



# NORTHSTAR Charter School

## Policy Manual

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# **SERIES 100- EDUCATIONAL PHILOSOPHY**

## **NORTH STAR CHARTER SCHOOL**

### **Policy No. 100. Mission Statement**

#### MISSION STATEMENT

The mission of North Star Charter School is to prepare today's students for tomorrow's challenges.

#### VISION

We see a charter school in which all students receive a quality education emphasizing skills, knowledge, and character development that enable them to reach their potential and become contributing members of society. Our school will produce responsible, productive students capable of adapting to a changing, diverse world. We see a charter school in which all employees continue to improve their skills, knowledge, and procedures to meet the needs of all learners. We will provide an environment that dignifies the individual, focuses on rigorous and relevant instruction, and encourages continuous improvement. We will work as a team to establish a safe, clean, inviting atmosphere within facilities that are conducive to quality education. We see a community of well-informed citizens who support educational excellence and work in partnership with the school community to achieve quality educational results for all students.

#### OBJECTIVES

We will:

- Increase achievement for all students
- Increase accountability, responsibility, and character development
- Increase customer/stakeholder satisfaction

#### BELIEFS

We believe that:

- Our children are our community's most valuable asset.
- A relevant, meaningful, rigorous curriculum should guide instruction to ensure all students show measurable progress and reach their optimum potential.
- Students, parents, teachers and the community are partners in the education process.
- Education should give students the skills and knowledge to become lifelong learners and successful, contributing members of society.
- Education should reinforce work ethics and character development.
- Everyone in the school community deserves dignity and respect and should be valued as an individual.
- Education is an on-going process that requires continuous evaluation and responsible change.
- Schools should provide a climate that is safe, clean, and inviting.
- Quality teachers are a key to student achievement.
- Professional development is a key component of educational quality. An effective professional development program is an ongoing process requiring short and long range planning using needs assessment, goal-setting, and summative assessments.

- Technology is an important tool to deliver instruction and information to students, parents, staff and the community and its use should be maximized in educational settings.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PHILOSOPHY

**Policy No. 101. Exceptions to District Policies**

Rules, Regulations and Procedures

NORTH STAR CHARTER SCHOOL, Eagle Idaho, strives to maximize educational opportunities. The charter school is committed to provide equitable programs, encourage and promote innovation and to meet individual needs. The charter school will provide a mechanism for Administration to obtain approval to operate the school under board approved exceptions to charter policies, rules, regulations, and guidelines.

PROCEDURES:

All exceptions must conform to state and federal laws, rules and regulations. All exceptions must be justified in a manner that clearly indicates that exceptions are in the best interests of all students. All exceptions must be approved by the Board of Directors. Exception requests will be first considered by the elementary/secondary curriculum committee and then will receive a recommendation from the Administration. All applications for exceptions to board policies, rules, regulations, and practices will include a rationale, communication plan, implementation strategy, and measures that assure accountability.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PHILOSOPHY

**Policy No. 102.** Code of Ethics of the Idaho Teaching Profession

The North Star Charter School Board of Directors strongly supports the Code of Ethics of the Idaho Teaching Profession that has been adopted by the Professional Standards Commission and the Idaho State Board of Education. All certificated employees receive a copy of this document with their initial and renewed teaching certificate issued by the Certification Department of the State Department of Education. The Code of Ethics of the Idaho Teaching Profession is a legally binding statement of conduct. Charter school employees are expected to adhere to the principles stated in this document.

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Date of Adoption: February 26, 2015

Legal Reference: I.C. §33-1254

Ratified by the Board of Directors on September 23, 2015

**SERIES 200- BOARD OF DIRECTORS**  
NORTH STAR CHARTER SCHOOL

**Policy No. 201.1.** Legal Status and General Power

Covered by Charter Bylaws Section 4.1 and 4.2

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

**Policy No. 201.2.** Trustee Qualifications and Elections

Covered by Charter and Bylaws section 4.3

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

**Policy No. 201.3.** Term of Office and Vacancies

Covered by Charter and Bylaws sections 4.4, 4.5, and 4.6.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

**Policy No. 201.4.** Organization of the Board

Covered by Charter and Bylaws sections 6.1, 6.2, 6.3, 6.4, and 6.5.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

**Policy No. 202.1. Code of Ethics**

The Board of Directors shall abide by the Code of Ethics of the National School Boards Association. The following code of conduct shall govern the general conduct of all individual members of the Board:

Commitments:

Each Trustee shall:

- Represent all school constituents honestly and equally and refuse to surrender said Trustee's responsibilities to special interest or partisan political group.
- Avoid any conflict of interest or the appearance of impropriety which could result from the position, and shall not use said Trustee's Board membership for personal gain or publicity.
- Recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
- Take no private action that might compromise the Board or Administration and shall respect the confidentiality of privileged information including, but not limited to, that information derived during executive sessions of the Board.
- Abide by majority decisions of the Board while retaining the right to seek changes in such decisions through ethical and constructive channels.
- Encourage and respect the free expression of opinion by fellow Board members and others who seek a hearing before the Board.
- Be involved and knowledgeable about local educational concerns.
- Abide by the rules, regulations, and policies promulgated by the Board for its own government.
- Commit no act which would constitute and illegal discrimination or harassment based on race, creed, color, age, sex, religion, or handicap and neither create or maintain any situation of "hostile environment" designed to further any such discrimination or harassment.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

**Policy No. 202.2. Duties and Responsibilities**

Covered by Charter and Bylaws

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

**Policy No. 202.3.** Expulsion of Students

The power to expel a student permanently from school is a power retained by the Board of Directors. The burden or responsibility for discipline within North Star Public Charter School shall remain with the Administration or designee. Administration has been selected for this job because of the Board's faith in their judgment.

PROCEDURES:

The Administration is charged with decisions concerning the discipline of any student. When all facts and evidence have been presented and provided that a fair and just decision has been made according to the rules of North Star Public Charter School the Board pledges to sustain the Administration in the decision concerning discipline of any student.

If the Board, in review, reaches a decision that differs from the recommendation of the Administration, this difference shall be justified only by:

- Disclosure of new facts or evidence concerning the case.
- Decision of the Board that the rules or regulations concerning the case are not equitable and, thus, should be changed.
- Decision of the Board that the welfare of all concerned would be better served by a different action.

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Date of Adoption: February 26, 2015

Legal Reference: I.C. §33-205

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

**Policy No. 202.40. Conflict of Interest**

A conflict of interest transaction is a transaction with North Star in which a member of the Board of Directors has a direct or indirect interest. A director has an “indirect interest” in a transaction if another entity in which the director has a material interest or in which the director is a general partner is a party to the transaction; or another entity of which the director is a director, officer or trustee is a party to the transaction. However, a transaction in which a director has a conflict of interest may be approved if:

- (a) The material facts of the transaction and the director’s interest were disclosed or known to the board of directors and the board authorized, approved or ratified the transaction; *or*
- (b) The material facts of the transaction and the director’s interest were disclosed or known to the members and they authorized, approved or ratified the transaction. A conflict of interest transaction is authorized, approved or ratified, if it receives the affirmative vote of a majority of the directors on the board who have no direct or indirect interest in the transaction. If a majority of the directors on the board who have no direct or indirect interest in the transaction vote to authorize, approve or ratify the transaction.

