infraction, the student will be warned that following any further infraction he or she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event;
- B. On the second infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events; and
- C. On the third infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester.

Based on the severity of the problem as it relates to respect and safety for others, the principal may bypass step #A and/or step #B above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester.

7. **Appeal Process:** This appeal process may be used by students and their parent/guardian only in those instances where an activity suspension or transportation to extracurricular or co-curricular activities exceeds nine school days.
- A. The parent/guardian must request an appeal in writing within two school days from the notification of the activity suspension decision.
 - B. The Executive Director will appoint a three-member panel composed of certificated staff members who have not been involved in the disciplinary action in question. The hearing panel will notify the student and the parent/guardian of the date, location, and time of the hearing; the student will have an opportunity to present additional evidence regarding the circumstances of the suspension or reasons to reduce the length thereof. The appeal must be scheduled within five school days of the request.
 - C. If the panel determines that the evidence reviewed at the appeal supports the suspension, the



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suspension of the student from extracurricular and/or co-curricular activities shall be continued.

D. The student and the parent/guardian will be notified in writing of the panel's findings and determination with respect to the student suspension from extracurricular and/or co-curricular activities within two school days of the panel's decision.

E. The panel's determination is final, and is not appealable to the Executive Director or Board of Directors.

8. Elementary Students: Students in kindergarten through sixth grade who are in violation of this policy may have the length of the activity suspension reduced by the principal or other authorized administrator.

Legal Reference: I.C. § 33-512(12) Governance of Schools



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Title Extra and Co-curricular Chemical Use Policy
Code 3390
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3390

Extra- and Co-Curricular Chemical Use Policy

Extracurricular and co-curricular activities are subject to the supervision and regulation of the Charter School. Participation in extracurricular or co-curricular activities is considered a privilege; not a right.

Students participating in extra- and co-curricular activities, whether sponsored by the Idaho High School Activities Association or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs, or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect 24 hours a day. If a student is charged with possession, or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in such activities.

Policy Coverage

This policy applies to students who are involved in the extracurricular and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance.

Student and Parent/Legal Guardian Due Process

Notification of determinations regarding student chemical use violations will be provided to the student and parent/guardian. At this time, the student and parent/guardian shall be notified of the type of discipline that will be administered.

Appeal Process

Any parent/guardian and student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

Legal Reference: I.C. § 33-512 Governance of Schools



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Title Extracurricular Activities Drug-testing Program
Code 3400
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3400

Extracurricular Activities Drug-Testing Program

The Charter School has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in the School as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

Purpose

The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from School as a result of any verified positive test conducted by his or her School under this program, other than as stated herein.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all School students in grades 9-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other School-sponsored extracurricular activities not listed.

Consent Form

It is mandatory that each student who participates in extracurricular activities sign and return the Consent Form prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with the Consent Form, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at the School.

Testing Procedures

1. The selection of participants to be tested will be done randomly by the principal or administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested.

Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students



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conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.

2. If the student shows signs of reasonable suspicion, the principal or administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from School. Also, a parent/guardian may request testing of his or her student.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a follow-up test, a student will be required to provide a sample of fresh urine, according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under School supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he or she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he or she may be tested at a later date to be reinstated for eligibility.
6. There is a head strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. All specimens registering below 90.5 degrees Fahrenheit will be invalid. If this occurs, another specimen must be given by the student.
7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities for the remainder of the School year. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit-slip or pass with the time he or she left the collection site. The principal or administrative designee must note the time and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the State of Idaho). Also, performance-enhancing drugs such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory

Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Chain of Custody

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal or administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him or her to the collection site and should not be allowed to go to his or her locker. The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, including during practice time.



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3. Before the student's urine is tested by the laboratory, students will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he or she may notify the administrator that he or she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by him or herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results to the principal or administrative designee.
8. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

Test Results

1. This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
2. The principal or administrative designee will be notified of a student testing positive (if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal or administrative designee will notify the student and his or her parent/guardian. The student or his or her parent/guardian may submit any documented prescription, explanation, or information that will be considered in determining whether a positive test has been satisfactorily explained.
3. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his or her parent/guardian.
4. If the test is verified positive, the principal or administrative designee will meet with the student and his or her parent/guardian at the School. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities until after a follow-up test is requested by the principal/administrative designee and the results are reported.
5. A follow-up test will be requested by the principal or administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a second positive result is obtained from the follow-up test or any later test of that participant, the same previous procedure shall be



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followed. In addition, the School reserves the right to continue testing, at any time during the remaining school year, any participating student who tested positive and did not make satisfactory explanation.

6. Information on a verified positive test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested.
7. Drug testing result sheets will be returned to the principal or administrative designee, identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal and/or administrative designee has access.

Financial Responsibility

1. Under this policy, the School will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. Once a student has a verified positive test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for by the student or his or her parent/guardian.
2. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his or her parent/guardian.
3. Counseling and subsequent treatment by non-School agencies are the financial responsibility of the student or his or her parent/guardian.

Confidentiality

Under this drug-testing program, any staff, coach, or sponsor of the Charter School who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the School's commitment to confidentiality with regard to the program.

Other Rules

Apart from this drug-testing program, the Idaho High School Activities Association and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Legal Reference: Vernonia School Charter School 47J v. Acton, 515 U.S. 646 (1995).

Todd v. Rush County, 139 F.3d 571 (7th Cir.), cert. Denied, 119 S.Ct. 68 (1998).



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Section 3000 Students

Title School Sponsored Student Activities
Code 3410
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3410

School Sponsored Student Activities

Student Organizations

1. All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted;
2. Bylaws and rules of student organizations must not be contrary to Board policy or to administrative rules and regulations; and
3. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.

Social Events

1. Social events and other activities must have prior approval of the administration;
2. Social events must be held in school facilities unless approved by the Executive Director or designee;
3. Social events must be chaperoned at all times; and
4. Attendance at high school social events and dances shall be limited to high school students, and middle school social events shall be limited to middle school students, unless prior permission is received from the principal. The principal may require information about non White Pine students who are invited to attend such events.

Extracurricular Activities

White Pine may utilize academic and behavior eligibility rules are established by Idaho High School Activities Association rules and School policy; Any student convicted of a criminal offense may, at the discretion of School officials, become ineligible for such a period of time as the School officials may decide



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Section 3000 Students

Title Distribution Of Fund Drive Literature Through Students
Code 3430
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3430

Distribution of Fund Drive Literature through Students

Although many community drives are organized for raising funds for worthy nonprofit causes, it is the policy of the Charter School to refrain from having the students, as student body members, used for such collection or dissemination purposes.

