

North Star Charter School



Student Handbook 2009-2010

North Star Charter School K-8th
839 N. Linder Rd.
Eagle, ID 83616
(208) 939-9600
FAX: (208) 939-6090

Web Site: www.northstarcharter.org

North Star Charter School Calendar 2009-2010

August 26-28	Teacher In-service days, no school for students.
Monday, August 31	First full day of classes with all students in attendance.
Friday, September 4	School closed
Monday, September 7	Labor Day, school closed
September 28-October 2	Fall Break, school closed
Friday, October 30	End of First Quarter
November 4-5	Parent Teacher Conferences
Friday, November 6	School closed
November 20-27	Thanksgiving Break, school closed
December 21–January 1	Winter Break, school closed
Monday, January 4	Full day of classes, school resumes
Monday, January 18	Martin Luther King Jr. Human Rights Day, school closed
Friday, January 22	End of 1 st Semester
Friday, February 12	School closed
Monday, February 15	President's Day, school closed
Friday, March 19	End of Third Quarter
March 24-25	Parent Teacher Conferences
March 26- April 2	Spring Break, school closed
Friday, April 30	School closed
Friday, May 28	School closed
Monday, May 31	Memorial Day, school closed
Thursday, June 3	End of Second Semester
Friday, June 4	Early Release Friday, 12:00 (noon); last day of school

Administration

Phyllis Smith Head of School
 Diana Wold Vice Principal

Operations

Mindi Pierce Office manager
 Cathy Satterfield Secretary
 Kay Tiemann Security /Student Affairs/Assistant Athletic Director
 Rosanne Noble Counselor
 Dan Conti Athletic Director
 Nancy VanDinter Librarian

Board of Trustees

Ken Carroll Trustee
 Sallie Herrold Trustee
 Jana McCarthy Trustee
 Var Reeve Trustee
 Don Waniata Trustee
 Mick Wiskerchen Trustee

Teachers

Teacher email protocol is first initial, last name followed by @northstarcharter.org (i.e. twhitt@northstarcharter.org)

Kindergarten Tisha Berg, Jane Gardner
 1st Grade Carin Chochrek, Maureen Miley
 2nd Grade Shay Davis, Monica Stone
 3rd Grade Carol Hendershot, Laiena Leatherman, Mariah Rodeghiero
 4th Grade Eileen Beatty, Joan Pemble
 5th Grade Casey Hawkins, Joan Rosenbaum

Middle School Ty Whitt – English 6,7, Reading, 7th & 8th
 Donna Scott – Social Studies
 Jane Gardner – 6th Reading
 Bonnie Drick – Social Studies
 Kathy Stice, Chad Barker – Mathematics
 Krista Lloyd – English 8

Specials Jeri Parkinson, Maureen O’Toole, , Karryol Horstmeier – Spanish
 Shari Tenario - Japanese
 Dan Conti, Georja Sawyers – PE
 Jill Hettinger, Samantha Sitterson – Science
 Shirley VanPaepeghem –Music
 Camden Hughes – Band
 Alex MacDonald – Computer
 Heather Whitt – Art
 Tamela West - Drama
 Nancy Van Dinter, Robin Clark – Library
 Sheri Drain – Special Education

Student Council Advisor Chad Barker, Donna Scott
 Yearbook Ty Whitt

PTO Officers for 2009-10

Co-Presidents Jennifer Bailey K-5
 Stephanie Killilea 6th – 8th
 Melissa Hackett 9th -11th
 1st Vice President Endi Fillmore
 Treasurer Ellen Anderson
 Vice Treasurer Cathy Tucker
 Secretary Lena Barbot
 2nd Vice President Phyllis Smith
 Past President Susan Madsen

**North Star Charter School
IB World School
International School of Business and Economics**

Mission/Vision: *Building an environment of respect, compassion and critical thinking that inspires civic leadership.*

Values

- act with **integrity** in all we do.
- provide **leadership** as a school and as individuals.
- regard **candor** and transparency as essential in our communicating.
- **collaborate** as a team.
- focus on an accelerated K-12 academic program of **excellence**.
- take **courage** to stand up for what we believe.
- **engage** in civic leadership
- strive to continuously **improve** as a school.

Behaviors

- live our school values.
- collaborate across the school.
- communicate openly and with respect.
- take individual responsibility for quality academics and continuous improvement.
- model good behavior and civic leadership to students and each other.

Student/Parent Information and Policies

Rights and Responsibility

Students.....

For your success you are expected to:

- Attend school daily
- Arrive to school on time
- Strive to do your best
- Be prepared
- Accept responsibility for your behavior and actions

Parents....

For your child's success you are expected to:

- Promote high expectations for your child's behavior, school achievement, and homework,
- Establish and maintain open lines of communications between home, school and teachers,
- Ensure that your child gets plenty of sleep, a good breakfast, and is dressed appropriately,
- Participate in school activities including parent-teacher conferences,
- Regularly discuss school work with your child
- Assist your child in being responsible for their behavior and actions.
- Ensure that you child arrives to school on time

School Personnel...