It shall also be the policy of North Star that a Board Member shall not:

- Act as an agent or solicitor in the sale or supply of goods or services to the school.
- Enter into or execute any contract with the spouse of any member of the board, the terms of which said contract requires, or will require, the payment or delivery of any school funds, money or property to such spouse.
- Participate in the board’s deliberation or consideration of the employment of one’s relative or an individual related by affinity or consanguinity within the second degree.
- The spouse or sibling of a Board Member shall not be employed by North Star Charter School.

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Ratified September 23, 2015  
Amended February 28, 2018

Legal Reference: I.C. §30-30-619

NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

SERIES 200

**Policy No. 203.1. Voting**

Covered by Charter and Bylaws sections 4.9 and 4.10

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

**Policy No. 203.20. Professional Negotiations**

The Board of Directors, or the designated representative(s) is empowered to and shall upon its own initiative, or upon the request of the local education organization, representing professional employees, enter into negotiations. Each approved Procedures Agreement becomes a part of School Policy during the term of its effective date.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

**Policy No. 204.1.** Meetings – Annual, Regular, and Special

Covered by Charter and Bylaws sections 5.1, 5.2, 5.3, and 5.4.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

**Policy No. 204.2. Order of Business – Regular Meetings**

The public is invited and encouraged to attend school board meetings. Patrons interested in placing an item on the agenda should meet with district officials prior to submitting a request. The board strongly encourages patrons to first communicate with a school or the district office before bringing items to the board level. All agenda items must be approved by the board chairman. Patrons wishing to speak on a board agenda item need to sign up on the sheet provided at each regular board meeting.

The agenda for a regular meeting generally will include:

1. Call meeting to Order
2. Roll Call
3. Executive session – closed to public; as authorized by specific Idaho or federal code references
4. \*Work session – open to public; may be held on the same date as a regular meeting or on a separate date
5. Regular session- open to public
  - a. Meeting preliminaries
  - b. Approval of Agenda
  - c. Continuous business/reports
  - d. New Business
6. Consent Agenda including approval of minutes
7. Adjournment

The records of the board shall be available to the public in accordance with The Idaho Public Records Act, as amended.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

**Policy No. 204.3. Patron Grievances**

Board members will expect patrons to attempt to use the lowest level in solving complaints, concerns or challenges regarding a specific incident or staff member. If satisfaction is not achieved at this level, then the patron should send his concerns up the chain of command (\*see list below). If the issue still is not resolved, an appeal should be made to the North Star Administration. If satisfaction is not achieved at this level, then the final appeal is to the Board of Directors. That appeal should be made in writing and should indicate whether the patron personally will appear before the board. Complaints or charges brought to the board only will be those for which resolution has not been achieved by working with the administration.

Chain of Command (from lowest level)

- Staff member
- Department Head or Athletic Director
- Designated Administration
- Board of Directors

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

**Policy No. 204.4. Staff Grievance**

Board members will expect staff members to use the lowest level to resolve complaints and/or concerns. If satisfaction is not achieved at this level, then the staff member shall send his/her concern up the chain of command (\*see list below). If the issue still is not resolved, the staff member shall take his/her concern to the Administration. Proceeding through the chain of command should occur within a short span of time. If satisfaction is not achieved at the Administration level, then the final appeal is to the North Star Board of Directors. That appeal should be made in writing with all the facts in the case documented. That appeal should indicate whether the staff member personally will appear before the board. A non-certified employee who has completed 180 days of employment and feels there is cause will follow the above procedures. Complaints or charges brought to the board only will be those for which resolution has not been achieved by working with other staff members and the administration.

\*Chain of Command

- Staff member
- Department Chair/Athletic Director
- Designated Administration
- Board of Directors

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
BOARD OF DIRECTORS

**Policy No. 205.1.** Compensation for Expenses

Covered by Charter and Bylaws section 4.7.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL

**SERIES 300 – ADMINISTRATION**

**Policy No. 301.1.** Statement of Guiding Principles

Covered by Charter and Bylaws

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Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL

**SERIES 400 – STAFF PERSONNEL**

**Policy No. 400. Statement of Guiding Principles**

MISSION

The mission of North Star Charter School is to produce students who possess the academic, personal habits, and attitudes desired of an educated citizen in the 21<sup>st</sup> century. The Board of Directors is committed to protecting the rights and promoting the welfare of all students.

SCHOOL CHARTER

The charter was created to provide the framework and direction for the school community. North Star Charter School is committed to using total quality processes to ensure that it is constantly improving, becoming more efficient, better meeting the needs of the students, and producing measurable results. Included in the charter are statement of vision, beliefs, and the following guiding principles:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills
- To help the student develop sensitivity to the needs and values of others and respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills that will provide a basis for lifelong learning.
- To be free of any sexual, cultural, ethnic, or religious bias.
- To be free of any discrimination due to age or disability.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 401.1. Contracts & Certificates**

The Board of Directors shall withhold the salary of any certified staff that does not hold a certificate valid in the State of Idaho. Further:

1. These individuals shall not qualify for benefits.
2. Individuals lacking certification will be paid as substitutes.
3. Once certified, individuals will not receive contract pay retroactively. Contract pay shall begin on the day that proof of certification is received by School administrator.
4. If an individual hired for a certified position is not certified by September 15<sup>th</sup> of the current academic year, that individual's employment may be terminated.

Certified staff must provide the School administrator the original copy of their current Idaho certificate, official transcripts and written verification of previous certified employment.

The School administrator is authorized to register and endorse all certificates according to Idaho Code, Section 33-1207.

All contracts shall be in writing and signed by the School administrator or designee as outlined in Idaho Code.

All certified staff contracts shall be valid for a period of one fiscal year or the remainder of the fiscal year.

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Date of Adoption: February 26, 2015

Legal Reference:

I.C. §§33-1201-33-1210

I.C. §33-513

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 401.11. Contract Termination**

RESIGNATIONS

A teacher who desires to be released from a contract shall submit, in writing, a resignation at least 30 days in advance of the desired release date. A final decision for release will be made upon finding a suitable replacement.

RETIREMENT

Retirement policy at North Star shall conform to the policy for public employees in the state of Idaho. Refer to manual, "Public Employee Retirement System of Idaho".

RELEASE OF TEACHERS

The Board of Directors will follow the laws and statues of the state of Idaho as may be amended from time to time when it has been determined not to renew the contract of a teacher or administrator.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 401.12. Salary Schedule Initial Placement**

Teaching experience outside North Star Charter School shall include the number of school years a certificated employee was under contract and performed as a teacher. Such experience will be considered for initial placement according to the current salary schedule unless state statute or a hard to hire position dictates an alternative approach.

