

Student Handbook 2017-2018



Empowering Students, Parents, and Educators

Welcome to White Pine Charter School

A Public School of Choice

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Idaho Falls, ID 83406

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www.whitepinecharterschool.org

Welcome to the 2017-2018 School Year

White Pine Charter School's Mission

“Success for Every Student.”

Vision

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

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

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

Purpose

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

WPCS Educational Program

The traditional curriculum will follow the Core Knowledge Sequence with a strong emphasis in language arts, math, science, and social studies. Core Knowledge offers detailed, building-block, and developmentally-appropriate content. The specific content in the Sequence is meant to comprise about 50% of the school's curriculum and complements the Idaho State Standards. These are augmented with Spanish language, music, art, health, environmental education, and physical education instruction.

The reading curriculum is taught using the Core Knowledge Language Arts (CKLA) program in K-5. Novels are used to strengthen comprehension, literature reflection, and basic reading skills in 4 – 8th grades.

The science curriculum is a multi-year sequence that emphasizes hands-on experimentation and functional knowledge of scientific phenomena.

Math will be taught through direct classroom instruction, including verbal drills, guided practice using the research-based program, Math in Focus. Seventh and eighth grades use Think through Math, Accelerated Math and a variety of other resources. Idaho Digital Learning Academy (IDLA) is also used to offer advanced math courses.

Social studies, history, and geography will follow the Core Knowledge Curriculum.

Technology will be used to support a child's natural way of learning through individual and group discovery and seeking solutions to real life challenges.

Board of Directors

Tony Lima	Board Chair	limato@wpcscougars.org
Amber Beck	Vice Chair	beckam@wpcscougars.org
Chris Beaman	Secretary	beamanch@wpcscougars.org
Jim Seamans	Treasurer	seamansji@wpcscougars.org
Nick Burrows	Director	burrowsni@wpcscougars.org
Joanna Stark	Director	starkjo@wpcscougars.org
Adam Frugoli	Director	frugoliad@wpcscougars.org

WPCS Board of Directors meets on the last Tuesday of each month at 6:30 PM. The agenda is posted at the front entrance of the school (and, on the website). Visitors are always welcome to attend.

PFA (Parent Faculty Association)

WPCS PFA needs your help. We have a small, dedicated group that has been carrying the weight, but we can use more help. The goal is to divide into sub-committees so that the workload is distributed and not overbearing.

If you are interested in joining our PFA, please contact current president Adrienne Seamans at pfa@wpcscougars.org

White Pine Staff 2017-2018

Administrative

Principal: Jeremy Clarke	clarkeje@wpcscougars.org
Assistant Principal: Ken Graham	grahamke@wpcscougars.org
Director of Federal Programs: Devan Tyler	tylerde@wpcscougars.org
Business Manager: Steve Bailey	baileyst@wpcscougars.org
Administrative Assistant: Becky Buddenbohm	buddenbohmb@wpcscougars.org
Administrative Assistant: Kristin Attebury	atteburykr@wpcscougars.org

Elementary School

Kindergarten -----	Jana Johnston Ashley Goodrich Amberly Christensen
First Grade -----	Anna Attebury Laura Tracy Alyssa Pack
Second Grade -----	Carrie Ford Todd Olsen Connie Day
Third Grade -----	Dianna Hawes Sarah Cook

Fourth Grade -----	Cathy Plummer Valerie Waite
Fifth Grade -----	Gayle Black Amanda Torgerson

Middle School

Social Studies -----	Mo Haws
Math -----	Jennifer Croft
Science -----	Alaysha Whitworth
Language Arts -----	Tina Martindale
Exploratory -----	Robert Lang

Ancillary Staff

Special Education (K-5)-----	Deana Graham
Special Education (Middle School)-----	Kari Peterson
Social Worker-----	Michelle Elsbree
Librarian -----	Elena Brower Amy Bowman
Custodian-----	Michelle Waters
Lunchroom-----	Lori Orme

*Other staff, such as Title I aides, SpEd aids, Specials Teachers are not shown

POLICIES & PROCEDURES

ATTENDANCE POLICY (JE)

WPCS receives State funds based on ADA (Average Daily Attendance). It is the goal of the school to maintain a minimum of **97%** attendance. When calculating a school's revenue based on ADA, an absence for any reason reduces funds available to the school.