For your child's success we will:

- Provide a safe and effective learning environment,
- Establish and maintain open lines of communication between school and home,
- Promote high expectations for students' behavior and academic achievement,
- Provide opportunities for every student to be successful,
- Promote students responsibility for behavior and actions.

Arrival/Departure of Students

Please be aware that no staff member is on duty before 8:30 AM. To ensure your child's safety and to prevent any liability issue, we ask that you not send your child to school before 8:30 AM unless you have made special

arrangements with the administrator. Similarly, school is out at 3:15 PM and staff duties end at 3:30 PM Children must be picked up by 3:30 PM unless arrangements have been made with the office. Please be on time.

Block Schedule

The middle school will be on a block schedule Mondays through Thursdays. Monday and Wednesday will be A days for periods 1,3,5,7. Tuesdays and Thursdays will be B days for Periods 2,4,6,8. On Fridays, students will attend all of their classes. If there is no school scheduled on a Monday, then the block schedule will be held Tuesday through Friday that week. Middle school goes to lunch at 1st lunch and high school goes to lunch at 2nd lunch.

Middle School Block Schedule

A Days: Periods 1,3,5,7 B Days: Periods 2,4,6,8

A/B Days Monday - Thursday

7:45	Period 1/2	
9:10	Break	
9:25	Period 3/4	
10:50	Lunch 1	Passing
10:55		Period 5/6
11:25		
11:25	Period 5/6	Lunch 2
12:20		
12:50	Passing	
12:55	Period 7/8	
2:20	Dismissal	

Friday

7:45 AM	Period 1		
8:29 AM	passing		
8:31 AM	Period 2		
9:15 AM	passing		
9:17 AM	Period 3		
10:01 AM	passing		
10:03 AM	Period 4		
10:47 AM	Lunch 1	passing	10:47 AM
		Period 5	
11:18 AM	Period 5	Lunch 2	11:33 AM
12:02 PM	passing		
12:04 PM	Period 6		
12:48 PM	passing		
12:50 PM	Period 7		
1:34 PM	passing		
1:36 PM	Period 8		
2:20 PM	Dismissal		

Student Attendance Policy – K-8

North Star Charter School recognizes the importance of attendance and punctuality for several reasons:

- Punctuality and attendance are important skills for employment later in life. We are building the future when we develop these skills in children.
- Regular attendance is important to insure the benefits of our program which is 90% direct instruction and cannot be “made up”.
- Financial solvency of North Star Charter is based on attaining 96% average daily attendance in K-8 grades. It is crucial that parents adhere to this commitment.

The money North Star Charter School receives from the State of Idaho is based on a formula based only on our enrollment and ADA (average daily attendance). ADA is calculated on a weekly basis, thus the reporting of our weekly attendance in our Friday newsletter. We receive full funding when we are at 96% attendance each week. Ninety-six percent attendance amounts to approximately one absence per class per day.

Excused Absences – Absences due to illness and death in the family are the only absences that North Star Charter School will consider excused absences. All other absences will be considered unexcused including vacation days. North Star Charter School recognizes that attendance decisions ultimately rest with the parent or guardian. In order for absences due to illness or bereavement to be excused, oral or written communication from the student’s parent or guardian must be received within 48 hours of the last day of the absence. A physician’s letter documenting the need for absence from school is required for excessive absences due to illness. All absences, excused or unexcused, count toward the 96% attendance criteria. No student shall have more than 9 unexcused absences in one semester. Failure to comply with this policy will result in loss of roster position.

Tardies – School starts at 8:45 AM. Students are expected to be in their assigned classroom when school starts. If they are not, the student will be considered tardy. Students will not be considered tardy if they are riding the bus and the bus is late. Any day that a child is tardy, the following steps are required:

1. Parent must come into the school and sign their child in.
2. Students will have to serve a lunch detention that day.
3. Three tardies will equal an unexcused absence.

Make-up Work – Make-up work and make-up tests are allowed for students who have excused absences only. It is not the burden of the classroom teacher to create alternative assignments or put together homework “packets” for students who miss school due to family choice.

Leaving the Campus

If you need to pick up your child during the day, please check them out through the office. For safety reasons, students are not to leave the grounds at any time, unless they leave with a parent or designated adult. A student who leaves school grounds without permission or without an adult will be considered truant. Local law enforcement will be contacted in the case of truancy.

Homework

Homework fosters student initiative, independence, responsibility, and teaches good discipline. An integral part of a good education requires that homework be given on a regular basis. Learning to budget time to fit homework among other activities teaches students a valuable lifetime skill. Homework reinforces and supplements the school learning experiences, bringing the school and home closer together. Each North Star Charter School teacher will assign homework according to the students’ needs. This can include special projects, drill and practice of math facts, poems, vocabulary, spelling words, reading, unfinished class work, Hall of Fame practice, and writing assignments. Parents need to maintain a positive attitude toward learning and toward the value of homework; remain patient and encourage your child(ren). A set time and place to do homework is critical.