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

Cross Reference: 4310 Contact with Students



Book Policy Manual

Section 3000 Students

Title Student Fees, Fines, And Charges Return Of Property
Code 3440
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3440

Student Fees, Fines, and Charges/Return of Property

The Charter School shall charge no fee for any course for which academic credit is awarded.

A student may be charged a reasonable fee for any non-credit course or non-curricular activity such as an extracurricular activity, student activity, or membership in a voluntary club or association. The fee may be waived in cases of financial hardship.

Additional fees may be charged for enhanced programming and materials which are voluntary enrichments to the curriculum beyond what is necessary to meet the learning expectations for a particular grade or course (i.e. students may wish to use a superior product or consumable than that provided by the School, in which case they may be asked to pay the additional cost for the upgrade).

A student shall be responsible for the cost of replacing materials or property lost or damaged due to negligence. If School property in a student's possession is lost, broken, or otherwise damaged, the student may be charged the lesser of the fair market value of the item at the time or the cost of repair.

The School may require, as a condition of graduation, issuance of a diploma or certificate, or issuance of a transcript, that all indebtedness incurred by a student be satisfied, or that all books or other instructional material, uniforms, athletic equipment, advances on loans, or other personal property of the School be returned.

Legal Reference: I.C. § 33-603 Payment of Fees or Returning of Property



Book Policy Manual

Section 3000 Students

Title School-related Foreign Travel By Students
Code 3460
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3460

School-Related Foreign Travel By Students

School-related foreign trips are allowed by White Pine Charter School when the experiences are an integral part of the School curriculum and contribute to the School's desired educational goals. Field trips are intended to allow students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom experience.

When contemplating approval of foreign travel by students, the Executive Director or designee shall take into account any travel warnings or cautions of the U.S. Department of State. The Executive Director or designee shall seek advice concerning foreign travel from the School's legal counsel and insurance carrier.

School-related foreign travel supplements regular instructional programs and affords students opportunities for enrichment. However, participation in School-related foreign travel is a privilege, not a right. As representatives of their School, students participating in such activities are expected to meet high standards of behavior.

Trip Plan Submission/Proposal

All student activities involving travel shall be authorized by the Executive Director or the Executive Director's designee. Each trip's authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the students involved.

Requests for trips must be submitted to the Executive Director or designee no later than 3 months in advance of the trip.

Trips should be scheduled as much as possible during non-school hours and days, such as spring or summer break, so that absences from other instructional programs are kept to a minimum.

The teacher(s) responsible for the trip shall submit a list of participants to the Principal so that provisions for any special medical problems and/or precautions can be provided.

Advertising, including the distribution of materials, will not be allowed during the School day. Private groups and organizations may not use the School in any way to promote their activities. The trip proposal must be in writing and contain the following elements:

1. Identify the purpose of the trip and an outline of anticipated educational experiences and/or course of study to be followed;
2. Identify the names of chaperones attending the trip;



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3. Identify and plan for any special medical needs of student and chaperones attending the trip;
4. Identify adequate liability insurance to protect the School, Board Members, chaperones, teachers, and students;
5. Submit an itemized statement of costs, including transportation, meals, and accommodations; and
6. Submit an itemized statement of costs as appropriate to the School-sponsored trip, such as passport and visa expenses, costs of a personal nature, and optional trip insurance.
7. Submit a plan to secure the necessary funding and the sources of the funding.

The Executive Director or designee may enforce restrictions regarding the date, length of time, and the chaperone/student ratio as a condition of approval.

Students participating in the trip during school hours are expected to make up any school work missed. The total number of school days missed due to the trip must be included in the written proposal.

A plan must be developed for the administration of medication for any student requiring such assistance.

The proposal must include the names and numbers of chaperones, including both male and female chaperones if the proposal is for a mixed group of students.

In developing the proposal for the extended trip, the trip organizer will perform the following duties:

1. Hold at least one pre-trip meeting with students and parents/guardians;
2. Provide to the Executive Director or designee, students, parents/guardians, and chaperones detailed written information about the trip and all activities;
3. Provide detailed information on the responsibilities and rules for the students and chaperones;
4. Discuss Charter School policy regarding student conduct while on School-sponsored activities;
5. Establish a curfew and enforce strict compliance with this curfew. Chaperones will be required to perform periodic checks to ensure that students are following the curfew requirements;
6. Perform periodic checks to ensure strict compliance with all School rules and policies; and
7. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the

extended trip. Pre-Trip Meetings

Pre-trip meetings involving students and their parents, as appropriate, shall be scheduled to assure that all plans are clearly understood. Pre-trip meetings shall not occur until approval from the Executive Director or designee has been received.

Chaperones

Trip chaperones must include at least one certified staff member from the School sponsoring the trip. Staff members are not paid for time spent on the trip or spent planning for or organizing the trip. Staff members who attend such trips on school or work days must utilize personal leave if they wish to be paid for work/school days. They may also choose to take leave without pay. Depending on the number of students involved, additional certified staff and/or



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parents/guardians of students going on the trip may be necessary. Chaperones shall be selected by the trip teacher/advisor. Chaperones are under the supervision of the trip teacher/advisor.

A student will be permitted to stay in the same motel/hotel room with a chaperone only if the chaperone is the student's parent/guardian. Students whose parents/guardians are not serving as chaperones will share rooms with same-sex students only. Any exceptions must be approved by the Executive Director or designee in writing at least one month prior to the trip.

Chaperones will agree to the following duties:

1. Supervise and be responsible for students during the entirety of the trip;
2. Ensure that students follow all legal and School requirements;
3. Establish a procedure for room checks and monitor compliance; and
4. In all ways model the behaviors expected of Charter School students.

Any adult convicted of any sex or drug-related offenses may not serve as a chaperone. The School reserves the right to request background checks on chaperones.

The safety, protection, and supervision of Charter School students are the sole purposes for adult chaperones accompanying School students on foreign trips. Agreeing to serve as a chaperone is accompanied by an understanding that the established rules and policies will be followed.

The certified staff member serving as the trip organizer will carry a roster of students who are on the trip along with emergency information on each student.

Children who are not a part of the group participating in the trip may not accompany parents when the parents serve as chaperones.

All trips must be adequately supervised with a minimum of one adult per ten students. Groups with both male and female participants must have supervision of at least one male and one female adult.

Student Conduct

Students participating in the trip will be subject to all codes of conduct in School policy. Violations will result in appropriate disciplinary action.

Students and their parent/guardian are expected to be knowledgeable about the School's policy on student conduct.

Trips are considered an extension of the classroom and all rules and policy pertaining to a School-sponsored activity must be followed.

Students and their parent/guardian will read and sign a code of conduct. The code of conduct will be prepared by the Executive Director or designee and will be reviewed during the pre-trip meetings. Students who violate any School policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

Permission

All students must return a permission slip for the trip, signed by a parent/guardian, before they will be allowed to participate in the trip.