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

- If a student must be absent from school, the parent is requested to call the office before 9:00 a.m. to report the absence for that day. If a phone call is not possible, a note explaining the absence should be given to the teacher on the day of return.
- If parents find it necessary to take students out of school for a period of time, a written request for the absence should be submitted to the child's teacher in advance, thus giving the student an excused absence.
- Tardiness creates a disturbance to the learning environment and places children in danger of missing pertinent information, explanations, class planning, and opening activities. Children arriving after 8:30 are considered tardy and parents/guardians must sign them in at the office.
- Students may accumulate a maximum of **5 absences per trimester**, not to exceed a total of 12 absences per year.
- Students who received more than 12 absences per year may be denied promotion to the next grade. These students may also be denied re-enrollment at White Pine Charter School.
- Students may accumulate **3 tardies per trimester**. **Students who accumulate 10 tardies in a trimester will have Saturday school.**
- Board policy includes specific attendance requirements and consequences for excessive absences including loss of enrollment. The policy can be found on the WPCS web page, whitepinecharterschool.org or in the office.

- Individual student attendance records may be viewed by parents on the [PowerSchool Parent Portal](#) home page.
- See [Attendance Policy JE](#) Online

STUDENT CODE OF CONDUCT (JGAG)

It is our belief that by working together as a team, your child’s education at White Pine Charter School will reflect excellence in all areas. It is our policy that students be held accountable for their own actions. If a student demonstrates inappropriate behavior, they will be dealt with fairly and with dignity.

PROCEDURES FOR FORMAL DISCIPLINARY ACTION

ORF Procedures

ORF stands for Office Referral Form. The ORF for White Pine Charter School is provided below. Teachers and other staff members will refer students to the office using this form. At that time students will meet with a member of the administration. During this meeting administration will counsel the student and reiterate expectations as a school. Minor referrals will be documented in SWIS and parents will not be notified unless the behavior becomes a pattern. Major referrals will be documented in SWIS and warrant parent contact in order to keep all parties on the same page. White Pine Charter School believes parent involvement in the matter goes a long way in a remedy to the situation. Administration will also determine if any further action needs to be taken. Parents are welcome and encouraged to come in to talk about any referrals or administration decisions.

To ensure common understanding of the expectations for behavior, the school requires each student and parent to sign a statement certifying they have received a copy of the Student Code of Conduct Policy and have reviewed its content. The Student Code of Conduct in its entirety can be found in the office or at the White Pine website www.whitepinecharterschool.org.

Office Referral Form

Name: _____

Location

Date: _____ Time: _____

- Playground
- Cafeteria
- Hallway
- Classroom
- Library
- Bathroom
- Carpool
- Other _____

Student’s teacher: _____

Grade: K 1 2 3 4 5 6 7 8

Referring staff: _____

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
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<ul style="list-style-type: none"> • Inappropriate language • Physical contact • Defiance/disrespect • Disruption • Dress code • Property misuse • Tardy • Electronics violation • Off task • Excessive missing work • Other _____ 	<ul style="list-style-type: none"> Abusive language Fighting Physical aggression Defiance/disrespect Harassment/bullying Dress code Display of affection Electronics violation Lying/ cheating Skipping class Other _____ 	<ul style="list-style-type: none"> Obtain peer attention Obtain adult attention Obtain items/activities Avoid peer(s) Avoid adult Avoid task or activity Don't know Other _____
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Others involved in incident: None• Peers• Staff• Teacher• Substitute•
 • Unknown Other• _____

Comments: _____

Administrative Decision	
<ul style="list-style-type: none"> • Loss of privilege • Time in office • Conference with student • Parent contact • Custodial help • Workroom 	<ul style="list-style-type: none"> Individualized instruction In-school suspension (____ hours/ days) Out-of-school suspension (____ days) Refer to counselor/social worker Other _____

Administrator comments: _____

Date: _____

Administrator _____

To ensure common understanding of the expectations for behavior, the school requires each student, staff member, and parent to sign a statement certifying they have received a copy of the Student Code of Conduct Policy and have reviewed its content. An abbreviated copy of the Student Code of Conduct Policy is attached to this handbook. The Student Code of Conduct in its entirety can be found in the office or at the White Pine website www.whitepinecharterschool.org.

White Pine Charter School Behavior Matrix:

Show Respect

- ★ For other students
- ★ For teachers and staff
- ★ For school and personal property

Show Responsibility

- ★ For consistent attendance and punctuality
- ★ For active participation in all learning activities
- ★ For completing assigned work
- ★ For following classroom rules

Show Effort

- ★ In working toward individual ability
- ★ By cooperating with teachers and classmates
- ★ By contributing to a positive, safe, and productive school

Other expected classroom Learning Behaviors are:

- ★ Raise your hand to be called on
- ★ Follow teacher instructions
- ★ Listen to the teacher
- ★ Focus on tasks
- ★ Be prepared

Behaviors that are unlawful will be reported to the proper authorities. Behaviors that result in lost or damaged property will result in restitution.