Minimum homework requirements:

Kindergarten:	approximately 15 minutes a night, 5 days per week
1 st -3 rd grades:	approximately 30 minutes a night, 5 days per week
4 th -5 th grades:	approximately 45 minutes a night, 5 days per week
6 th -7 th grades:	approximately 60 minutes a night, 5 days per week

Daily Homework Makeup Policy

Kindergarten - 5th grade: all work missed for an excused absence is due the day after the students return. For example, if the student is absent on a Thursday and returns on a Friday, the work is due Monday.

6th - 8th grade: all work missed for an excused absence is due the day after the students return. For example, if the student is absent on a Thursday and returns on a Friday, the work is due Monday. If a student does not turn in an assignment on the day that it is due, the teacher shall assign that student to Lunch Study Hall where they will be expected to go until the assignment is completed.

Student Dress Policy

1. Garments that advertise illegal substances, or display suggestive or obscene statements cannot be worn.
2. Gang attire of any kind is strictly prohibited. This includes, but is not limited to, garments that are suggestive, colors, bandanas, or belts that have gang symbols on them.
3. Extremely brief garments such as halter-tops, bare midriiffs, tube tops, spaghetti straps, tank tops and plunging necklines are not allowed. Shorts may be worn through warm months. However, shorts or skirts shorter than fingertip length are not allowed. Excessive baggy pants are not allowed. Sweat pants are not allowed.
4. Sandals are acceptable for the classroom. No bedroom slippers are allowed. Tennis shoes are required for PE.
5. Make-up: lipstick, rouge and eye make-up are not allowed until 6th grade.
6. Visible tattoos are not acceptable. No pierced jewelry is allowed except for the ears and/or a nose stud.
7. Students will be required to dress "business casual" on presentation days in all classes. Business dress is defined as:
 - Men – Pants (no jeans), belt, tucked in button up long sleeve shirt with collar. Jacket and tie are optional. No flip-flops.
 - Women – A dress, or a skirt and a blouse with sleeves, or a pant-suit. No flip-flops.
8. No hats or caps are to be worn inside the building.
9. Any attire that is disruptive to the educational atmosphere, or that poses a threat to student safety, as determined by administration, is not allowed.
10. Jeans may be worn at school but they must not have holes above the knee.

Visitor's Policy

Parents are invited to visit the school or classes. Please make an appointment with your child's teacher beforehand. Siblings need to be accompanied by a parent and **should not be left unattended**. If you are volunteering for the classroom, please make other arrangements for your pre-school children. Older siblings should not be expected to "baby sit" them. Please check in with the main office upon your arrival. Parents may not drop into a classroom, even for a few seconds, without checking in at the office and picking up a visitor's pass. School-age friends or relatives, who attend other schools and want to visit North Star, must receive permission from the administrator prior to a visitation day.

School Closure

Should inclement weather or emergency situations occur which would result in the closing of schools or the changing of start or dismissal times, the information will be announced by local radio and TV stations.

North Star Athletics and Activities Grades 7-12

Athletic Eligibility

1. Athletes must have earned five credits the previous semester on a traditional schedule and six credits on an A-B block schedule.
2. An athlete is ineligible on the day of his/her 20th birthday.
3. An athlete must have an IHSAA physical on file at the school. A new physical is required the freshman and junior years.
4. Athletes must follow all IHSAA guidelines, rules and regulations.
5. Junior Varsity and Varsity athletes must maintain a 2.0 GPA.
6. Junior Varsity and Varsity athletes cannot have an F in any current class. Coaches will monitor the athlete's grade and the athlete will become eligible when they no longer have a failing grade.
7. A student must have ten days of practice prior to the first interscholastic athletic competition in a sports season.
8. Each individual coach will set standards for their team as to behavior in the classroom, practice rules and team policies. Athletes must abide by these standards to be eligible to play.

Attendance on the day of an activity

A student must be present for at least four full periods during the day of the event, evening performance, game or function to be able to participate in that performance or function unless deemed an extraordinary absence. A student suspended in school for more than one period or out of school on the day of an activity will not be allowed to participate in that activity, game, or practice.

Forms

The Idaho High School Activities Association requires that an athlete receive a physical examination and have on record **with the school the interim questionnaire prior to his/her first practice** in any IHSAA sponsored sport (grades 9-12). Physicals are required prior to the first day of practice in the 9th and 11th grades. A student will not be required to have an additional physical examination during the 10th and 12th grades unless:

1. The physician recommends the student have an additional physical exam.
2. The parents request an examination via the Interim Questionnaire.
3. Affirmative answers on 1-9 of the Interim Questionnaire indicate a possible need for a repeat physical examination.

NOTE: The physical examination must **not** be completed before May 1 of the athlete's 9th, 10th or 11th grade year.

Physical examination forms are available on the website, <http://www.idhsaa.org/>. The Interim Questionnaire is a consent form that must be completed each year of participation by the parents/guardians of the athlete. The original is given to the school principal. The original, completed Idaho Health Examination and Consent form must be on file at the school prior to the first day of practice.