Teaching experience in private or parochial schools shall be recognized if:

1. The teacher held a valid public school teaching certificate and taught in areas of endorsement
2. The teacher was accredited by a regional accrediting association and/or the state department of education.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
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**Policy No. 401.13.** Contracted shared and/or part time positions

Teachers who wish to share a single staff position and/or work on a shared-time basis shall submit a written request to the School administrator. Following a conference on the request, the School administrator may recommend that a shared-time contract be issued to the applicant(s), subject to the following conditions:

1. The shared-time teacher(s) and the School administrator shall agree on the division of professional duties and of instructional responsibilities.
2. Shared and/or part time teachers shall attend all conferences and in-service activities as if they were full-time employees. Attendance at meetings will be administered at the building level by the School administrator in conjunction with the certified employee. For time worked beyond the contract, part time teachers will be paid at the teacher training rate of pay as defined in the Master Contract.
3. If one of the partner-teachers in a shared position is unable to fulfil the contract, the remaining partner will be given the opportunity to assume a full-time contract for the balance of the school year. Should the remaining partner-teacher wish to remain shared-time, the school shall attempt to hire a shared-time replacement for the balance of the school year. If the school is unable to hire a qualified shared-time replacement, the remaining partner-teacher is obligated to assume a full-time contract for the balance of the school year.
4. If, at the end of the year, one of the partner-teachers in a shared position resigns or applies for full-time reassignment, the remaining partner-teacher must resign, apply for full-time reassignment, or reapply with another partner-teacher.
5. Each shared-time teacher's salary will be prorated on what he/she would be entitled to if employed on a full-time basis. Each shared-time teacher will receive prorated employer-paid benefits as specified in the school's benefits policy.
6. Sick leave will accrue and accumulate on a half-day basis for all shared-time teachers.
7. Re-assignment to full-time employment will follow procedure defined in the current school policies.
8. In the event a shared or part time teacher is absent, every attempt will be made to hire a qualified substitute.

Shared-time teaching positions established because of curricular demands and/or circumstances shall be subject to the conditions of employment established for all other shared-time positions.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
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**Policy No. 401.15. Reduction in Force**

General Statement of Policy

The Board of Directors has the responsibility to maintain an outstanding public charter school and to implement the educational interest of the state, consistent with state and federal educational requirements. However, recognizing also that a reduction may become necessary to eliminate certificated staff positions in certain circumstances, this policy is adopted to provide a fair and orderly process should such a reduction become necessary.

Reasons for Elimination of Certificated Staff Positions

The Board of Directors has the sole and exclusive prerogative to eliminate certified staff positions consistent with the provisions of the state statutes.

Elimination of certified staff positions may result from the following examples or from other conditions necessitating reductions:

- a. Decrease in student enrollment
- b. Decrease in program enrollment
- c. Changes in curriculum
- d. Financial conditions or limitations of North Star Charter School

The need for implementation of a Reduction in Force (RIF) and/or elimination of certified positions is left to the sole discretion of North Star Charter School's Board of Directors.

The Board of Directors may choose to implement a RIF through:

- a. The elimination of an entire program or portions of programs:
- b. The elimination of positions in certain grade levels only:
- c. The elimination of positions in an overall review within a building;
- d. The elimination of positions in an overall review of North Star Charter School
- e. The elimination of positions through other considerations and implementation decisions;
- f. The elimination of a portion or percentage of a position(s) or
- g. Any combination of the above.

Definitions

This policy and procedures shall apply to all employees who hold a certificate issued by the Idaho State Board of Education who are employed in a teaching or administrative position, below the rank of Administration. Certified staff reductions will be based on the teachers' teaching assignment or in the case of teachers on leave, it will be based on their last teaching assignment.

Procedures



Prior to commencing action to terminate certified staff contracts under this procedure, the Board of Directors will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:

- a. Voluntary retirements
- b. Voluntary resignations
- c. Voluntary leaves of absence

Reductions in force will be calculated at the building level. Staff identified for a Reduction in Force shall be placed in the pools identified in Employee Groups, and positions will be assigned as available.

#### Employee Groups

For the purpose of implementing a reduction in force under this policy, personnel shall be grouped using system-wide employee groups as follows:

- a. Pre-K – 5 elementary school teachers
- b. 6- 12 secondary school teachers grouped separately by certification areas (e.g. high school math teachers, language arts teachers, principals, instructional supervisors/directors, media coordinators, counselors, speech/language specialists, school psychologists, school social workers, and special education teachers).

Certified staff with a current evaluation will be given a priority in a reduction in force. Personnel returning from leave will be ranked according to their most recent evaluation and placed after existing staff according to that ranking. Certified employees on Board approved leaves of absence shall be subject to all provisions of this policy.

In the event a reduction in force is required, certified staff who are retained pursuant to this policy may be reassigned if suitable position openings are available in instructional areas for which they are certified and Highly Qualified.

If the funding for specially funding positions is reduced or eliminated, certified staff paid by the special funds may be reduced or eliminated.

In the Board of Directors' determination as to the individuals to be released pursuant to the Reduction in Force, consideration may be given to the following criteria:

- a. Certified staff evaluation, including components required by state statute to be encompassed in certified staff evaluation.
- b. Area(s) of certification for which the certified staff is Highly Qualified and is classified as Hard to fill positions.
- c. Number of areas of certification for which the certified staff is Highly Qualified
- d. Educational / Degree Status
- e. National Certifications held
- f. Position as a Lead or Master Certified staff within the school;
- g. Whether or not the certified staff is highly qualified in a course necessary for High School Graduation requirements;

- h. Whether or not the certified staff is highly qualified in a course necessary for grades 7 or 8 advancement.
- i. Contribution and/or involvement in extra-curricular or co-curricular positions with students;
- j. Compliant with Professional Standards and Conduct over the course of the last five consecutive years.

The Board of Directors' intention is that the applicable criteria be given a point value for consideration in the implementation of this RIF policy. The appended chart, which is incorporated as part of this policy, identified the specific point values for each of these areas of consideration. For each certified staff subject to RIF consideration based upon the Board of Directors method of implementation, a Certified Staff Profile shall be developed by the Administration, applying the criterion to each respective certified staff. The factors for consideration shall be reviewed on an annual basis by the Administration to determine whether factors should be added or eliminated, or weighted differently. Such recommendations for modification will then be brought before the Board of Directors for consideration.

The Administration shall advance notice of the possible Reduction in Force to all certified staff who may be released, based upon the number of certified staff who may be released, in whole or in part, and the school programs, certified staff positions or categories of positions that may be affected. With this notification, the Administration shall provide a copy of the Certified Staff's Profile, utilizing the established point system, and the steps certified staff should take if they believe that there is an error in their individual Certified Staff profile.

If a certified staff receiving a Certified Staff Profile believes that there is an error that has been made on their individual profile, the certified staff shall notify the Administration in writing, by the close of the school day on the third school day after the Certified Staff Profile as been delivered to the certified staff or the certified staff's mail box. This written notice shall specifically identify what element(s) of the Certified Staff profile is believed to be erroneous and explain specifically why the element(s) is believed to be in error.

If the Administration receives notice of possible error, each such written notice, timely received, shall be individually reviewed for possible reconsideration or evaluation of the information used to create the Certified Staff Profile. This may include a member of administration communicating directly with the certified staff of obtain more information or documentation relating to the alleged error.