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Fundraising

Fundraising drives may be allowed to defray costs, however, all fundraisers must be pre-approved by the building principal.

Responsibilities

The responsibilities of the principal or Executive Director include:

1. Obtaining and retaining on file written parental permission for students who are under the age of 18;
2. Signing any contractual agreement with a public carrier or any other service provider;
3. Assuring that all plans and arrangements are provided to and understood by the students and their parents; and
4. Setting student and chaperone conduct

rules. The responsibilities of the trip

organizer include:

1. Communicating conduct rules of students and chaperones to parents/guardians, students, and chaperones. Setting behavior expectations for students and chaperones;
2. Carrying a list of the names of students and chaperones participating and their emergency information, and submitting a copy of the list to the building principal prior to the trip;
3. Notifying the building principal of any emergency situation, such as an accident involving student(s), a student missing from the group, etc.; and
4. Identifying and providing an emergency plan to

parents. Cancellation of Trips

Cancellation of trips may occur due to weather, safety, world events, or local School need. Trips will be cancelled only under circumstances under which appropriate School authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the School. In such cases, every effort will be made to provide as much advance notice as possible.

The School is not responsible for financial losses to students and parents due to cancellation

of trips. The authority to cancel trips rests with the Executive Director or the Executive

Director's designee.

Report of Trip Conclusion

Following the trip, the trip organizer shall prepare and present a summary and evaluation of the trip to the Executive Director and building principal. The Board may request a summary and evaluation be presented to the Board.



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Section 3000 Students

Title Student Health Physical Screenings Examinations
Code 3500
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3500

Student Health/Physical Screenings/Examinations

The Board may arrange for health services to be provided to all students. Such services may include, but are not be limited to:

1. Vision and hearing screening;
2. Scoliosis screening; and
3. Immunization as provided by the Department of Health and Human Services.

Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

In general, the Charter School will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the Charter School is conducted which is:

1. Required as a condition of attendance;
2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt-out of the above-described non-emergency, invasive physical examination or screening.

As used in this policy, the term invasive physical examination means any medical examination involving the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Idaho High School Activities Association will be required to follow the rules of that organization, as well as other applicable Charter School policies, rules, and regulations.

Legal Reference: General Education Provisions Act, 20 U.S.C.
1232h(b) IDAPA 08.02.03.160 Safe Environment
and Discipline



Book	Policy Manual
Section	3000 Students
Title	Concussion Protocol
Code	3505
Status	Active
Adopted	05/04/2021

White Pine Charter Schools

STUDENTS 3505

Concussion Protocol

Many students within the White Pine Charter School participate in extra-curricular activities of a nature whereby physical injury may result. Though the School takes care to ensure all extracurricular activities are as safe as practicable, it is not possible to remove all danger from such activities, and the School acknowledges that concussions may result. The purpose of this policy is to prepare a procedure for addressing situations in which student concussions have occurred, or are suspected to have occurred.

This policy only applies to organized athletic league or sport in which any Charter School middle school, junior high school, or high school student participates as an athlete or youth athlete. For the purposes of this policy, athlete or youth athlete means an individual who is 18 years of age or younger and who is a participant in any middle school, junior high school, or high school athletic league or sport. A School athletic league or sport shall not include participation in a physical education class.

Pre-Season Education

The administration and coaches will work to ensure that athletes, youth athletes, parents, volunteers, and assistant coaches are educated about concussions. Prior to being allowed to engage or participate in any School athletic league or sport, as discussed above:

1. Each student desiring to participate in such School athletic league or sport, and the student's parents/guardians, shall be provided notice of or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association, and also this policy.
2. Each student desiring to participate in such School athletic league or sport, and the student's parents/guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association, as well as this policy, and have had the opportunity to review and have reviewed such information. Further, each student and the student's parents/guardians shall sign an applicable waiver for participating in such School athletic league or sport.
3. The signed waiver and acknowledgment of review of the appropriate information shall be returned to the School. Athletes will not be allowed to participate in School athletic leagues or sports until the above steps are accomplished.

Coaches, referees, game officials, game judges, and athletic trainers shall review any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association upon employment and biannually thereafter.

Protocol on Suspected Concussion

If, during any School athletic league or sport practice, game, or competition, an athlete exhibits signs or symptoms of a concussion, makes any complaint indicative of a possible concussion, or a coach, assistant coach, volunteer coach, or other school employee has reason to believe a concussion has occurred, such student shall be removed from play or participation in the practice, game, or competition. According to the Centers for Disease Control and Prevention, and for the purposes of this policy, signs observed by coaching staff which could be indicative of a concussion include if the student:



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1. Appears dazed or stunned;
2. Is confused about assignment or position;
3. Forgets an instruction;
4. Is unsure of game, score, or opponent;
5. Moves clumsily;
6. Answers questions slowly;
7. Loses consciousness (even briefly);
8. Shows mood, behavior, or personality changes;
9. Can't recall events prior to the hit or fall; or
10. Can't recall events after the hit or fall.

According to the Centers for Disease Control and Prevention, and for the purposes of this policy, symptoms reported by the athlete which could be indicative of a concussion include:

1. Headache or pressure in head;
2. Nausea or vomiting;
3. Balance problems or dizziness;
4. Double or blurry vision;
5. Sensitivity to light;
6. Sensitivity to noise;
7. Feeling sluggish, hazy, foggy, or groggy;
8. Concentration or memory problems;
9. Confusion; or
10. Does not feel right or is feeling down.

Coaches should not try to judge the severity of the injury themselves. Health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

1. Cause of the injury and force of the hit or blow to the head or body;
2. Was there any loss of consciousness (passed out/knocked out) and if so, for how long;
3. Was there any memory loss immediately following the injury;
4. Were there any seizures immediately following the injury; and
5. The number of previous concussions (if any)



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School principals shall ensure that a health record is maintained in for each student.

Authorization to return to play must be in writing, and must be provided to the School prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician.

Legal Reference: I.C. § 33-1625 Youth Athletes Concussion and Head Injury Guidelines

Other Reference:

[h http://www.idhsaa.org/medicine/concussion.aspx h](http://www.idhsaa.org/medicine/concussion.aspx)
[ttp://www.cdc.gov/headsup/index.html](http://www.cdc.gov/headsup/index.html)
http://www.cdc.gov/headsup/basics/concussion_symptoms.html



Book Policy Manual

Section 3000 Students

Title Student Medicines
Code 3510
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3510

Student Medicines

Assistance in Self Administration of Medicines to Students

Any School employee authorized in writing by the principal:

1. May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent/guardian consents in writing.
2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a licensed health care practitioner, if the pupil's parent/guardian consents in writing.

Administering Medicines to Students

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation. Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a School employee and should not be practiced by any School personnel.