Transportation

When students leave for school-sponsored activities during the school day or meet at the school prior to leaving, they must utilize the school transportation to the activity and back. Students who utilize school transportation to an activity must return to school on school provided transportation. Students may ride home with their parents, provided one parent makes personal contact with one of the activity sponsors. For evening or weekend activities in the metro area, students may drive their own vehicles provided that they do not meet at the school first. High school juniors and seniors may drive private automobiles between schools when participating in school sponsored programs. Students must meet the following conditions:

- a) A copy of the student's completed self-transportation form with express written permission from their parent/guardian and the building principal must be on file with the home school prior to use of the vehicle.
- b) A copy of the vehicle owner's insurance policy must be on file with the home school prior to the use of the vehicle. The student driving the vehicle must be covered on the insurance policy.

c) A copy of the student's valid driver's license.

Activities Code of Conduct

It is the policy of North Star Charter High School to prevent and prohibit the possession, use, sale, distribution, and/or intent to distribute any illegal or controlled mood-altering chemical, medication, look-alike drug or abused chemical by any student. This also includes possession or use of alcohol, tobacco and tobacco products. Consequently, should any member of the school's administration, faculty, staff, or coaching staff witness or have evidence that a student is using, in possession of, or under the influence of any of the previously mentioned substances, that student will be dealt with according to the following procedure.

1. **First Offense:** A student will be ineligible to participate for a minimum of 25% of the total regular season contests, a minimum of three weeks of activities, or a maximum of six games/activities. A student must attend practice and complete the current season; the time of ineligibility will begin with the first scheduled event after the infraction. Should a student violate the Code of Conduct between seasons, including the summer, ineligibility will begin at the beginning of the next sport in which the student participates. When figuring a percent of the season to be missed, any part of a contest will be rounded up to the next whole number, i.e. 25% of 13 regular season contests = 3.25; contests missed = 4.
2. **Second Offense:** A student will be ineligible to participate for a minimum of 50% of the total regular season contests. The time of ineligibility will begin with the first scheduled event. These consequences are in effect for the entire school year.
3. **Third Offense:** The student will be ineligible to participate in any athletic activity for a minimum of one year from the date of infraction; the police will be notified. Cumulative offenses will carry through one calendar year, from the date of the first infraction.

Sportsmanship

When to cheer and applaud

1. As your team comes onto the playing floor/field, students should cheer.
2. As your team is introduced, cheerleaders may go out onto the playing floor/field.
3. When an opponent or your own player has made an exceptionally fine play.
4. When a substitution is made on your team, cheer the outgoing player and incoming player.
5. As encouragement and tribute to an injured player.
6. When an opponent who has played spectacularly leaves the game. Such a cheer would be recognition of a fine exhibition and concrete example of good sportsmanship.
7. As encouragement to own team in its drive for a score.
8. As encouragement to own team in defense of its goal.

When not to cheer

1. When your team is penalized. The official is closer to the play than you and has expert knowledge of the rules under which the game is to be played.
2. When an opposing player makes a mistake or the opposing team is being penalized - this is poor sportsmanship.
3. When an opposing player is injured. Any expression of pleasure or joy over the injury of an opponent is bad taste.
4. If the opposing rooting section has already started a cheer or the opposing school band is playing.

Discipline Policy

Student Responsibilities

- Students will be kind. Kindness is the number one expectation for North Star Charter School students. If students are kind, there will be no fights, no teasing, bullying or

harassment. Kindness covers all areas that can potentially cause behavior problems in a school setting.

- Students will not talk in the hallways or the bathrooms nor when entering or exiting classrooms.
- Students will get to know each other and will include everyone equally and respectfully.
- Students will be polite to one another and will treat all adults at school with respect.
- ***Students will earn respect by always being respectful to others.***
- Students will accept responsibility for their choices and behavior.

Parent Responsibility

- Parents will build a positive partnership with the school by supporting the Harbor Method.
- Parents will refrain from gossip – go to the teacher or principal with concerns.
- Parents will encourage their child to accept responsibility for behaviors and to accept school assigned consequences as a step toward being a virtuous citizen leader.

Teacher/Staff Responsibilities

- Faculty will teach the virtue of good citizenship.
- Faculty will communicate with parents concerning on-going behavioral issues.
- Teachers and paraprofessionals will model respect, dignity and self-control while dealing with students.
- Teachers and paraprofessionals will make every reasonable effort to maintain proper student behavior and to solve discipline problems using a positive, proactive approach at school and school-sponsored activities.

Principal Responsibilities

- If a student chooses unacceptable behavior and is referred to the principal, the principal will assign disciplinary consequences based on the offense, age and status of the student. It follows the sequence of steps below but can be different at the discretion of the administrator.
- Principal may temporarily suspend a student from school for a period of 1-5 days for severe deviant behavior, incorrigibility, or repeated violations. An informal hearing by telephone or conference will be given the parents before suspension according to Idaho Code 33-205.
- Principal will assign consequences which may involve actions up to and including suspension and/or expulsion and will correspond to the severity and frequency of the behavior. In the event of a suspension, a conference with student, parent and administrator will be held prior to re-admittance to school.