- a. If the Administration determines that an error was made in the completion of the Certified Staff Profile, a new profile will be created and forwarded to the certified staff in question.
- b. If the Administration determines that no error was made in completion of the Certified Staff profile, the certified staff shall be notified of this determination.
- c. The certified staff shall have a period of three school days to file written notice of an appeal of this decision to the Chairman of the Board of Directors. Thereafter, the Chairman of the Board of Directors or designee shall review the dispute, in whatever manner the Chairman of the Board of Directors or designee deems appropriate for the circumstance, and make a final decision on the issue of the appeal and questioned error of the Certified Staff Profile.

If the Board of Directors determines that a RIF in fact will be implemented, the Administration shall submit a list of the certified staff recommended for release, and shall make recommendation to the Board as to what due process, if any, the Board needs to implement for each individual personnel situation.

All releases shall be done in conformance with the applicable provisions of the Idaho Code and all affected certified staff will be promptly notified, in writing, of the Board of Directors' decision or actions that need to be taken by the Board relating to applicable due process activities, if any.

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Date of Adoption: August 15, 2013

Legal Reference:

I.C. §§ 33-513- 33-515

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL

REDUCTION IN FORCE--- Rubric

Employee \_\_\_\_\_

Date \_\_\_\_\_

Total Points \_\_\_\_\_

	<b>Evaluation</b>	Point Value	Explanation
	Each Indicator marked	5	
	Each Indicator marked Proficient	4	
	Each Indicator marked Basic	3	
	No Improvement Plan/Probation	3	

\_\_\_\_\_ Points Earned

	<b>Professional Standards/Policy Violation</b>	Point Value	Date
	Documented letter of concern	-1	
	Documented letter of reprimand	-2	
	Documented Policy/Professional Standards Violation	-3	

\_\_\_\_\_ Points Deducted

	<b>Credentials/Education/Assignments</b>	Point Value	Explanation
	“Clear” five-year Idaho Certificate	3	
	Highly Qualified in Subject	1 per subject	
	IB/ Concurrent Credit	1	
	“Head” Extra-curricular	2 per	
	Advanced Degree	1 per degree	
	National Board Certification	1	

\_\_\_\_\_ Points Earned

	<b>Tiebreaker</b>	Point Value	Type
	“Assistant” Extra-curricular	1 per	
	Endorsements	1 per	

\_\_\_\_\_ Points Earned

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
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**Policy No. 401.16. Certificated Personnel Problem Solving Mechanism**

The Board of Directors acknowledges that it is most desirable for a certificated, non- administrative employee and the appropriate supervisor/administrator to resolve problems through free and informal communication prior to initiating the problem solving mechanism.

The purpose of this mechanism is to secure equitable solutions to the problems which may, from time to time, arise and cannot be resolved informally. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

DEFINITIONS

A ***grievance*** shall be defined as a written allegation of a violation of the Master Agreement or a violation of current Board approved written district policy. A certificated employee may not grieve a written evaluation.

A ***day***, as used in this problem solving mechanism for certificated employees, shall be defined as any day school is in session within the regular school year as shown on the official school calendar. If the grievance extends beyond the regular school year, a ***day*** means any day, Monday through Friday, exclusive of holidays.

GUIDELINES

If a certificated employee chooses to file a grievance, said employee shall present the grievance in writing to his or her Human Resources Director or designee. This must be completed within six (6) working days of the personnel action giving rise to the grievance or no grievance will be processed in accordance with this policy. A written grievance shall meet the following specifications:

- a. It shall be specific.
- b. It shall contain a synopsis of the facts giving rise to the violation of the Master Agreement or current Board approved written district policy.
- c. It shall contain the specific section of the Master Agreement or current Board approved written district policy which has allegedly been violated.
- d. It shall state the relief requested.
- e. It shall contain the date of the alleged violation.
- f. It shall be signed by the certificated employee filing the grievance.

The Human Resources Director shall review the written grievance with the immediate supervisor and schedule a meeting with the certificated employee filing a grievance within five (5) working days of receipt of the written grievance to provide a verbal and written response.

If the certificated employee is not satisfied with the response of the Region Director or if there is no response within the timelines, the employee may appeal the grievance to the District's Human Resources Director or designee. This must be done within five (5) working days of the meeting to provide a verbal and written response or within five (5) working days from the date the Region Director last had to

respond if the certificated employee received no verbal or written response. Failure to meet this time limitation will result in the conclusion of the processing of the grievance and no further action will be taken.

Within six (6) working days of an appeal, the Human Resources Director or designee shall communicate with the certificated employee and shall provide a written response to the certificated employee. The decision of the Human Resources Director shall be the final and conclusive resolution of the grievance.

#### REPRESENTATION

A certificated employee filing a grievance shall be entitled to a representative of the employee's choice at each step of the grievance procedure. The immediate supervisor, or Human Resources Director or designee shall also be entitled to a representative at each step of the problem solving mechanism.

#### TIMELINES

The timelines of the problem solving mechanism may be waived or modified by written mutual agreement.

#### LEGAL APPEAL

Utilization of the problem solving mechanism shall not constitute a waiver of any right of appeal available pursuant to law or regulation.

#### RETALIATION

Neither the Board of Directors nor any member of the administration shall take reprisals affecting the employment status of any party in interest, unless such individual, through the use of the problem solving mechanism, is discovered to have engaged in conduct which justifies disciplinary action (i.e. the person against whom a grievance was filed has engaged in inappropriate conduct which served as the subject matter of the grievance). The grievant likewise shall take no reprisals against any individual involved in the problem solving process.

#### REVISION

The administration will work collaboratively with the association should a revision to this policy be necessary. This collaboration will occur prior to any revisions being presented to the school board.

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Date of Adoption: June 24, 2014

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
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**Policy No. 401.20. Duties and Responsibilities**

GENERAL

Teachers shall be directly responsible to the School administrator, then to the North Star Board of Directors. See organizational chart for specific lines of authority and responsibilities. It is the duty of the teacher to be informed concerning rules, policies, and regulations of the State Board of Education and North Star Board of Directors. No surveys or questionnaires of any kind may be given in the school without prior administration approval. At all times, teachers will base their own actions, their instruction, and expectations that they place upon students on the highest moral standards and ideals.

ACADEMIC FREEDOM AND RESPONSIBILITY

The Board and the School administrator agree that certified employees should have academic freedom in their assigned area to teach without interference. With the freedom to meet the obligation to teach the truth and facts of their lesson, there is the responsibility to meet the requirements of the school's educational program. Accordingly, they agree as follows:

1. Basic Responsibilities—There are certain basic responsibilities that all certified employees must adhere to in all classroom situations, they are as follows:
  - a. Certified employees will follow the Code of Ethics of the Idaho Teaching Profession.
  - b. Certified employees will not use profanity in the presence of students.
  - c. Certified employees will give both sides of any controversial issue.
  - d. Certified employees will follow approved curriculum guidelines.
  - e. Certified employees will follow school policy, state and federal laws, rules, and regulations.
  - f. Certified employees will respect the religious beliefs of their students and community.
2. Controversial Material  
Certified employees shall be allowed freedom in classroom presentations and discussions to introduce political, religious, or otherwise controversial material, if said material is directly relevant to the course content and in accordance with North Star Charter School policy 602.20.
3. Personal Opinion  
In performing their professional functions, certified employees may express their personal opinions on all matters relevant to the course content, provided that when they do so they shall indicate that they are speaking personally and not on behalf of the school, its administration, or the Board of Directors. The certified employee will be responsible to make it clear to student that they are voicing opinion and not fact.
4. Student Grades
5. Teachers have total responsibility for reporting academic achievement.