Self-Monitoring and Treatment of Diabetes

A student with diabetes, upon written request of the student's parent/guardian and written authorization from the student's treating physician, shall be permitted by the Board to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes in the classroom and in any area of the School or School grounds, and to possess on the student's person at all times all necessary supplies and equipment to perform these monitoring and treatment functions.

Self-Administration of Asthma Medication, Insulin/Diabetic Treatment, or Epinephrine Auto-Injectors

Pursuant to Idaho Code covering the self-administration of asthma medication, the following shall apply to epinephrine auto-injectors, insulin, or blood glucose monitoring supplies if a parent/legal guardian chooses to have his or her child self-medicate:

1. The parents/guardians of the pupil shall provide to the Board or designee written authorization for the self-administration of medication.



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2. The parents/guardians of the pupil shall provide to the Board or designee written certification from the physician of the pupil that the pupil has a severe allergic reaction (anaphylaxis), asthma, another potentially life-threatening respiratory illness, or diabetes and is capable of, and has been instructed in, the proper method of self-administration of medication. In cases where the pupil has severe or life-threatening allergies, Policy 3515 Food Allergy Management, and any related procedures shall be followed. For students with a severe allergic reaction, asthma, another potentially life-threatening respiratory illness, or diabetes the student's physician or health care provider-supplied information shall contain:
 - A. The name and purpose of the medicine;
 - B. The prescribed dosage;
 - C. The time(s) at which or the special circumstances under which medication should be administered;
 - D. The length of time for which medication is prescribed;
 - E. The possible side-effects of the medicine;
 - F. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing or allergic reaction;
 - G. Contact information for the physician and parent/guardian; and
 - H. If applicable, a list of the child's asthma triggers or allergies.
3. The School's administration and appropriate teachers and School personnel are informed that the student is self-administering prescribed medication. Such notification shall be done in a manner so as to best preserve the privacy of the student and the student's medical condition to the extent appropriate.

For students with severe or life-threatening allergies, this information may be provided in the student's Emergency Care Plan.

Additional Requirements for Self-Administration of Medicines

The Board designee will inform the parents/guardians of the pupil in writing that the School and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil, absent any negligence by the School, its employees, or its agents, or as a result of providing all relevant information provided pursuant to subdivisions of this subsection, absent any negligence by the School, its employees, or its agents, to the School administrator.

The parents/guardians of the pupil shall sign a statement acknowledging that the School shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the School and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

Students who are authorized to carry their own epinephrine auto-injectors or supplies or equipment necessary for diabetes monitoring and/or treatment of diabetes may be retested periodically to ensure they are still capable of correctly self-administering the medication.

As used in this section:

1. *Medication* means an epinephrine auto-injector, a metered dose inhaler, or a dry powder inhaler or insulin, insulin delivery system and/or supplies or equipment necessary for diabetes monitoring and/or treatment prescribed by a physician and having an individual label;



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2. *Self-administration* means a student's use of medication pursuant to prescription or written direction from a physician; and

3. A student who is permitted to self-administer medication pursuant to this section shall be permitted to possess and use the prescribed medication at all times.

Any School employee authorized in writing by the School administrator or principal may assist with self-administration of medications provided that only the following acts are used:

1. Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. Handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. Opening the lid of the above container for the student;
4. Guiding the hand of the student to self-administer the medication;
5. Holding a container of fluid and assisting the student in drinking fluid to assist in the swallowing of oral medications; and/or
6. Assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

Handling and Storage of Medicines

All medications, including those approved for keeping by students for self-medication, must first be delivered by the parent or other responsible adult to the employee assisting with the self-administration of medication. The employee must:

1. Examine any new medication to ensure that it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
2. If administration is necessary, develop a medication administration plan for the student before any medication is given by School personnel;
3. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received;
4. Store medication requiring refrigeration at 36F - 46F; and
5. Store prescribed medicinal preparations in a securely locked storage compartment excluding those medications approved for self-administration. Controlled substances will be contained in a separate compartment, secured, and locked at all times. Students shall be permitted to possess and use a prescribed inhaler or epinephrine auto-injector at all times.

No more than a 45 school day supply of a medication for a student will be stored at the School. All medications, prescription and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each School will maintain a current list of those persons authorized to administer



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medications.

Disposal of Medication

School personnel must return to the parent/guardian any unused, discontinued, or obsolete medication. Medicine which is not repossessed by the parent/guardian within a seven-day period of notification by School authorities will be destroyed in the presence of a witness.

Legal Reference: I.C. § 33-520 Policy Governing Medical Inhalers, Epinephrine Auto-Injectors, Insulin and Blood Glucose Monitoring Supplies

I.C. § 54-1401 Purpose- License Required-Representation to the Public



Book Policy Manual

Section 3000 Students

Title Food Allergy Management
Code 3515
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3515

Food Allergy Management

Food-allergic reactions can develop into severe or life-threatening reactions and, even with proper treatment, can be fatal. A student's ability to learn may be drastically altered by their fears of a reaction. The Board will endeavor to provide a safe and healthy environment for students with severe and life-threatening food allergies and to address food allergy management in the Charter School in order to:

1. Reduce the likelihood of severe or potentially life-threatening allergic reactions;
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction; and
3. To provide students, through necessary accommodations, the opportunity to participate fully in all School programs and activities, including classroom parties and field trips.

Food allergy management will focus on prevention, education, awareness, communication, and emergency response.

School administrators will endeavor to be knowledgeable about and follow all applicable federal laws, including the Americans with Disabilities Act, Section 504, Individuals with Disabilities Education Act, and the Family Educational Rights and Privacy Act, as well as all State laws and School policies and guidelines that may apply to students with allergies. Administrators or their designees may make all of the appropriate allergy forms available to parents, explain the procedures for completing and returning them, and ensure that all forms and health records submitted by parents and physicians are reviewed by the appropriate personnel. Administrators may also meet with parents and listen to their needs and concerns.

When a student has been identified as having food allergies verified by a physician, nurse practitioner, or physician assistant, individual written management plans may be used to determine accommodations to be made on a daily basis to prevent and prepare for an allergic reaction. An emergency care plan may be used to provide direction in the event of a life-threatening allergic reaction at School or at a School event. Key staff members may be trained to use emergency medications and may be notified of the location of those medications at School and at any special function.

The Executive Director or designee, in coordination with pertinent staff, may develop administrative regulations to implement this policy, including regulations pertaining to all classrooms and instructional areas, School cafeterias, outdoor activity areas, School buses (if applicable), field trips, and School activities held before or after the school

day. Administrative regulations may address the following components:

1. Identification of students with food allergies and provision of School health services;
2. Development and implementation of individual written management plans;



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3. Medication protocols, including methods of storage, access, and administration;
4. Development of a comprehensive and coordinated approach to creating a healthy School environment;
5. Ensuring that the needs of children with documented allergies are taken into consideration in planning for School programs;
6. Communication and confidentiality;
7. Emergency response;
8. Professional development and training for School personnel;
9. Awareness education for students and parents/guardians;
10. Training for School staff and volunteers; and
11. Policy monitoring and evaluation.