When students choose unacceptable behavior, teachers will address the problem when appropriate but for flagrant unkindness, disrespect, defiance, bullying, intimidation, harassment, cheating, stealing or fighting, the following sequence of consequences may be followed depending on the offense, age and status of the student:

- 1st offense – lunch detention for five days - attend class field trips only with parent chaperone.
- 2nd offense - one day in school suspension –loss of field trips for school year.
- 3rd offense - two days in school suspension –loss of field trips for school year.
- 4th offense – out of school suspension for 1-5 days –loss of field trips for school year.

Students are forbidden to knowingly and/or voluntarily possess, handle, transmit, or use any instrument that can be used as a weapon or is a facsimile of a weapon. Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon for purposes of this policy. Joint School District #2 lists the following as examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, fireworks, explosives, mace or other chemicals. A weapon at school is an automatic suspension with an expulsion hearing in front of the Board of Directors.

Losing Returning Student Preference – Grades 5-8

In the event that teacher/school records indicate contributing factors of poor attendance and/or consistent failure to complete school work assignments, the student will NOT be eligible for the “returning student” preference for purposes of the lottery. The student will be allowed to apply through the school’s lottery process to re-enter and repeat the grade level that was not completed successfully. Because the annual lottery occurs in the spring, prior to the end of the current school year, the 3rd quarter report card will be evaluated for those students in 5th-8th grade to determine which students may be entered in the lottery to repeat their current grade level. This will allow the student an equal opportunity to be drawn in the lottery.

Bus Rules and Consequences

The following is a complete list of bus safety rules. Please read and share with your child in a way that is understandable to the child.

1. Before you get on the bus:
 - a. Be on time at your bus stop. The bus is not permitted to wait.
 - b. Stand on the sidewalk at the bus stop. If there is no sidewalk, stand on or near the curb. Stay off the street!
 - c. On dark or cloudy days, wear bright clothing.

2. Getting on the bus:
 - a. Stay in line and get on the bus as quickly as you can.
 - b. Help other students; do not crowd or push anyone.
 - c. Use the handrail when going up the bus steps.
 - d. Find a seat and stay in your seat. If needed, share your seat with another student.

3. While riding on the bus:
 - a. Be quiet! Talking loudly is never permitted.
 - b. Do what the bus driver tells you. The bus driver has complete authority while you are riding the bus.
 - c. Stay in your seat. When on the bus, students must stay seated for safety reasons. Turning around or standing is never permitted. Windows may be opened, but you must never lean out the window or put arms out the window.
 - d. Keep the bus clean. By keeping feet off the seat back and putting all garbage in cans you will help make the bus safe. The student will be responsible for any vandalism that is incurred.
 - e. Keep your books and other personal belongings on your lap. Throwing of any material in or out of the bus is never permitted and will result in immediate suspension from the bus.
 - f. Know the use of emergency exits. Keep aisles clean and clear at all times in case of an emergency. The back emergency door is to be used only in the case of an emergency.

4. Getting off the bus:
 - a. Remain seated until the bus has completely stopped.
 - b. Cross the road in front of the bus, following the instructions of the driver. Do not walk out into the road between parked cars.
 - c. Walk facing traffic. When leaving the bus stop, always walk on the curb facing oncoming cars. Stay on sidewalks whenever possible. Do not cross the street unless necessary.

SAFETY IS EVERYONE’S BUSINESS!

We often tell children they need to take care of three general parts of their body while riding the school bus.

1. **Mouth** – Do not talk at a noise level that is distracting to the bus driver or use bad language on the bus.

2. **Hands and Feet** – Keep hands and feet to yourself. Does not push, hit, kick or throw things. Hands and/or feet must never be put out the window.
3. **Bottom** – Stay in your seat. Turning around or kneeling in your seat, or standing is not allowed.

If your child can assume responsibility for the three areas listed above and can show respect for self, other students, and the bus driver, citation will not be necessary. In the event your child violates a bus rule, the following consequences will be imposed.

1st offense: Warning; telephone call to parents and a copy of the driver's report.

2nd offense: Suspension of bus riding privileges for ten (10) school days. Parents will receive a telephone call from the school and a copy of the bus citation.

3rd offense: Suspension of bus riding privileges for the remainder of the calendar school year.

RIDING THE BUS IS A PRIVILEGE! FOLLOW THE RULES! THE BUS DRIVER'S REPORT CAN CAUSE SUSPENSION OF ANY STUDENT FROM RIDING THE BUS!

Severe Clause: North Star Charter School and/or contracted bus company reserves the right to suspend bus-riding privileges at any time in the case of severe misbehavior.

Medical Insurance Policy

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. North Star Charter School does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. North Star Charter School carries only legal liability insurance. Parents, please be prepared to pay for your child's possible medical expenses.

Publishing Procedure

From time to time, North Star will publish student pictures along with their first name and last initial in our weekly newsletter. These pictures are usually associated with a special event taking place at the school. This newsletter is emailed to all of North Star families and placed on the school's website. If a parent does not wish their child's picture to appear in the newsletter, please fill out the opt-out form at the front desk of the school.