WHITE PINE CHARTER SCHOOL DRESS CODE (JICA)

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



Shirts:

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

- Logos if present should be small and inconspicuous. Denim material is not acceptable

Pants:

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

Winter Gear:

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

Accessories:

- Tights or a matching pair of socks must be worn. Solid brown, black, tan, or coordinating colors of navy blue, light blue, red, or white are acceptable.
- Knit leggings may be worn under jumpers, skirts, and skorts and may be brown, black, tan or in coordinating solid colors of navy blue, light blue, red, or white.
- Belts are optional. If worn, they must be black, brown, or navy leather or leather-like material.
- Extreme hairstyles or accessories are not appropriate. Neutral hair is required.
- Girl’s hair accessories may be gold, silver, navy blue, light blue, red or white.
- Pocket chains, hats, and sunglasses may not be worn.
- A minimum amount of jewelry is acceptable
- Shoes must be closed toed. Not light up or wheelies.

2. Appearance

- Students must arrive at school clean and neat in appearance.
- Uniforms must be the correct size and not worn out. Oversize clothing or “low-riding” pants, skirts, or skorts are inappropriate. No holes in clothes allowed.
- Extreme hairstyles are not appropriate at White Pine Charter School. Hair **must** be of a natural color and hairstyles must not be disruptive.
- Makeup is not allowed in K-5. Makeup is permitted in sixth through eighth grades.
- The Administrator will make the final decisions regarding hair and apparel considered inappropriate, dangerous, or distracting from the learning environment.

We appreciate your help in making our school a more orderly and respectful environment by ensuring that your child complies with our dress code. Please remind them of the importance on a regular basis!

-- See Policy (JICA) Dress Standard Policy

White Pine Charter School 2017-2018 Homework Guidelines

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

Purposes of Homework

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



Frequency & Length of Homework

Homework may be sent daily, weekly, or on a contractual basis with a specific due date. Students should engage in reading every day. The table below outlines the average time most students will require to complete their homework. The time required to complete homework may vary depending on the individual student's speed and focused effort.

GRADE	ASSIGNMENTS	INDEPENDENT READING	DAILY TOTAL
Kindergarten	Up to 10 minutes	10 minutes (bedtime story)	Up to 20 minutes
1 st Grade	Up to 10 minutes	15 minutes	Up to 25 minutes
2 nd Grade	Up to 15 minutes	20 minutes	Up to 35 minutes
3 rd Grade	Up to 30 minutes	20 minutes	Up to 50 minutes
4 th Grade	Up to 40 minutes	30 minutes	Up to 70 minutes
5 th Grade	Up to 50 minutes	30 minutes	Up to 80 minutes
Middle School	Up to 75 minutes	30 minutes	Up to 105 minutes

Turning-In Homework

K-3

Completing homework will help younger students develop the necessary habit of taking work home, completing it, and turning it on time.

- Students who complete homework may earn a teacher-directed reward (i.e. reward tickets for Students in grades K-3 may lose the opportunity to earn a preferred activity as decided upon by the individual teacher when homework is not turned in on time.

4-5

Students are expected to turn work in on time. Students who turn in late assignments will receive any of the following based upon individual teacher discretion or grade level policy:

- partial credit
- no credit
- missed reward activity

Language Arts	1 credit per trimester
Science	1 credit per trimester
Social Studies	1 credit per trimester
Exploratory	1 credit per trimester

Middle School Requirements – Main Pathway

Students that are enrolled in grades 6 through 8 will be required to earn 85% of the possible credits each school year, which is equivalent to earning 13 of the possible 15 credits.

Middle School Requirements – Alternate Pathway

If students that are enrolled in grades 6 through 8 do not earn 13 of the possible 15 credits, they may qualify for promotion by fulfilling 2 of the 3 criteria:

1. Earn a score of 75% or higher on End of Trimester exam for the subject where an F was received
 2. Students earns credit through credit recovery.
 3. Student maintains an overall GPA of 2.0 in core courses.
- B. Credit Recovery - Student will participate in respective online course (IDLA, Accelerated Math, Khan Academy, or other program administered by the teacher) to fulfill credit requirements. A program of study will be arranged by credit committee which consists of advisory teacher, school counselor, and administrator or designee. Credit recovery must be completed during summer and before July 1st to satisfy requirements. 8th grade students will not be able to participate in graduation if they are required to take an alternate path. Students who fail to satisfy the credit recovery requirements, will not qualify for promotion to the next grade. Parents/guardians will be responsible to pay any fees associated with credit recovery if any are required.
- C. Course Attendance requirement can be recovered by attending Saturday School or through alternative time spent with advisory teacher or designee outside of normal school hours.
- D. Special Education - Any student in Special Education maintains all rights and privileges provided under the current laws pertaining to Special Education in the state of Idaho. All necessary accommodations must be met before a student can be considered failing.