RESOLVING ISSUES/COMPLAINTS

Parent/student complaint against an employee - When there are issues/problems between a parent and/or student and an employee, every effort will be made to resolve the problem(s) at the lowest level. The lowest level is the parent and/or student and the employee working together to solve the problem. (There is a detailed policy for handling complaints outlined in each student-parent handbook. All involved should try to follow this policy.)



Employee/Supervisor – When there are issues of concern between a supervisor and an employee, every effort will be made to solve the problem(s) at the lowest level. The lowest level is the employee and supervisor working together to solve the problem. If the issues cannot be resolved at the lowest level, the following sequence of conferences should be used to resolve the concerns:

- a. STEP ONE:
  - i. Employee
  - ii. Supervisor
- b. STEP TWO:
  - i. Employee
  - ii. Supervisor
  - iii. Designated Administrator
- c. STEP THREE
  - i. Employee
  - ii. Supervisor
  - iii. Designated administrator
  - iv. Human Resources Director or designee.

#### DUE PROCESS

No certified employee shall be reduced in rank or compensation, non-renewed, dismissed, terminated, or deprived of any professional advantage without access to due process as outlined in Idaho Code.

#### REPORTING CHILD ABUSE

All employees have the responsibility to report suspected child abuse as outlined in Idaho Code 16-1605 and North Star policy 403.72, within twenty-four (24) hours to the School administrator or Designee. A certified employee who has failed to follow the reporting procedures set forth in policy will be reported to the local authorities.

#### STUDENT DISCIPLINE

All teachers are expected to assume responsibility for the discipline of their students and to assist in the correction of other irregularities that may occur at school or at school sponsored activities. As members of the faculty, teachers are charged with the responsibility of informing students regarding building rules and procedures as well as general rules of conduct.

#### SECURING A SUBSTITUTE

Teachers are to report the need for a substitute as early as possible to the School administrator or designee and secure a substitute. No teacher is to pay for substitute services from personal funds.

#### CARE OF PROPERTY

School administrator, teachers, and students can make a significant contribution to the maintenance of attractive building and school grounds. Teachers are responsible for the proper use of school property committed to their care and custody. Students should be trained to respect school buildings and materials. Loss or damage of equipment should be reported immediately to the School administrator or designee. No school equipment is to be loaned to outside parties without the permission the School administrator or designee.

Teachers are expected to assist the custodian by keeping their rooms clean, un-cluttered, and rubbish-free and by turning out lights, closing and locking the windows, and by drawing the shades, upon leaving the classroom at the close of the day.

### WORK DAY DEFINED

The normal work day hours, except for volunteer activities and extra-curricular activities, for certified employees shall be eight (8) hours each day at the elementary, middle and high school levels. Adjustments in the normal work day may be necessary from time to time and may be allowed by the School administrator so long as such adjustments are within the spirit of the average 8-hour work days. Adjustments for mandatory school activities shall be limited to a suggested maximum of no more than four (4) occurrences within a school year, this includes before and after school requirements. Administration will notify their staff how the adjustments to the schedule will be made.

1. The above hours shall include a minimum of one (1) regular period of continuous, duty-free daily preparation time for full-time teachers at middle and high school levels. If on a Block schedule, the preparation time shall be in the form of either one daily period of 45 minutes or 90 minutes every other day.
2. Uninterrupted planning time shall be provided for all full time elementary teachers at 200 minutes per full workweek during the portion of the day from 9:00 a.m. to 3:30 p.m. in segments of not shorter than 30 minutes. Exceptions to these segments may be made by the written agreement of the School administrator and the teacher involved. Full implementation of this program shall take place by the second (2<sup>nd</sup>) day of school and run through the last full day of school. The only exception to the implementation of planning time beginning on the second (2<sup>nd</sup>) day would be if there were a late hire. Exceptions to the 200 minute per week planning time will be made when the teacher's scheduled planning period is pre-empted by:
  - Special Programs
  - Practice for Programs
  - Field Trips
  - Book Fairs

In so far as possible the events causing the exceptions shall be scheduled in a manner that will distribute them equitable.

3. Full time certified employees should be provided a duty-free lunch period daily.

### WORK YEAR DEFINED

The school year for certified employees, shall be 180 days with pay, including:

- 167 teaching days,
- Seven (7) paid holidays\*,
- Two (2) work days in the classroom and one (1) in-service day prior to the start of the school year,
- Two (2) other floating in-service days to be decided collaboratively by the administrative team and school staff, and

\*The seven paid holidays shall be Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Presidents Day and Memorial Day.

The school year may be adjusted if funding is not sufficient to cover the maximum number of days outlined above.

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Date of Adoption: November 18, 2010  
Date of Revision: May 24, 2012

Legal Reference: I.C. § 33-1224,  
I.C. §§16-1619- 16-1620

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
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**Policy No. 401.3. Supervision and Evaluation**

SUPERVISION

Supervision is the day-to-day guidance given teachers for the purpose of improving instruction. Improved teacher performance should directly affect pupil achievement and behavior. Improvement of instruction is the prime responsibility of the School administrator. The School administrator may ask teachers and department heads to assist in this task.

School administrators are encouraged to visit classrooms as often as possible, making both formal and informal observations of the instructional program. Some, but not all, supervisory visits to the classroom will be announced in advance.

EVALUATION

Evaluation is the summative process of assessing teacher performance and effectiveness during a given period of time. It may be used for the purpose of providing pertinent data for administrative decision making related to the reappointment, reassignment, promotion, or termination of professional staff. The number of observations required for each contract level is defined in the observation/evaluation procedure.

Teacher evaluations shall be made in writing on the form approved by the administration. The School administrator and the teacher shall discuss the written evaluation, and a copy of the written evaluation shall be given to the teacher and placed in the employee's official personnel file.

Should the teacher disagree with the evaluation as written, he/she may write a statement of rebuttal that shall be attached to the evaluation. Supervision and evaluation at North Star Charter School shall follow the board-adopted process, "Supervision and Evaluation of Teachers".