PTO Family Directory

North Star PTO publishes a family directory every year, which contains names, addresses and phone numbers of North Star families. If you would rather not have your information published in this directory, please fill out the opt-out form at the front desk of the school.

Electronic Devices

At the designated time that school is to begin, and during the school day, cell phones, CD players, mp3 players, and all other electronic devices (excluding graphing calculators in math or science classes) will be turned off, kept in student's locker or back pack, not be on a student's person and not be visible during the school day. Students who have these items visible and/or turned on, in any area of the school, will have them taken away by administration and kept in the administration office for 5 school days. Parents will be notified of the infraction. After the five days, the electronic device will only be released to the parent or guardian.

If any student accesses/misuses a cell phone, camera, iPod, USB drive, etc. during the school day, administrators may view the images, texts, and/or files.

North Star Charter School is not responsible for any loss, theft or damage to my personal belongings while at school and students and parents assume full responsibility and risk for any such loss, theft or damage to belongings brought to school.

Student Messages and Deliveries

To avoid interruptions in the classroom, parents who need to contact students may do so, for emergencies only, by calling the main office at 939-9600. Delivery of flowers and balloons are not accepted at school. Please make arrangements to have these items delivered to your home.

Problem Solving Guide

Our intention is to create a positive working relationship with our parents and our students. The safe and orderly operation and environment of North Star Charter School is the primary consideration in addressing all concerns. Talking the issue over with the people involved can solve most problems.

If you have a question or concern, please follow these procedures:

1. If you have a question or concern about the performance of your own child, please contact your child's teacher. If you and the teacher are not able to resolve the question or concern, consult with the administrator.
2. If you have a question or concern regarding the operation of our classrooms, the Harbor Method, or the curriculum, please contact the administrator.
3. If you have a question or concern regarding the operation of the school, the performance of the administrator, the policies of the school, please contact the administrator. The administrator will bring concern to the Governing Board should it not be resolved.

The Board of Directors shall not consider any complaint raised by a parent or other party in open meeting unless that issue has first been presented to the school administrator and a satisfactory resolution has not been reached. Any complaint relating to any employee, student, or group of students will only be addressed by the Board of Directors in executive session.

Honor Code

Cheating, which includes plagiarism, is in complete contradiction with the moral standards of behavior for any North Star student. Cheating in any form or manner on any K-12 school premises or at any K-12 school-sponsored activity, regardless of location, is prohibited. Plagiarism is defined as presenting someone else's words or ideas as if they were your own. Consequences for violations of this policy shall be based on the student's age and the severity of the infraction. Disciplinary actions for violations of this policy may involve up to and including loss of credit for assignments, complete withdrawal from a class, suspension and/or expulsion. Parents will be contacted in all cases.

Computer/Network Use and Conduct

Computers and computer networks, including Internet access, provide valuable tools that support the education of students in North Star Charter School. The student and his/her parent(s) should read and discuss the district policies concerning computer use.

Unless a parent has signed a district "Internet Opt-Out" form, all students will be given access to the Internet. In many cases library research resources, such as databases of magazine, journal and newspaper articles, are only available through Internet access. Also, the Internet provides access to information and media resources, simulations, and other online educational activities. Its proper use can open new opportunities for research, learning and communication. North Star Charter School will make prudent efforts to limit improper use.

Students and users will be assigned a network login. With this access comes responsibility. Student logins on the school's network system(s) are considered a privilege, not a right. Students are expected to use only the software made available to them by their teachers or designated technology staff. They are allowed to save documents and other school-related files to their home directories on the network, or other drives only as specified by their teachers or designated technology staff. A student who gains access to inappropriate material on the Internet is expected to discontinue the access as quickly as possible and to report the incident to a staff member.

Students and users will not install/download/access games, utilities, plug-ins or other programs or files from the Internet or any other outside source, to the network or individual systems. Hacking (attempting, without authorization, to access or alter Internet, network or local hard drive functionality, configuration, data or software) is forbidden. This includes, but is not limited to, the creation or transmission of computer viruses, WORMs or any programs/files that would disrupt the use or functionality of the computers or network. Any attempt to harm or destroy functionality of computer-related equipment or data will be considered vandalism (see Idaho State Code 18-2202).

Students and users are expected to follow the guidelines and policies expressed in this acceptable use policy. If the guidelines and/or policies are violated, administrators will determine consequences based on the severity of the incident. This may include disciplinary action, loss of Internet access, loss of all computer privileges, removal from appropriate classes with an F grade, and/or legal action according to North Star Charter School policy (1001.30) and Idaho State Code (sections 18-2201 and 18-2202).

Network, Computer and Electronic Information System Code No. 1001.30

Computers and computer networks, including Internet access, provide valuable tools that support the education of students in North Star Charter School. Network users are expected to use all network resources for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of North Star Charter School.

In many cases library research resources, such as databases of magazine, journal and newspaper articles, are only available through Internet access. Also, the Internet provides access to information and media resources, simulations, and other online educational activities. Its proper use can open new opportunities for research, learning and communication. North Star Charter School will make prudent efforts to limit improper use.