Allergy-related policies, protocols, and plans may be updated annually or after any serious allergic reaction occurs at School or at a School-sponsored activity.

The Executive Director or designee may annually notify students, parents/guardians, staff, and the public about the School's food allergy management policy by publishing such in handbooks and newsletters, on the School's website, through posted notices, or other efficient methods.

Students with allergies will be treated in a way that encourages the student to report possible exposure to allergens and any symptoms of an allergic reaction and to progress toward self-care with his or her food allergy management skills. Allergy-related bullying will not be tolerated.

The parent/guardian is expected to provide an adequate supply of the medication to be dispensed, and to retrieve any unused medication at the end of the school year or at the withdrawal of the student. Medication that is not retrieved by the parent/guardian by the student's last day of attendance during the School year will be disposed of by the School. This disposal will be verified by two people.

Cross Reference: 2400 Special Education
 2410 Section 504 of the Rehabilitation Act of 1973
 3510 Administering Medicines to Students
 3510F1 Authorization for Self-Administered Asthma/Emergency Medication
 3510F2 Indemnification/Hold Harmless Agreement for Self-Administration of Medication



Book	Policy Manual
Section	3000 Students
Title	Contagious Or Infectious Diseases
Code	3520
Status	Active
Adopted	05/04/2021
STUDENTS	3520

Contagious or Infectious Diseases

The Charter School provides educational services to students who have enrolled at the School. Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the School have an infectious disease which, although not normally life-threatening, could be life-threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The School shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be sent home as soon as the parent or person designated on the student's emergency medical authorization form has been notified.

The Charter reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the School shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the principal or designee to determine appropriate measures to protect student and staff health and safety. The principal or designee, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other children attending the School may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

Pediculosis (Head Lice)

Pediculosis is the infestation of the hair, skin, or pubic area with adult lice, larvae, or nits (eggs).

The psychological, social, and economic impact of head lice infestations can create a problem in the community. Every attempt will be made to educate students and parents on the prevention and eradication of head lice before and after an infestation is detected.

To avoid embarrassment and to contain the infestation, whole classrooms will be checked for head lice upon the



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report of possible infestation by a classroom teacher. The principal, his or her designee, or another qualified professional will examine the child in question and their classmates. Siblings of students found with lice and their classmates will also be checked if there is the suspicion that infestation may exist. Due to the possible, and very probable, epidemic infestation of head lice in the School environment, anyone exhibiting head lice will be isolated immediately.

Any student found to have head lice will be removed from the classroom with their belongings. The parent/guardian and/or listed emergency contact will be contacted so they can pick up the student and begin treatment immediately. A student suspected of infestation will not ride the bus. The student will be held in the front office or another location until the parent/guardian arrives in order to avoid further infestation.

Parents/guardians should be provided with printed educational information on head lice treatment. The educational material should include details explaining the problem, and list the procedures for treatment and requirements for reentering school.

The student may return to the School after being successfully treated so that no live lice are detected by the designated School official. The student's parent/guardian must accompany the student upon returning to School and remain present during the recheck. With the presence of live lice at the time of recheck, the student will continue to be excluded from school.

In the interest of the health and welfare of students enrolled in the School, no student will be permitted to attend classes if they are infested with head lice.

White Pine will follow school approved protocol when notifying parents about multiple lice or nit infestations in classrooms. Any child who is suspected of having lice will be treated with the utmost discretion.

Legal Reference: I.C. § 33-512 Governance of Schools



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Title Immunization Requirements
 Code 3525
 Status Active
 Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3525

Immunization Requirements

The Charter School provides educational services to the children enrolled at the School. Attendance at the Charter School may be denied to any child who does not provide an immunization record to the School regarding the child's immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by the Board of Health and Welfare or has previously contracted the disease. The parent or legal guardian of the child must comply with the immunization requirements at the time of admission and before attendance for the child.

Summary of Immunization Requirements

Child born after September 1, 1999

Child born on or before September 1, 1999
 through September 1, 2005

Immunization Requirement	Child born after September 1, 1999	Child born on or before September 1, 1999 through September 1, 2005
Measles, Mumps, and Rubella (MMR)	2 doses	1 dose
Diphtheria, Tetanus, Pertussis	5 doses	4 doses
Polio	4 doses	3 doses
Hepatitis B	3 doses	3 doses
Hepatitis A	2 doses	0 doses
Varicella	2 doses	0 doses

Summary of Seventh Grade Immunization Requirements

Immunization Requirement	Child admitted to 7th grade prior to the 2011-2012 school year	Child admitted to the 7th grade during the 2011-2012 school year and each year thereafter
Diphtheria, Tetanus, Pertussis	0 doses	1 dose
Meningococcal	0 doses	1 dose

Summary of Immunization Twelfth Grade Requirements

Immunization Requirement	Child admitted to 12th grade during 2020-21 school year and each year thereafter, if student received their first	Child admitted to the 12th grade during 2020- 21 school year and each year thereafter, if



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	dose of Meningococcal vaccine at 16 years of age or older, student received their first does of	or if student has never received a dose.	Meningococcal vaccine before the age of
	16.		
Meningococcal	1 dose		2 doses

Immunization Certification

The immunization record must be signed by a physician, physician's representative, or another licensed health care professional, including an osteopath, nurse practitioner, physician's assistant, licensed professional nurse, registered nurse, and pharmacist, stating the type, number, and dates of the immunizations received.

Intended Immunization Schedule

The schedule of intended immunizations statement must be provided by the parent or legal guardian of a child who is in the process of receiving or has been scheduled to receive the required immunizations. A form is provided by the Department of Health and Welfare or a similar one may be used provided it includes the following information:

1. Name and date of birth of child;
2. School and grade child is enrolling in and attending;
3. Types, numbers, and dates of immunizations to be administered;
4. Signature of the parent, custodian, or legal guardian; and
5. Signature of a licensed health care professional providing care to the child.

Children admitted to the School and failing to continue the schedule of intended immunizations will be excluded from School until documentation of administration of the required immunizations is provided by the child's parent, custodian, or legal guardian.