CREDIT RECOVERY

Limited credit recovery will be offered during the school year through the afterschool tutor program. Students, who are in danger of losing credit from one of their five core classes, will need to attend the afterschool tutor program for the majority of the trimester in order to be eligible for credit recovery.

Students, who are in danger of losing credit, may also be required to attend a work session during Specials and Elective to make up the work they are missing and bring up their grade. In addition, students who are struggling to maintain the required credits may enroll in a Study Hall elective if offered during the trimester.

Seventh and eighth grade students who do not have enough credits to move on to the next grade level at the end of the school year will be enrolled in summer IDLA classes to make up credit(s). Students must pass summer school in order to graduate or move on to the next grade level.

BICYCLES / ROLLERBLADES / SKATEBOARDS / SCOOTERS

- Students riding bikes to school should walk their bikes as soon as they are on school property.
- Bike racks are available on the playground area.
- Students are encouraged to wear helmets.
- Parents are encouraged to discuss bike safety with their children.
- Kindergarten and 1st grade students are NOT permitted to ride their bikes to school.
- Rollerblades, skateboards, scooters, and Heelys or other roller-type shoes are not allowed on school property.



HEALTH AND IMMUNIZATION

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

Children enrolled in K – 1st grade must have:

- 5 doses of DTaP (Diphtheria, Tetanus, & Pertussis)
- 4 Polio
- 2 MMR (Measles, Mumps, & Rubella)
- 2 Varicella (Chickenpox)
- 2 Hepatitis A
- 3 Hepatitis B



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

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

7th Grade Requirements:

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

MEDICATIONS

Medical treatment consisting of dispensing medication is the responsibility of the parents/guardians and the family physician. If it is deemed necessary that medication be administered during school hours, an “Authorization to Administer Medication” form must be completed and signed by the physician. This form is available in the office. A parent who wants a child to have any medication not covered by an “Authorization to Administer Medication” must come to school and personally dispense the medication to their child.

Other Medical / Injury Guidelines

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

COMMUNICABLE DISEASES

If your child has contracted a communicable disease, such as strep throat, chicken pox, conjunctivitis (pink eye), lice or other such communicable diseases, please inform the school and keep them home for the appropriate period of time.

COLD WEATHER

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

SNOW CLOSURES

The school will close for extreme weather. The administrator will determine snow closures. This information will be announced on the morning radio and TV stations. A text and email message will also be sent.

BIRTHDAY PARTIES

Occasionally, students wish to celebrate their birthday at school. Please consult with the teacher in advance. However, there are some general guidelines that parents are asked to follow:

- **No homemade food items** may be distributed at school.
- It is suggested that something other than a food treat be planned.
- Interruption to the school schedule should be kept to a minimum.
- Students should not pass out invitations to private birthday parties at school unless all students are invited (an optional family roster will be compiled at registration).

COMMUNICATION & PARTICIPATION

VISITING THE SCHOOL

White Pine thrives on parent/guardian involvement and maintains an 'open door' policy for administration and teachers. You are **ALWAYS WELCOME AT YOUR CHILD'S SCHOOL!**

- ☺ However, all visitors **MUST CHECK IN at THE OFFICE IMMEDIATELY** and, when possible, should arrange visit beforehand with the teacher to minimize disruptions.
- ☺ Email has become the most effective way of communicating with our teachers. A list of all teacher email addresses can be found on our webpage under 'Contact Us.'

RELEASING STUDENTS FROM SCHOOL

White Pine Charter School assumes responsibility for your child while they are at school. Students may be released to their parents during the day, but **please check in the office and sign your child out before leaving**. This precaution is taken solely for the protection of your child.

PARENT / GUARDIAN CONCERNS PROCEDURES

The Board recognizes that situations may arise in the operation of the school, which concerns parents or the public. Such concerns are best dealt with through communication with the appropriate staff members and officers of the school, such as faculty, administrators, and the Board of Directors. Opportunities for communication are at monthly Board meetings, or at the three scheduled PFA meetings. Dates are always posted in the newsletter.