All users are expected to abide by the following rules of Internet and network conduct:

- Users of electronic communications (including, but not limited to, email, web pages, on-line collaborations, list servers and discussion groups) should be mindful that communications originating within the district may be construed as representative of the school or district. Do not send, submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, rude, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegal, or that encourages the use of controlled or illegal substances, or is otherwise not consistent with the policies, purposes, and objectives of North Star Charter School.
- Users who accidentally access inappropriate material are expected to discontinue the access as quickly as possible and to report the incident to a teacher or network supervisor.
- Users will not violate any local, state, or federal regulation or statute.
- Users will not reveal personal information about others and be cautious when revealing personal information about them (age, gender, phone number, address, etc.).
- Users will not use the network, Internet or individual computers or other equipment in such a way that it would disrupt the use by others.
- Users will respect network resource limits. They will use their directories on the network to store documents they have created and will delete them when they are no longer needed. They will not download or copy large files unless they are necessary for a school-related project. Such files must be deleted when they are no longer needed. Through routine maintenance, individual files may be reviewed and deleted by designated technology staff.
- Users who can or think they can identify a security problem on the network must notify a teacher or system administrator. Users should not demonstrate security

problems to others, nor should they go looking for security problems, because this may be construed as hacking, which is illegal.

--Users may not log in to or use someone else's account. Keep logins and passwords secure. Individuals are responsible for the contents of their network directories, and remembering their own passwords.

--Users will not use district Internet or network resources to sell or offer for sale any goods or services without Board approval.

--Users may not listen to music, online music, download or play online games, or visit social networking sites at school.

--Since external drives interact with the network, administrators reserve the right to view and confiscate inappropriate material, software, files, or items for discipline purposes

Intellectual Property.

All works that an individual creates on the network or computers should be assumed to be the intellectual property of that person. However, all works on the network, computers or storage devices are open to monitoring/scrutiny by district and building administration, Information Systems personnel, and/or designees of administrators. All files, materials or documents may be reviewed and deleted by designated technology staff.

Copyright and Plagiarism.

All users should abide by current copyright law. Plagiarism will not be tolerated (plagiarism is copying the ideas, writings or artistic creations of others and presenting them as though they were your own). If text or multimedia files from the Internet or other electronic sources are used, they must be used according to the Fair Use Guidelines established by federal copyright law and policies of North Star Charter School, and cited accordingly.

Electronic Devices.

Electronic communication or data devices will be used only in a manner consistent with the policies and procedures of North Star Charter School. These devices include, but are not limited to, handheld calculators, PDA's, cell phones, pagers, electronic book devices, and laptop computers. North Star Charter School is not responsible for any loss, theft or damage to my personal belongings while at school and students and parents assume full responsibility and risk for any such loss, theft or damage to belongings brought to school. If my student accesses/misuses a cell phone, camera, iPod, USB drive, etc. during the school day, administrators may view the images, texts, and/or files.

Software and Peripheral Devices.

Only district-approved software will be installed by designated personnel on networks or individual machines. Appropriate licenses must be held for all software. Peripheral devices (including, but not limited to, printers, scanners, and storage/data devices) must be approved and installed by designated personnel. Donated equipment and software are subject to the same policies.

Any condition or activity not specifically listed above that is not consistent with the policies, purposes, and objectives of the North Star Charter School are prohibited.

Solicitation:

Students or users may not use school technology equipment or e-mail for solicitation or SPAM in any form, including political, religious or other groups not associated with the school without the express written consent of a school administrator.

Other technologies:

Users will not access/use other technologies during the school day such as laptops, cell phones, iPods, cameras, etc. If these items are inappropriately used on school grounds, administrators reserve the right to confiscate the item.

District Limitation of Liability

North Star Charter School makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damages, including but not limited to, loss of data, or interruptions of service. The district is not responsible for the accuracy or the quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

Information Network Service Acceptable Use Policy 2008-2009 North Star Charter School

Upon signed receipt of this form, all users will receive computer access and password. Internet service will be automatically issued to a user. If you would not like your student to use the internet, you must contact the school and fill out an internet opt out form.

I have read and agree to the terms and conditions stated in the Information Network Service Acceptable Use Policy. I further understand that violation of any part of this agreement will result in the loss of access to ALL TECHNOLOGY. Inappropriate use may also lead to legal action to recuperate damages. A user will be required to reimburse North Star Charter School for any losses, costs, or damages, including attorney's fees, caused by inappropriate use.

Consequences of Inappropriate Use of Network/Internet Resources/Electronic Devices

Any action by a user that is determined by an administrator or designee to constitute an inappropriate use of the network or electronic information/communication systems as per district policy or Idaho Code 18-2201 and 18-2202, or to improperly restrict or inhibit other users from using these resources, will result in disciplinary action.

1st Offense: Removal of all campus computer and technology privileges for one week

2nd Offense: Removal of all campus computer and technology privileges for rest of semester.

3rd Offense: Removal of all campus computer and technology privileges for the remainder of the school year.