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Date of Adoption: November 18, 2010

Legal Reference: I.C. §33-518

Ratified by the Board of Directors on September 23, 2015

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**POLICY NO. 401.4. ABSENCES AND LEAVES**

In order to ensure the consistent delivery of educational services to our students and keeping in mind their responsibility to provide necessary services and maintain efficiency of operations, a certificated employee is not permitted to be absent from work during any contract year in excess of their available professional or personal leave. As a condition of employment each certificated employee acknowledges that their absence from employment for any time (i) beyond that which is approved in writing by Administration, or (ii) beyond that available within the employee's existing available leave as set forth in this Policy, will jeopardize North Star's ability to provide this consistent education to our students, and may constitute a material violation of lawful rules and regulations of the North Star Charter School Board of Directors, and that such employee may be subject to immediate discharge.

Certified employees on unpaid leave must submit, in writing, prior to February 1st their intent to return to the school the following year. Unpaid leaves of absence may only be granted for one (1) complete school year. If intent to return is not submitted prior to February 1st, employee will no longer be guaranteed a certified position. A certified employee on an unpaid leave of absence retains existing contract status and sick leave accumulation as of the date the leave begins. Further accrual does not take place while on leave. While on leave the employee has the right to continue the insurance coverage at the employee's expense.

**A. SICK LEAVE**

1. At the beginning of each school year, each employee shall be credited with an appropriate number of sick days in accordance with the following general policy:
  - a. Certified employees: receive nine (9) days of sick leave allowance as allowed by Idaho Law (I.C. §33-1216).
  - b. Administrative employees (full time): one sick day for every month of the school year in which they are actively employed.
2. Sick leave days shall be accumulated to a maximum of two hundred fifty (250) sick leave days.
3. When the 250 days are accumulated, the new sick days available for use during the next year but cannot be accumulated.
4. Portability of Sick Leave Pursuant to Idaho Law (I.C. §33-1217) – The school shall accept an employee's accumulated sick leave from another school or covered state entity in Idaho, up to the maximum number of sick leave days, not to exceed the number allowed by this policy. It is the intent of the school to make this item retroactive, if possible.
5. Employees will not be paid out their accrued sick leave upon termination or separation from employment unless separation is due to retirement then sick leave shall be paid out according to guidelines established under Idaho Law (I.C. §33-1228).
6. Sick leave may be used for absences caused by illness, physical disability or any other leaves specified within this policy of the employee or the employee's spouse, dependent or minor children, or parents. If family illness outside the immediate family should arise, sick leave may be used with the prior approval of the school administrator.
7. Sick leave may also be used for absences caused by adoptions and childbirth, in accordance with leave that is taken for a qualifying event for eligible employees pursuant to this policy and FMLA guidelines in effect at the time of the leave request.
8. Twelve (12) calendar weeks are the maximum time that sick leave can be used. The use of additional days requires doctor certification and approval by the school administrator. (See I.C. §§ 33-1218 and 33-1216(b)).

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9. Written notice shall be given to the school administrator when it is known in advance that the employee will be unable to perform his/her duties satisfactorily. The notice shall indicate the medical reason and the approximate dates of expected absence.
10. If absence from work exceeds a period of five (5) consecutive working days, the employee must furnish to the School administrator a doctor's certification that medical complications are such that the employee is unable to carry on his or her duties satisfactorily and said certification shall also set forth the anticipated time period before the employee can return to work.
11. Upon receipt of a doctor's certification as outlined above, the school administrator shall grant to the employee the amount of sick leave days prescribed by the medical certification, or until accumulated sick leave days are exhausted by the employee.

**B. UNPAID HEALTH LEAVE**

Upon written request, the Board of Directors may grant a leave of absence for personal or family health reasons. Health leave shall be for a maximum of one (1) year. An employee who is granted health leave will not be guaranteed a specific position. .

**C. FAMILY MEDICAL LEAVE ACT**

In accordance with the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to (12) twelve weeks during a (12) twelve-month period may be granted to an eligible employee for the following reasons:

1. The birth of a child;
2. The placement of a child for adoption or foster care;
3. Due to the employee's serious health condition which makes the employee unable to perform the functions of the job; or
4. In order to care of the employee's spouse, child or parent with a serious health condition.

An employee is eligible for FMLA leave if the employee meets the following criteria:

1. Been employed for at least (12) twelve months;
2. Has worked at least on thousand two hundred fifty (1,250) hours during the twelve (12) months immediately prior to the date when the leave is requested; and
3. If there have been at least fifty (50) School employees within seventy five (75) miles for each working day during the twenty (20) or more workweeks in the current or preceding year.

An employee must promptly advise School administrator, in writing as soon as the employee becomes aware that he/she is, or will become, temporarily unable to work for any medical reason (pregnancy, personal or family serious health condition) for more than ten (10) consecutive days. The employee must also inform School administrator of the anticipated commencement date and duration of his/her inability to work. In addition, intermittent leave or reduced scheduled hours leave may be requested where medically necessary due to a serious health condition.

FMLA is unpaid time off and Employees will not be required to use paid leave (PTO/sick/vacation) while on FMLA leave. Employees may choose to use their accrued paid leave to the extent of their accruals up to the maximum of twelve (12) weeks. Workers Compensation absences will not be designated FMLA leave.

If the employee takes a leave of absence which he/she or the school designates as "FMLA, his/her health benefits (medical & vision, dental) will continue on the same terms and conditions as if he/she were actively at work. The school will continue to pay its share of the benefits. The employee will continue to pay his/her share of the benefits. The school will provide any necessary notice of termination of such insurance

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coverage due to the employee's failure to pay his/her portion of the premium or the employee's request for termination of coverage. Such notice will be provided at least fifteen (15) days prior to the termination of coverage. North Star Charter School is in compliance with the Family and Medical Leave Act (Appendix A and B) and will follow the guidelines, rules and regulations.

The following definitions apply to FMLA leave:

1. "Child" includes biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing *in loco parentis* (in place of parent). The child must be either under 18 years of age or, if over 18, incapable of self-care because of a mental or physical disability.
2. "Parent" includes a biological parent (not parent-in-law) or someone who stood in loco parentis when the employee was a child.
3. "Spouse" is a husband or wife, including a common-law husband or wife, but does not include a "significant other" or "domestic partner".
4. "Serious health condition" is a condition that involves in-patient care of "continued treatment" by a health care provider.
5. "Continued treatment" includes:
  - a. Any three (3) day period of incapacity that involves at least two (2) visits to a health care provider; or a regimen of continued treatment under a health care provider's supervision;
  - b. Any treatment of incapacity due to pregnancy (including severe morning sickness), even if no treatment is obtained for prenatal care;
  - c. Any period of incapacity due to a chronic medical condition, such as asthma, diabetes, or epilepsy, even if no treatment is obtained;
  - d. Any period of absence to receive multiple treatments for restorative surgery or a serious illness such as cancer, severe arthritis, or kidney disease; or
  - e. Any permanent or long-term incapacity (e.g., Alzheimer's or severe stroke), even if no treatment is being provided.

**D. MATERNITY LEAVE**

North Star employees are provided up to twelve (12) weeks of unpaid maternity leave following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of maternity leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy shall run concurrently with Family Medical Leave (FMLA) and sick leave policies applicable herein. Eligible employees must meet the following criteria:

1. Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).
2. Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
3. Be a full-time or benefits eligible part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

1. Have given birth to a child.
  2. Be a spouse or committed partner of a woman who has given birth to a child.
  3. Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). Note: The adoption of a spouse's child is excluded from this policy.
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Eligible employees may receive a maximum of twelve (12) weeks of maternity leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 12-week total amount of maternity leave granted for that event. In addition, in no case will an employee receive more than twelve (12) weeks of maternity leave in a rolling twelve (12) month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame, unless approved by the North Star board.