In order to address your concerns as quickly as possible, persons with complaints shall follow the following process:

1. Any concern involving a teacher will first be addressed between the teacher and the concerned party. If the initial concern is expressed to the administrator, the concerned party shall be redirected to the teacher as soon as possible but no later than five working days.
2. **Please do not interrupt class time in order to discuss a concern or arrange a meeting with a teacher.** It is best to e-mail or call in advance and mutually agree on a time that is best for both parties.

3. If the parties are not able to resolve the concern, it will then be resolved in an administrator-mediated conference between the teacher and the concerned party.
4. Appeals can be made to the Board of Directors after the process listed above has been followed.

This process also pertains to other staff members or administration.

Every parent, guardian or other person who upbraids, insults or abuses any teacher of the public schools, in the presence and hearing of a pupil thereof, is guilty of a misdemeanor. [I.C., 18-916, as added by 1979, ch 227, 2, p. 624]

CONFERENCES

Teachers will conduct student led conferences. By involving the student in the process, they understand how to be accountable for their own learning and why they need to focus on their progress. Conferences are scheduled twice a year, in the fall and then again in the early spring. Teachers are always available and willing to discuss student progress at other times per parents request.

POWERSCHOOL

Our computerized record keeping system is accessible to parents online. Student records available for parent viewing include attendance, grades for grade levels K – 8th grade, detailed assignment descriptions, school bulletins, breakfast and lunch and fee balances.

There is a link at www.whitepinecharterschool.org for your convenience. If you are a first time user, Click on the Blue “Powerschool” button, then click on the “Create Account” tab, then the “Create Account” blue button. Enter all the information for the parent, scroll down and enter the assigned Access ID and the Access Password, and the relationship to the child. Due this for all children at the school. Then click ‘enter’. Then it will tell you that you have successfully created and account. Log in using the username and password that you created for your account. The PowerSchool Parent Portal home page will appear. Once logged onto the parent portal, parents will see their child’s name, grade level, and school. In order to see a different child’s home page, parents can click on the tabs across the top. To learn your students PowerSchool Access ID and Access password, please contact our front office. Once you create and account you use the same username and password every year

TEACHER WEBPAGES & COMMUNICATION

Teachers are required to contact parents weekly. All parents should receive weekly announcements from their student’s teachers. Some teachers may additional use web based programs (i.e. Edmodo).

SCHOOL EMAIL, NEWSLETTERS & ANNOUNCEMENTS

White Pine utilizes an email marketing program called Constant Contact in order to send home electronic school newsletters. This saves a great deal on print and paper and is part of our “Going Paperless” campaign. Other important announcements, notifications, reminders, and surveys are also sent home via e-mail or text. **PLEASE CONTACT OUR OFFICE IMMEDIATELY IF YOU ARE NOT RECEIVING EMAILS FROM THE SCHOOL** and we will add you to the distribution list.

VOLUNTEERING

White Pine's philosophy recognizes the importance of parental involvement in a child's education. As a result, we recommend that parents spend a minimum of 20 hours volunteering for the school. These hours are tallied so please be sure to sign in at the front desk when arriving at school. If volunteer work is done at home, please keep track of that time and inform the office. Contact our school if you any questions, suggestions, or if you would like to be involved.

PFA

The Parent Faculty Association offers the opportunity to become involved in planning and working on projects that will affect the whole school. Involved parents have a lasting influence on the value students place on their own education. It is important for our children to see us involved in their lives at home, in their outside activities, and in their schooling experience. Make a difference in your child's life--become involved.

There are numerous committees and events that need volunteers. If there is an event or committee you feel you can help with, please contact a PFA member and have your name added to the list.

GENERAL INFORMATION

LUNCH PROGRAM

Although lunches/breakfast can be purchased daily, we recommend parents purchase the necessary number of lunches/breakfasts for an entire week or month at one time. Lunch fee balances can be accessed by parents on Powerschool. Just set up an account and it will alert you of your student balances and you can pay for lunch/breakfast. Student breakfast cost \$1.60, hot lunches cost \$3.10 (which includes milk) or milk may be purchased for \$0.40. Adult breakfast cost \$2.50, adult lunches cost \$3.75.

Menus are prepared and posted monthly on the website (parents > school lunch). Students must receive the entrée, and can choose two of the three side dishes if they do not want all the a la carte choices.

If your child is going to be late for school please call ahead to request a hot lunch by **9:00 a.m.** If you wish to eat lunch with your child, please call and order a lunch by **9:00 a.m.** of that particular day. Hot lunches/breakfast are made fresh every day at WPCS and late lunches cannot be ordered.