Exemptions

1. Any child who submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the child is such that all or any of the required immunizations would endanger the life or health of the child is exempt from the immunization requirements;
2. Any minor child whose parent or guardian submits a signed statement to School officials stating their objections on religious or other grounds is exempt from the immunization requirements. The parent or guardian can use a form provided by the school or submit a written, signed statement that the School will attach to the form; and
3. A child who has laboratory proof of immunity to any of the childhood diseases listed above will not be required to be immunized for that disease; and
4. A child who has had varicella (chickenpox) diagnosed by a licensed physician upon personal examination will not be required to be immunized for the disease provided they submit a signed statement from the diagnosing physician.

A child exempted under one of the above requirements may be excluded by the Charter School in the event of a disease outbreak.



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Reporting

The Charter School shall submit a report of the School's immunization status to the State Department of Education on or before the first day of November of each year. The report shall include:

1. Inclusive dates of the reporting period;
2. Name and address of the Charter School, and county;
3. Grade being reported and total number of children enrolled in the grade;
4. Name and title of the person completing the report form;
5. Number of children who meet all of the required immunizations listed in the tables above;
6. Number of children who do not meet all of the required immunizations listed in the tables above, but are in the process of receiving the required immunizations; and
7. Number of children who claimed exemption to the required immunizations listed in the tables above.

Legal Reference: I.C. § 39-4801 Immunization Required



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Title Suicide
Code 3530
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3530

Suicide

Neither a charter school nor a teacher has a duty to warn of the suicidal tendencies of a student absent the teacher's or charter school's knowledge of direct evidence of such suicidal tendencies.

Postvention shall mean counseling or other social care given to students after another student's suicide or attempted suicide.

The school may develop procedures which include, but are not limited to, the following measures:

1. Prevention:

- A. Offering and providing help and assistance, including early identification;
- B. Support and/or counseling by school support personnel for low-risk students;
- C. Referral to appropriate sources outside the school for high and moderate-risk students;
- D. Encouraging staff to report to the principal students they believe may be at elevated risk of suicide.
- E. Education of students on suicide prevention through age-appropriate curriculum.
- F. Small group suicide prevention programming.
- G. Additional training on suicide prevention for all staff for whom such training is deemed necessary.
- H. Offering resources to parents/guardians on suicide prevention.

2. Intervention:

- A. Contacting the parents/guardians of students identified as at imminent risk of suicide.
- B. Contacting emergency services to assist a student who is at imminent risk of suicide.
- C. Providing first aid until emergency personnel arrive, as appropriate.
- D. Moving other students away from the immediate area of any suicide attempt on Charter school property or at a Charter school event.



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3. Postvention:

- A. After-care support by the school for faculty, staff, and students after a sudden death has occurred.
- B. The development of a plan for responding to a death by suicide that has a significant impact on the school community.
- C. The creation of a crisis team to respond to deaths by suicide that have a significant impact on the school community.
- D. Contacting the State Department of Education to report any student deaths by suicide and to seek postvention assistance and/or resources.
- E. Offering mental health services to students likely to be strongly affected by a recent death.
- F. Appointing a spokesperson to handle inquiries related to issues involving suicide in the

school. Charter School personnel shall attend to the rights of the student and his or her family.

The Charter School shall comply with all requirements of State law and administrative rules for training by personnel on suicide prevention and awareness.

Legal Reference:	I.C. § 33-136	Suicide Prevention in Schools
	I.C. § 33-512B	Suicidal Tendencies Duty to Warn.
	I.D.A.P.A. 08.02.03.160	Safe Environment and Discipline



Book	Policy Manual
Section	3000 Students
Title	Emergency Treatment
Code	3540
Status	Active
Adopted	05/04/2021

White Pine Charter Schools

STUDENTS 3540

Emergency Treatment

The Board recognizes that the School is responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent/guardian.

Each parent/guardian must provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse, or a doctor. The principal or designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at the School, the responsible School officials shall do the following:

1. Isolate the child immediately from other children in a room or area segregated for that purpose;
2. Inform the parent or guardian as soon as possible about the illness and request that he or she pick up the child; and
3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached and in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he or she may elect to continue the treatment or make other arrangements.



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Title Student Interviews, Interrogations, Or Arrests

Code 3545

Status Active

Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3545

Student Interviews, Interrogations, or Arrests

Interviews by School Administrators (Student Victims/Witnesses)

When a violation of Board policy or Charter School rule occurs, the School principal or designee may question a potential student victim or students who may have relevant information without prior consent of the parent, guardian, or legal custodian. Another adult should be present during the questioning of students.

Interrogations by School Administrators (Student Suspect)

In situations where a student is suspected of violating Board policy or School rule, the principal or designee may interrogate the student suspect without the prior consent of the student's parent, guardian, or legal custodian. The School official must first have reasonable grounds, however, to suspect that the student committed such a violation. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will be afforded the opportunity to present his or her side of the story, orally or in writing.

Interviews and Interrogations by Law Enforcement Officials (School-Related Violation)

When a suspected violation of criminal law has occurred on School grounds, at a School-sponsored activity, or an activity involving School operations, law enforcement officers may be notified by School officials to request a criminal investigation. Law enforcement officers may also independently determine that an investigation requiring student interviews and interrogations is necessary. When law enforcement officers question a student victim, witness, or suspect in such instances, School officials shall make an effort to notify the student's parent, guardian, or legal custodian in advance of the interview or interrogation.

When students are interviewed or interrogated by law enforcement officers, the principal or designee shall request that police officers observe all procedural safeguards prescribed by law. However, School personnel are not responsible for a police officer's compliance with the law. If a parent or student refuses to consent to police questioning, it is the law enforcement officer's responsibility to respond appropriately to such refusal.

School discipline investigations conducted by School administrators and criminal investigations conducted by law enforcement officers shall be conducted in a parallel manner rather than as a joint investigation. Therefore, a School discipline investigation need not stop as soon as the School administrator believes that a crime has been committed. The results of the parallel investigations may be shared among School officials and the police.

Interviews and Interrogations by Law Enforcement Officers (Non-School-Related Violation)



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The Charter School strives to maintain cooperative working relations between law enforcement, child protective authorities, and School authorities. Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the student's class time. The principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of School operations and the educational process while at the same time cooperating with law enforcement efforts. Accordingly, the principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the principal or designee shall immediately contact the Executive Director for assistance.

Before any student interview or interrogation begins regarding suspected criminal activity, the principal or designee shall ascertain that the law enforcement officer has proper identification evidencing affiliation with an identified law enforcement agency. The principal or designee shall request that all procedural safeguards prescribed by law are observed by the law enforcement officers when interviewing student witnesses or interrogating student suspects. An effort shall be made to notify the student's parent, guardian, or legal custodian in advance of the interview or interrogation regarding suspected criminal activity. Whether or not to postpone the interview or interrogation until the parent arrives is ultimately the law enforcement officer's decision. In cases involving investigation of reported child abuse of a student where the suspected perpetrator is a member of the student's family, such parent/guardian contact would not be warranted. The Idaho Department of Health and Welfare or law enforcement may exclude School personnel from any child abuse investigations/interviews and may use a School building to conduct the interview.