Although maternity leave is generally unpaid time off, eligible employees taking maternity leave in accordance with this policy may choose to utilize up to twelve (12) weeks of their accrued personal time off, vacation or sick leave and convert this time from unpaid time off to paid time off to the extent of their accruals.

**E. ADOPTION LEAVE FOR EMPLOYEES INELIGIBLE FOR FMLA**

Employees that are not otherwise FMLA eligible may be granted adoption leave with prior approval of the Board. The Board will determine the number of leave days allowed, depending on the circumstances of the adoption case, up to a maximum of 10 working days. This leave will be unpaid unless the Employee elects to use up to 10 days of accrued sick/vacation or personal leave during this period of adoption leave.

**F. UNPAID PARENTAL LEAVE**

Parental leave of absence for child rearing may be granted to employees at the discretion of the Board of Directors, without pay for up to one (1) year. Requests for parental leave of absence shall be submitted in writing, indicating the approximate beginning and ending date of the leave of absence. Parental leave of absence may be granted at any time, but must begin at a logical breaking point, i.e., a grading period or vacation period, unless there is an emergency.

1. Parental leave of absence shall end so as to have the employee return to work at the beginning of the grading period.
2. The employee may return to the school in a position for which he/she is qualified but is not guaranteed the same position and assignment he/she left.
3. Parental leave will not be granted beyond the Family Medical Leave Act more than one in a 36-month period.

**G. BEREAVEMENT LEAVE**

Each employee will receive up to five (5) days bereavement leave for each death in the immediate family (grandfather, grandmother, father, mother, brother, sister, husband, wife, child, grandchild, foster or stepchild, father-in-law, mother-in-law, step-parent, step-sibling, aunt, uncle, or cousin) for the purpose of attending services, travel, and/or emotional support of family. Additional time may be granted under unusual circumstances. Requests for additional time should be directed to the School administrator and will be reviewed by the Board.

**H. CONTRACT LEAVE**

Upon written request, the Board of Directors may grant unpaid contract leave for a minimum of one (1) semester and a maximum of one (1) year. Certified employees are eligible for contract leave after completing five (5) consecutive years of fulltime service without another unpaid leave of absence. The use of contract leave of any length requires that the employee complete another five (5) years of fulltime service



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before becoming eligible for another contract leave. Contract leave will not be granted for employment by another school. Not more than ten (10) percent of certified employees in any given building may be granted contract leave at any one time.

A certified employee who has been granted contract leave shall be guaranteed a certified position upon return to employment but will not be guaranteed any specific position.

**I. JURY DUTY LEAVE**

Employees who are summoned to serve on juries will be allowed their regular compensation less whatever pay they may receive as a result of jury duty. If jury duty would pose a significant hardship to North Star Charter School, the employee may be asked to request a postponement of jury duty from the court. This policy shall also apply to Employees who are summoned or subpoenaed as a court witness because of their school position or as a witness in a criminal trial as a direct result of actually witnessing a crime in progress.

Other court appearances may be accommodated through the use of personal leave, leave without pay, or with pay by prior approval of the Board.

**J. MILITARY LEAVE**

The Uniformed Services Employment and Reemployment Rights Act (USERRA) is a federal law protecting the job rights of persons who leave their jobs voluntarily or involuntarily to undertake military service or service in the National Disaster Medical System. USERRA affects employment, re-employment, and retention in employment, when employees serve or have served in the uniformed services.

Employees who are members of the National Guard or other military reserve units are entitled to leave without pay for the purpose of participating in training or deployment activities. Written requests for military leave shall be submitted to the School administrator immediately after notification of status by the Guard or Reserve unit. In the event that school daily compensation exceeds military daily compensation, the National Guard or Reserve unit employee will be eligible for limited compensation which shall be the difference between the taxable income they receive from the Guard or Reserve unit, while on approved military leave and their school pay. This compensation policy is limited to a maximum of three (3) weeks per year. In the event that military pay exceeds school pay, the employee will not receive school compensation. Military leave beyond three (3) weeks shall be leave without school pay.

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Date of Adoption: June, 2014  
Ratified by the Board on September 23, 2015

Legal References: I.C. §46-224  
i.C. §33-1216-18

As Amended on March 18, 2021.

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**Policy No. 401.5. Substitute Teachers**

HIRING

All substitutes are hired from an approved list compiled by the School administrator or designee. Teachers will be responsible for finding their substitute from the approved list. The School administrator or designee may approve a substitute not on the approved list, on a case-by-case basis. Teachers do not pay, or dismiss substitutes.

DUTIES

All substitute teachers will report to the office where they will be notified of their assignments and provided detailed instruction. Substitute teachers are expected to assume the same duties and extra assignments of the regular teacher, unless specifically excused by the School administrator.

It is the regular teacher's responsibility to have lesson plans for the substitute teacher to follow. The substitute teacher will prepare advance lesson plans when the regular teacher's absence is for an extended period of time.

The substitute teacher will check all daily work assigned to students. At the completion of the day, the substitute will e-mail the absent teacher describing essential accomplishments including, but not limited to, work completed, notices sent home and general discipline.

The hours of work of the substitute teacher are the same as those of the regular teacher. The substitute teacher will be paid by the school, in accordance with an established substitute teachers' salary schedule.

DISCIPLINE

Substitutes will be expected to become familiar with and operate within the philosophy of discipline established by the School administrator. The following general suggestions are offered:

- Be firm, but friendly.
- Don't make threats that cannot be enforced.
- Do not strike a child in any manner, nor administer corporal punishment. Contact an administrator for help with disruptive students.
- Administer discipline fairly.
- Avoid uses of sarcasm or ridicule.
- The best way to avoid discipline problems is to be as prepared as possible and to make the class interesting.

PUBLIC RELATIONS

As is true for the regular teacher, the substitute teacher plays an important role in developing and maintaining a good relationship between home and school. In all dealings with parents and students, substitutes are representing the school.

### CARE OF CLASSROOM

Substitute teachers are responsible for re-establishing the physical arrangement of the classroom at the end of each school day and assisting the janitor by picking up trash from the floor, closing windows, and in general leaving a clean, neat classroom.

### FIREDRILLS

Substitute teachers should become familiar with building fire drill procedures, know which exit and route the class is to take, and to what area of the school grounds the class is to assemble. The grade book should be taken in order to call roll outdoors and ensure that no students are left inside. Always wait for an "all clear" signal before re-entering the building.

### SALARY COMPENSATION

The rate of pay for substitutes will be reviewed and established on an annual basis by the Board of Directors. Substitutes who work past the established 1/2 day will be paid at the full day rate. This does not include lunchroom duty.