REGISTRATION REQUIREMENTS

Birth Certificate: Idaho Code 18-4511 requires that a legal parent, custodian, or guardian provide a certified copy of each student's birth certificate if the student is enrolling in a public school for the first time.

Immunization Records: At the time of first admission and before attendance, Idaho Code 39-4801 and the Idaho Department of Health and Welfare Rules (IDAPA16.02.15) require a legal parent, custodian, or guardian of each child to present an immunization certification statement signed by a physician or a physician's representative stating the type, number and dates of immunizations received.

CARPOOL

Students line up outside in specific areas based on their last name. The expectation is that students are quiet and attentives as they wait for their ride.

To drop off students:

- ✓ Students are not allowed on school property earlier than 8:00 am. It is a safety concern for children because there is no playground supervision before that time.
- ✓ Form a single one-way lane on the loop.
- ✓ Drive all the way to the end of the sidewalk in front of the building and drop off students.
- ✓ Please do not pull around other vehicles dropping off students.
- ✓ During winter, please warn students exiting car to beware of ice on curb.
- ✓ **PLEASE DO NOT PARK IN THE LOOP.**

To pick up students:

- ✓ Carpool - enter at right lane and singles - enter at left lane.
- ✓ Please do not arrive earlier than 3:00 pm.
- ✓ During inclement weather, the students will be kept inside and carpool loading will be conducted with radio communication.
- ✓ Drive one-way to the South end of the building (allowing other cars to proceed in line).
- ✓ An adult will accompany them to your vehicle and make sure everyone is loaded.
- ✓ Please do not pull around other vehicles picking up students.
- ✓ **PLEASE DO NOT PARK IN THE LOOP.**
- ✓ If you need to park and enter the building, park in designated parking areas.
- ✓ Carpools picking up only one student are called SINGLES and pull through the singles area to load (enter on the left lane for singles). This is the sidewalk to the south of the drainage pond in front of the building.
- ✓ It is required that everyone use the carpool procedure for picking up their student. Parking on John Adams and walking students to the street is not a safe procedure for the pedestrians or the car traffic.
- ✓ Students are not allowed to walk from the school building without prior written permission submitted to administration.

BELL SCHEDULE for Monday, Tuesday, Thursday, Friday

8:00 Car pool drop-off begins (please do not drop off before supervision)

8:25 First Bell Rings For K-8

8:30 School begins for K – 8; Students are in their seats
Students arriving after this time are considered tardy

11:30 AM Kindergarten Released

12:15 PM Kindergarten Starts

11:20 Lunch begins

1.04 Lunch ends

3:15 School Dismissal, car pool pick-ups begins

BELL SCHEDULE for Wednesday

8:00 Car pool drop-off begins (please do not drop off before supervision)

8:25 First Bell Rings For K-8

8:30 School begins for K – 8; Students are in their seats
Students arriving after this time are considered tardy

11:00 AM Kindergarten Released

11:00 PM Kindergarten Starts

11:20 Lunch begins

12.52 Lunch ends

1:30 School Dismissal, car pool pick-ups begins

2017-2018 LUNCH SCHEDULE

Lunch / Recess Schedule

Grade	Lunch Start	Lunch Ends	Recess Start	Recess Ends
KG	11:30	11:50	11:50	12:10
1	11:20	11:45	11:45	12:00
2	11:40	11:50	11:50	12:20
3	11:45	11:50	11:50	12:25
4	11:55	12:00	12:00	12:30
5	12:00	12:10	12:10	12:35
MS	12:34			1:04
MS Wed	12:22			12:52

INDOOR RECESS SCHEDULE

Grade	Start in Gym	Back to Class	Class Starts
K	11:35	11:50	11:55
1	11:45	11:55	12:05
2	11:50	12:00	12:10
3	11:55	12:05	12:15
4	12:00	12:10	12:20
5	12:10	12:20	12:30

Master Title Schedule 2017-2018

Reading		Math	
8:30-8:50	Middle School	9:10-9:40	3
8:50-9:20	K	9:50-10:20	4
9:20-9:50	1	10:20-10:35	K
9:50-10:20	2	10:40-11:10	5
10:20-10:50	4	11:10-11:40	2
10:50-11:20	3	12:05-12:35	1
11:20-11:50	5	12:35-1:05 Afternoon Kindergarten math and reading	