Arrests by Law Enforcement Officers

A law enforcement officer may take a student into custody if the student has been placed under arrest or if the student's parent/guardian or legal custodian and the student consent to such release. The officer must first notify the principal or designee so that the student may be summoned to the principal's office and taken into custody in a manner that is as inconspicuous as possible and minimizes disruption of School operations and the educational process. When an emergency situation arises and the student is taken into custody or arrested on School premises without prior notification to the principal or designee, the law enforcement officer should notify School authorities of the situation as soon as possible.

When a student is removed from school by law enforcement officers for any reason, School officials will make every reasonable effort to notify the student's parent, guardian, or legal custodian. The School official will document such effort in writing. Before removing the student from school, the police shall sign a release form in which they assume full responsibility for the student. If a School official has reason to believe that a student was removed from the School by a law enforcement officer without making a valid arrest or without the consent of the student and the parent, guardian, or legal custodian, the School official will attempt to immediately contact the Executive Director.

School officials will notify the Executive Director of the removal of any student from School by law enforcement under any circumstance. School officials shall request that all procedural safeguards prescribed by law are observed by law enforcement officers conducting an arrest. School personnel are not, however, responsible for an officer's legal compliance with respect to said arrest.

Definitions

Interview means the questioning of a student who may be a witness or victim of an incident.

Interrogation means the questioning of a student suspected of violating School policy, School rule, or criminal law.



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Reasonable Grounds to Suspect means more than a generalized suspicion or a mere hunch, but not requiring certainty that a violation has occurred. For example, it may be based upon, among other things, direct observations or the reported observations or experiences of others. It involves a common-sense conclusion about human behavior based upon all of the circumstances presented.

Probable Cause means set of probabilities grounded in factual and practical considerations, which would cause a reasonable person to believe that a violation has occurred. It requires having more evidence for than against.

Cross Reference: 4400 Relations with Law Enforcement and Child Protective
Agencies Investigations and Arrests by Police
5260 Abused and Neglected Child Reporting

Legal Reference: I.C. § 6-904(1) Exceptions to Governmental Liability
I.C. § 16-1605 Reporting of Abuse, Abandonment or Neglect
I.C. § 16-1606 Immunity
I.C. § 16-1607 Reporting in Bad Faith Civil Penalties
I.C. § 16-1631 Authorization for Department to Act
I.C. § 20-516 Apprehension and Release of Juvenile Detention
Idaho Attorney General Opinion 93-2



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Section 3000 Students

Title Removal Of Student During School Hours

Code 3550

Status Active

Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3550

Removal of Student During School Hours

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from the Charter School grounds, any School building, or School function during school hours except by a person duly authorized in accordance with School procedures. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the principal, evidence of his or her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The Executive Director is directed to establish procedures for the removal of a student during school hours.



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Section 3000 Students

Title Video Surveillance

Code 3560

Status Active

Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3560

Video Surveillance

The Board believes that the use of video recording equipment can make positive contributions to the health, safety, and welfare of all students, staff, and visitors to the Charter School, as well as safeguard School facilities and equipment. Having carefully weighed and balanced the rights of privacy of students, staff, and visitors against the School's goal of ensuring the safety of every student, employee, and visitor while they are on School property and also the goal of safeguarding School facilities and equipment, the Board hereby authorizes the use of video cameras on Charter School property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students, and visitors on School property, and to safeguard School facilities and equipment.

Review of any video recordings is restricted to those who have a security, safety, or a legitimate educational interest.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The School shall comply with all applicable State and federal laws related to record maintenance and retention. Video recordings that are records of student and/or staff behavior shall be maintained in a secured location until the tapes are either reused or erased. The recordings shall be considered a student and/or staff record and shall be subject to current law for the release of student record information and/or personnel record.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School to investigate violations of School policy.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video cameras may be installed in public locations as deemed appropriate by the Executive Director, and shall not be installed in areas with a reasonable expectation of privacy.

Cross-Reference: 3570 Student Records

Legal Reference: I.C. § 33-512 Governance of Schools Books v. Logan, 127 Idaho 484, 903 P.2d 73 (1995); Rife v. Long, 127 Idaho 841, 908 p.2d 143 (1995).

I.C. § 18-6701 et. seq. Communications Security

34 C.F.R. Part 99 Family Educational Rights and Privacy Act (FERPA)



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Section 3000 Students

Title Termination Of Driving Privileges

Code 3565

Status Active

Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3565

Termination of Driving Privileges

In the event an enrolled student fails to meet the State enrollment and attendance requirements, the School principal or designee will provide written notification on a form provided by the Idaho Department of Education to the student and parent/guardian of the School's intent to request that the Idaho Department of Transportation suspend the student's driving privileges, because the student has dropped out of school (and has not otherwise enrolled in another public/private school, home schooling educational program, course of preparation for the GED, a college or university, a post-secondary vocational program, or job training program or other educational activity approved by the Board) or has failed to comply with the enrollment and attendance requirements found in Idaho Code.

The student and parent/guardian will have 15 calendar days from the date of receipt of the above-mentioned notice to request a hearing before the School principal or designee for the purpose of reviewing the pending suspension of driving privileges. The requested hearing will be held within 30 calendar days after the receipt of the request.

The School principal or designee may grant a hardship waiver of the requirements of this policy for any student for whom a personal or family hardship requires that the student have a driver's license for his or her own or family member's employment or medical care. The principal or designee will take into account the recommendations of teachers, other School officials, guidance counselors, or academic advisors prior to granting a waiver. Such a hardship waiver must be requested by the student or the student's parent/guardian at the initial hearing.

If the principal or designee denies a hardship waiver, that decision may be appealed to the Board within seven calendar days of receipt of the principal's or designee's decision. The hearing before the Board will be held at a mutually convenient time. The Board will have the authority to uphold the decision of the principal or designee, or reverse the decision and grant the hardship waiver.

Cross-Reference: 2325 Driver s Education

Legal Reference: I.C. § 33-211	Students Drivers Licenses
I.C. § 49-110	Definitions
I.C. § 49-303	What Persons Shall Not Be Licensed
I.C. § 49-303A	Driver s License or Permits Issued to Certain Persons Under the Age of Eighteen Years
I.C. § 49-305	Instruction Permits Temporary Licenses Motorcycle Endorsement Instruction Permit
I.C. § 49-310	Applications of Persons Under the Age of Eighteen Years
I.C. § 49-326	Authority of Department to Suspend, Disqualify or Revoke Driver's License and Privileges



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Section 3000 Students

Title Student Records

Code 3570

Status Active

White Pine Charter Schools

STUDENTS 3570

Student Records

Charter School student records are confidential, and information from them shall not be released other than as provided by law. Federal and State laws grant certain rights to parents and students, including the right to inspect, copy, and challenge School records. The information contained in School student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The School may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the School not to release this information.