4th Offense: Removal of all campus computer and technology privileges for the rest of the student's attendance at North Star.

If any student accesses/misuses a cell phone, camera, iPod, USB drive, etc. during the school day, administrators may view the images, texts, and/or files.

At the designated time that school is to begin, and during the school day, cell phones, CD players, mp3 players, and all other electronic devices (excluding graphing calculators in math or science classes) will be turned off, kept in student's locker or back pack, not be on a student's person and not be visible during the school day. **Students who have these items visible and/or turned on**, in any area of the school, will have them taken away by administration and kept in the administration office **for 5 school days**. Parents will be notified of the infraction. After the five days, the electronic device will only be released to the parent or guardian.

North Star Charter School Suspension/Expulsion Policy

When any North Star Charter School (NSCS) student chooses unacceptable behavior, it is first addressed by the teacher in the classroom. If a student's unacceptable behavior includes but is not limited to flagrant unkindness, disrespect, defiance, bullying, intimidation, being continuously disruptive, harassment, cheating, stealing, fighting, verbal or written threats, alcohol/controlled substance use or distribution, the teachers and/or administrators and/or the

district superintendent will address the problem when and in the manner deemed appropriate, which may include any of the following consequences.

:

- Lunch or after school detention for up to five days - attend class field trips only with parent chaperone.
- One day in-school suspension –loss of field trips for school year, classroom credit for this day, unexcused absence.
- Two days in school suspension –loss of classroom credit for these days, unexcused absences.
- Out of school suspension for 1-5 days –loss of classroom credit for these days, unexcused absences.
- Out of school suspension for greater than five days - loss of classroom credit and administration may begin expulsion process.
- Pre-Expulsion Placement in Idaho Digital Learning Academy (IDLA).
- Expulsion.

Suspension

- Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given the opportunity to respond to the charges.
- A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
- Any suspension shall be reported immediately to the student's parent or legal guardian. A written and/or verbal notice of suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent or guardian of the right to a review of the suspension.
- The suspension of a student may be extended by the Principal in accordance with Idaho State law. Written notice of the extension of a suspended student will be provided to the student's parent/legal guardian. Code 33-205: "a temporary suspension by the principal shall not exceed five (5) school days in length; and the school superintendent may extend the temporary suspension an additional ten (10) school days."

Students are forbidden to knowingly and/or voluntarily possess, handle, transmit, or use any instrument that can be used as a weapon or is a facsimile of a weapon. Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon for purposes of this policy. Joint School District #2 lists the following as examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, fireworks, explosives, mace or other chemicals. A weapon at school is an automatic suspension with an expulsion hearing in front of the NSCS Discipline Committee.

Expulsion

Students involved in any action that puts in jeopardy the health or welfare of the school facility or its occupants may be recommended for immediate expulsion for the remainder of the semester or, if a minimum of 20 days remains in the semester, the student may be expelled for the remainder of the current semester and the following semester. Students who are expelled are not allowed to be on the NSCS campus for the duration of their expulsion.

Idaho Code 33-205 states "The board of trustees may deny enrollment, or may deny attendance at any of its schools by expulsion, to any pupil who is an habitual truant, or who is

incurable, or whose conduct, in the judgment of the board, is such as to be continuously, disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils, or who has been expelled from another school district in this state or any other state. Any pupil having been denied enrollment or expelled may be enrolled or readmitted to the school by the board of trustees upon such reasonable conditions as may be prescribed by the board; but such enrollment or readmission shall not prevent the board from again expelling such pupil for cause."

A NSCS administrator may recommend to a North Star Discipline Committee, who may recommend to the Board of Trustees, that the pupil be expelled for a period of time of up to one year. The following due process procedures will be followed:

1. The student and parent or legal guardian shall be provided written notice of the Committee hearing to consider the recommendation for expulsion, by registered or certified mail at least five (5) school days before the date scheduled for the hearing. The notice shall include the grounds for the proposed expulsion, the time and place of the hearing, information describing the process to be used to conduct the hearing, including the rights of the student to be represented by counsel, to produce witnesses and submit documentary evidence and the right to cross-examine adult witnesses who testify against the student.
2. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the Principal at least two (2) school days prior to the date of the hearing as originally scheduled. The Principal shall determine if the request shows good cause.
3. At the hearing, the student may be represented by counsel; present witnesses and other evidence, and cross-examine adult witnesses. Formal rules of evidence are not binding on the Committee.

Procedures for Suspension and Expulsion of Students with Disabilities

North Star Charter School shall comply with the provisions of the IDEA when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. Any special education student whose gross disobedience or misconduct is not a manifestation of the student's disability may be expelled pursuant to expulsion procedures, except that the disabled student shall continue to receive education services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for ten (10) days of school per incident, regardless of whether the student's gross disobedience or misconduct is a manifestation of the student's disabling condition. Any special education student who has exceeded or will exceed ten (10) days of suspension may be temporarily excluded from school by court order or by order of a hearing officer if North Star Charter School demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others. The student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from the student's current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days in accordance with the IDEA.

Main Entrance

High School Entrance