MIDDLE SCHOOL SCHEDULE

White Pine Middle School Master Schedule (M, T, Th, F) 2017-2018

Period	Time	Time in class	Math	Language Arts	Science	Social Studies	STEAM
Adivsory	8:30-8:50	20 min					
1st	8:53 - 9:46	53 min	8	6A	6B	7B	7A
2nd	9:49 - 10:42	53 min	7B	6B	7A	6A	8
3rd	10:45 - 11:38	53 min	6B	7B	8	7A	6A
4th	11:41 - 12:34	53 min	6A	7A	7B	8	6B
Lunch	12:34 - 1:04	30 min					
5th	1:07 - 2:00	53 min	7A	8	6A	6B	7B

Electives	2:03 - 2:37	34 min						
CKR	2:40 - 3:15	35 min	PE (Gym)	Music	Keyboarding (Lab)	Spanish	Art	

White Pine Middle School Master Schedule (Assembly/Events) 2017-2018

Period	Time	Time in class	Math	Language Arts	Science	Social Studies	STEAM	
Adivsory	8:30-8:50	20 min						
1st	8:53 - 9:46	53 min	8	6A	6B	7B	7A	
2nd	9:49 - 10:42	53 min	7B	6B	7A	6A	8	
3rd	10:45 - 11:38	53 min	6B	7B	8	7A	6A	
4th	11:41 - 12:34	53 min	6A	7A	7B	8	6B	
Lunch	12:34 - 1:04	30 min						
5th	1:07 - 2:00	53 min	7A	8	6A	6B	7B	
Electives	2:03 - 2:37	34 min						

- This schedule is for days we have early release, long assemblies, and events that affect our class time

GRADES

Individual student grades may be accessed by parents on the PowerSchool on home page. The best method is to set up automated email reports for weekly or even daily updates!

The following rubric is the grading scale used by K-5 Elementary grade levels. It is teacher designed and focuses on each child's personal learning. This grading scale is used for classroom performance and for reporting progress on the report card.

E	Exceeds Standard – truly ready to move on; works independently; able to teach material to others; no clarification needed; in-depth high level of answers; application; consistency; retention; mastery; able to use it to build on or create
M	Meets Standard – little/some clarification needed; need some practice or review; correct and accurate responses; a few mistakes; ability to self correct; on the way to mastery; works independently; uses tools to solve problems

P	Progressing Toward Standard – needs assistance often or modified practice (tutoring, small group, or individual); may indicate first-time exposure to concept; requires more time to absorb material
R	Requires support to meet the standard; unable to work independently; requires more time and clarification; repeated exposures; additional foundation and/or background information; not ready to move on
N A	This skill has not been measured at this time

Elementary

Grades	Percentage Range
E	101% – and above
M	86% - 100%
P	65% - 85%
R	64% and below

Middle School

Grades 5-8	Percentage Range
A+	97% and above
A	94% - 96%
A-	90% - 93%
B+	87% - 89%
B	84% - 86%
B -	80% - 83%
C+	77% - 79%
C	74% - 76%
C-	70% - 73%
D+	67% - 69%
D	64% - 66%
D-	60% - 63%
F	0% - 59%

*See new middle school credit requirement

SCHOOL PROGRAMS & STUDENT RECOGNITION

AFTER SCHOOL PROGRAMS

After School Programs/Clubs - Contact grahamke@wpcscougars.org for more information

Fall:	Winter:	Spring:
Cross Country Grades: 4-8 Wed/Thurs 7:00 - 8:00 Coach: Tom Bench	Boys Basketball Grades: 5-8 Mon/Wed 3:30 - 5:30 Coaches: Ken Graham and Jaxson Stark	Dungeons and Dragons Grades: 4-8 Fri 3:15 - 4:30 Coach: Bron Spencer
Dungeons and Dragons Grades: 4-8 Fri 3:15 - 4:30 Coach: Bron Spencer	Co-Ed Volleyball Grades: 5-8 Mon/Wed 4:30-5:30 Coach: Alaysha Whitworth	Elite Choir Grades: 3-5 Thurs 3:30 - 4:30 Coach: Connie Day
Elite Choir Grades: 3-5 Thurs 3:30 - 4:30	Dungeons and Dragons Grades: 4-8 Fri 3:15 - 4:30	Homework Club Grades: 6-8 Mon - Fri 7:30 - 8:15 am