The Executive Director shall implement this policy consistent with State and federal law and may develop administrative procedures to assure compliance with State and federal law. The Executive Director or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student School records.

Cross Reference: 3575 Student Data Privacy and Security
4260 Records Available to the Public

Legal Reference: 20 U.S.C. § 1232g Family Education Rights and Privacy Act
34 C.F.R. 99 Family Education Rights and Privacy Act
I.C. 33-133 Student Data Use and Limitations
I.C. § 33-209 Transfer of Student Records – Duties
I.C. § 32-717A Parents Access to Records and Information No Child Left Behind Act of 2001,
P.L. 107-334



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Title Student Data Privacy And Security
Code 3575
Status Active
Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3575

Student Data Privacy and Security

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and State laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency, and Accountability Act of 2014 (Idaho Data Accountability Act).

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage, and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, the Charter School shall adopt, implement and electronically post this policy to its website. It is intended to provide guidance regarding the collection, access, security, and use of education data to protect student privacy. This policy is consistent with the DMC's policies regarding the access, security, and use of data maintained within the SLDS. Violation of the Idaho Data Accountability Act may result in civil penalties.

Definitions

Administrative Security consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

Aggregate Data is collected or reported at a group, cohort, or institutional level and does not contain PII.

Data Breach is the unauthorized acquisition of PII.

Logical Security consists of software safeguards for an organization's systems, including user identification and password access, authenticating, access rights, and authority levels. These measures ensure that only authorized users are able to



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perform actions or access information in a network or a workstation.

Personally Identifiable Information (PII) includes: a student's name; the name of a student's family; the student's address; the student's social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the School community who does not have personal knowledge of the relevant circumstances, to identify the student.

Physical Security describes security measures designed to deny unauthorized access to facilities or equipment.

Student Data means data collected at the student level and included in a student's educational records.

Unauthorized Data Disclosure is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

Collection

The Charter School shall follow applicable State and federal laws related to student privacy in the collection of student data.

Access

Unless prohibited by law or court order, the Charter School shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.

The Executive Director or designee, is responsible for granting, removing, and reviewing user access to student data. A regular review of existing access shall be performed.

Access to PII maintained by the School shall be restricted to:

1. The authorized staff of the School who require access to perform their assigned duties; and
2. Authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and
3. Vendors who require access to perform their assigned duties.

Security

The Charter School shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure. The School shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of Public Instruction in the case of a confirmed Data Breach or confirmed Unauthorized Data Disclosure. The School shall also notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

Use

Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.



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Charter School contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:

1. Requirement that the vendor agree to comply with all applicable State and federal law;
2. Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
3. Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
4. Prohibition against the vendor's secondary use of PII including sales, marketing, or advertising;
5. Requirement for data destruction and an associated timeframe; and
6. Penalties for non-compliance with the above provisions.

The School shall clearly define what data is determined to be directory information.

If the School chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt-out of the directory within a specified period of time. If a parent does not opt-out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

Cross Reference: 3570 Student Records

Legal Reference: 20 U.S.C. § 1232g

34 C.F.R. 99
I.C. § 33-133

Family Education Rights and Privacy Act

Family Education Rights and Privacy Act
Idaho Student Data Accessibility, Transparency, and Accountability Act



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Section 3000 Students

Title Relations With Non-custodial Parents Alternate 2 More General

Code 3580

Status Active

Adopted 05/04/2021

White Pine Charter Schools

STUDENTS 3580

Relations with Non-custodial Parents

Whenever possible and legal, the White Pine Charter School recognizes the value of providing information to non-custodial parents regarding School purposes and activities pertaining to their child. The School also recognizes that many divorced parents continue to share caregiving and custody and that each parent under legal and practical circumstances, should have equal access to information regarding their child's School progress and activities.

Therefore, upon written request to their child's School principal, the School will subsequently and routinely send to that parent all School information which is normally sent to the custodial parent of the child. This may include report cards, and class and School newsletters during the school year in which the request is made. Non-custodial parents and parents with shared custody not normally receiving materials from the School may annually request this service.

Parents restricted by court order will not be given access to School information regarding their child. Challenges to a parent's access to information will be referred to and investigated by the Executive Director. Individuals initiating challenges must provide documentation regarding court orders prohibiting access to information.

Legal Reference: Federal Family Educational Rights and Privacy Act of 1974
Department of Education 34 C.F.R. Part 99 (May 9, 1980 45FR 30802) regs.
Implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232G) Parent and Student Privacy and Other Rights with Respect to Educational Records



Book	Policy Manual
Section	3000 Students
Title	Records Of Missing Children
Code	3610
Status	Active
Adopted	05/04/2021

White Pine Charter Schools
STUDENTS 3610

Records of Missing Children

Upon notification by the Idaho State Police of a missing or runaway child currently enrolled in the Charter School, that student's records shall be flagged in such a manner that whenever a copy of or information regarding the record is requested, the School is alerted to the fact the record is that of a missing or runaway child. If request is made for a flagged record, the record shall not be forwarded and the local law enforcement agency shall be notified of the request for the flagged record.

Any request concerning flagged records or knowledge as to the whereabouts of a missing or runaway child shall immediately be reported to the local law enforcement agency. Upon notification by the Idaho State Police of the return of the missing or runaway child, the School shall remove the flag from the student's record.

Legal Reference: I.C. § 18-4511 School Duties Records of Missing Child Identification Upon Enrollment Transfer of Student Records



Book Policy Manual
Section 3000 Students

Title Transfer Of Student Records
Code 3620
Status Active
Adopted 05/04/2021

White Pine Charter Schools
STUDENTS 3620

Transfer of Student Records

Receiving School

Within 14 days after enrolling a transfer student, the School shall request directly from the student's previous school a certified copy of his or her record and exercise due diligence in obtaining the copy of the record requested.

Forwarding School

A certified copy of the permanent or cumulative file of any student and the file containing special education records of any student shall be forwarded by mail, or electronically, to a local educational agency or accredited school in which the student seeks to or intends to enroll within ten days after receipt of a written or electronic request, except as provided in Policy 3610 Records of Missing Children. The files that are forwarded must include information concerning violent or disruptive behavior or disciplinary action, however, such information shall be contained in a sealed envelope, marked as confidential and addressed to the principal or other administrator of the receiving school.

Cross Reference: 3570 - 3570P Student Records
3610 Records of Missing Children

Legal Reference: I.C. § 18-4511 School Duties Records of Missing Child Identification Upon Enrollment
Transfer of Student Records
I.C. § 33-209 Transfer of School Records - Duties