<p>Coach: Connie Day</p> <p>Girls Basketball Grades: 5-8 Mon/Wed 3:30 - 4:30 Coaches: Ken Graham and Alaysha Whitworth</p> <p>Homework Club Grades: 6-8 Mon - Fri 7:30 - 8:15 am 3:15 - 4:15 pm Coaches: MS Teachers</p> <p>Lego Robotics Grades: 5-8 Thurs 3:30 - 4:30 Coach: Rob Lang</p> <p>After School Tutoring Grades: All Mon - Fri 3:30 - 4:30 Coaches: WPCS Teachers</p> <p>WPCS Band Grades: 5 Wed 1:30 - 2:05 Coaches: Shannon Jenkins and Heather Kunz</p> <p>Drama Club Grades: 5-6 Mon/Wed 3:30 - 4:30 Coach: Mary Jones</p> <p>Gifted and Talented Thurs 3:15-4:15 Coach: Tina Martindale</p>	<p>Coach: Bron Spencer</p> <p>Elite Choir Grades: 3-5 Thurs 3:30 - 4:30 Coach: Mrs. Day</p> <p>Homework Club Grades: 6-8 Mon - Fri 7:30 - 8:15 am 3:15 - 4:15 pm Coaches: MS Teachers</p> <p>Lego Robotics Grades: 5-8 Thurs 3:30 - 4:30 Coach: Rob Lang</p> <p>After School Tutoring Grades: All Mon - Fri 3:30 - 4:30 Coaches: WPCS Teachers</p> <p>WPCS Band Grades: 5 Wed 1:30 - 2:05 Coaches: Shannon Jenkins and Heather Kunz</p> <p>Ski Club Grades: 4-8 TBD TBD</p>	<p>3:15 - 4:15 pm Coaches: MS Teachers</p> <p>Lego Robotics Grades: 5-8 Thurs 3:30 - 4:30 Coach: Rob Lang</p> <p>Running Club Grades: 4-8 TBD Coach: Tom Bench</p> <p>After School Tutoring Grades: All Mon - Fri 3:30 - 4:30 Coaches: WPCS Teachers</p> <p>WPCS Band Grades: 5 Wed 1:30 - 2:05 Coaches: Shannon Jenkins and Heather Kunz</p>
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Notices will be sent home throughout the year as after school activities become available. You can also go to our website – What’s Happening > After School Programs. You can also contact our after school program coordinator, Mr. Ken Graham if you have questions or are interested in sponsoring an activity or club: grahamke@wpcscougars.org.

S.T.E.M.

Science, Technology, Engineering, and Mathematics are very important at WPCS! We have various S.T.E.M. related programs such as Science Olympiad and First Lego League Robotics that we participate in every year.



For the past 27 years, Science Olympiad has led a revolution in science education. What began as a grassroots assembly of science teachers is now one of the premiere science competitions in the nation. In the words of a Science Olympiad alumnus: "I consider Science Olympiad the most important and influential activity I participated in during my middle school and high school career."

White Pine Charter School

FLL Robotics



The best way to summarize *FIRST* LEGO League is to say that it is a robotics program for 9 to 16 year olds (9 to 14 in US/CAN/MEX), which is designed to get children excited about science and technology -- and teach them valuable employment and life skills. FLL can be used in a classroom setting but is not solely designed for this purpose.

The MATHCOUNTS Competition Series is a national program that provides students the opportunity to compete in live, in-person contests against and alongside their peers. Created in 1983, it is the longest-running MATHCOUNTS program and is open to all sixth-, seventh- and eighth-grade students

If you are interested in volunteering time, materials or want your 5-8 grader to participate at please contact Mr. Clarke or Mr. Graham.

GIFTED & TALENTED (GT)



The White Pine Gifted and Talented program is an exciting opportunity your child will have to develop additional friendships while exploring deeper into his/her interests and strengthening his/her talents. We thank you for this chance to help nurture your child's gifts and talents.

GENERAL SCHOOL SAFETY GUIDELINES

Safety is always a top priority at any school setting. Ensuring students are safe coming to school, during school hours, and leaving school for the day requires everyone's attention. The following is a brief summary of how we address these safety concerns that can arise at a school.

Carpool Safety:

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

Bus Safety:

Students will practice an emergency bus evacuation from the bus; Teton Stage Lines conducts the practice. All Students practice this procedure so that students would know what to do if an emergency were to occur on a field trip. Along with this procedure, teachers will take time to talk about bus safety and bus behavior. It is very hard for a driver to remain alert to what is going on in traffic and in the seats of the bus at the same time. It is also difficult to manage student behavior on the bus from the office. If each family will also discuss bus safety and address issues presented when children misbehave on the bus, it will create a safer environment for all our students. The bus drivers are not school employees but they have been responsive to parent and administrator concerns about student behavior that may be putting students at risk. Please call the principal at 208-522-4432 or Donavan at Teton Stage Lines at 208-680-1094/208-529-8036 with any concerns.

Fire Safety:

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

Intruder Safety:

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

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