A certified substitute who replaces the same contracted teacher twenty consecutive days or more is considered a long term substitute. The rate of pay for a long term substitute will be established by the Board of Directors on an annual basis.

A non-certified substitute may not work over 20 days on the same assignment.

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Date of Adoption: May 24, 2012

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

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**Policy No. 401.51.** Substitute's pay—School administrator and Education Director

Substitute pay for School administrator and Education Director must be authorized in advance by the Board of Directors. A teacher, who acts as the authorized substitute for an administrator will continue to receive his/her teaching contract rate of pay unless the substitute assignment extends beyond ten (10) continuous days. When a substitute assignment extends beyond the ten (10) continuous days, a teacher shall be paid at the rate of \$37.50 per 1/2 day or \$75.00 for full day.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

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**Policy No. 401.70. Student Teachers**

Qualified students of an institution of higher learning who are registered for practice teacher at the elementary or secondary level may use North Star Charter School for classes in observation and practice teaching.

The practice teaching program shall be under the supervision of the School administrator or a delegated representative.

University/college instructors in charge of teacher training are granted the privilege of visiting student teachers working in the school, at a time selected by the supervisory instructor.

The School administrator or designee will develop student teaching training procedures with the individual in charge of teacher training in each institution of higher learning.

ASSIGNMENT OF STUDENT TEACHERS

A maximum of one (1) student per teacher per year is recommended. Teachers wishing more than one (1) student teacher a year will consult the School administrator to determine whether or not this is advantageous. The School administrator shall consult with teacher well in advance of assigning a student teacher.

FINGERPRINTING/CRIMINAL RECORDS CHECK

All student teachers are required to submit to the Federal Bureau of Investigation and Idaho State Department of Education, criminal background history records and fingerprinting prior to starting their assignment.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

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**Policy No. 401.80. Supplemental Contracts**

The Board of Directors may enter into supplemental contracts to provide extra duty assignments for certificated employees. An extra duty assignment is, and supplemental contracts may be sued for, an assignment that is not part of a certificated employee's regular teaching duties. Any such contract shall be separate and apart from an annual, a renewable or a limited one (1) year contract, and no property rights shall attach to a supplemental contract. The contract shall be in a form approved by the state superintendent of public instruction.

If the Board of Directors determines not to reissue a supplemental contract, the Board shall give written notice to the employee describing the specific reasons for the decision not to reissue. If the employee, within ten (10) days of receipt of the notice, makes written request to the Board for an 'informal review', the employee shall be entitled to an informal review. The written request by the employee for an informal review shall state any information that the employee deems relevant to its position on the Board's decision not to reissue the supplemental contract.

Within fifteen (15) days of receipt by the Board of a written request for an informal review they employee shall participate in an informal meeting with the School administrator to review the employee's basis for an informal review and any objections he/she has to the specific reasons provided for not reissuing the supplemental contract. The School administrator, within five (5) days of the informal review, shall report in writing to the Board its analysis, reasoning and recommendations to the Board.

Within fifteen (15) days following receipt of the School administrator recommendation the Board shall notify the employee of its final decision in the matter.

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Date of Adoption: November 18, 2010

Legal Reference: I.C. §33-515A

Ratified by the Board of Directors on September 23, 2015

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**Policy No. 402.10.** Title Definition of Classified Personnel

The descriptor “classified personnel” includes those persons employed by the school who are not required by law to hold a teaching certificate as qualification for employment. This category includes, but is not to be limited to, the following:

1. Custodial, warehouse and maintenance employees
2. Clerical employees, including teacher assistants
3. Extra help for summer maintenance
- 4.

School administration shall establish job specifications and job descriptions for all positions requiring classified personnel.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

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**Policy No. 402.11. Qualifications and Employment**

Appointment of classified personnel shall be made upon recommendation of supervisor and approved by the School administrator and Board of Directors. Selection of staff personnel shall be based on the following criteria:

1. Training, experience and skill
2. Demonstrated competency
3. Suitability for the position
4. Personal characteristics
5. Compatibility with educational philosophy
6. Qualifications for any state license required

Full time classified personnel shall receive a memorandum of employment stating the starting date, hourly rate, work day, appropriate work year and total yearly salary.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



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**Policy No. 402.12. Classified Job-Sharing Positions**

Classified employees who wish to work part-time by sharing a single staff position shall submit a written request to the immediate supervisor. The immediate supervisor will consider the request and make a determination based on the following conditions:

1. Certain positions are not appropriate for job-sharing consideration. Generally, positions requiring a high degree of daily communication between supervisor and employee, or between employees, are not suitable for job-sharing.
2. The nature of communications required by the position may not allow for job-sharing.
3. A job-sharing arrangement will be reviewed annually for approval by the immediate supervisor. If the supervisor changes, the job-sharing request must be submitted for approval by the new supervisor.

If it becomes evident that job-sharing has created a problem with accountability, supervision, or evaluation, the job-sharing arrangement shall cease and the position filled with one employee. If one of the job-sharing partners is absent, the other partner may be expected to be the substitute on a compensated-time basis that must be worked out between the two partners, so that there is no need for a substitute, except in cases of emergency. In emergency cases, or long-term absence, another substitute may be necessary.

Should one of the partners quit before the end of the school year, the other partner will be expected to assume full-time responsibilities until a suitable replacement is found. Work hours in a shared position must be consecutive and regularly established, as in half-days all week, or Monday through Wednesday for one partner, Thursday and Friday for the other. Whenever possible, job-sharing should be avoided by dividing a position into two part-time positions with no overlap between them.

Salary and benefits of job-sharers will be prorated according to percentage of full time work. Employees must work 20 hours or more per week on a regular basis to qualify for benefits. Sick leave and personal leave for those eligible will accrue and accumulate based on percentage of FTE. Conditions for part-time positions created according to school need rather than at the request of employees are not subject to the limitations described above, and will be handled separately.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

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Policy No. 402.13. Evaluations

Evaluation is that process of assessing employee performance for the purpose of making administrative decisions regarding the re-employment, re-assignment, promotion, or termination of personnel. In addition, feedback will be provided to the employee for the purpose of self-improvement. Every classified employee shall be evaluated annually. Classified employee evaluations shall be made in writing, on the form approved by the Board of Directors. Both the immediate supervisor and the employee shall sign the written evaluation and discuss said evaluation with the School administrator or supervisor. Employees who disagree with the evaluation may submit a statement of rebuttal that shall be attached to the evaluation.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

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**Policy No. 402.20. Duties, Responsibilities, Probationary Status**

WORKING HOURS

Hours and daily work schedule will be determined by the immediate supervisors and School administrator and will be so indicated in the adopted job description. Secretaries, bookkeepers, teacher assistants, and office staff will work up to eight (8) hours per day unless otherwise directed. Daily work schedule will be determined by immediate supervisors and will be so indicated in the adopted job description.

All scheduled working hours are exclusive of lunch breaks. The school will follow rules and regulations of the Fair Labor and Standards Act (FLSA). To remain in compliance, supervisors must monitor work schedules to assure that no employee works in excess of normal scheduled hours except as provided for in policy.

For other administrative rules governing classified employees, refer to the classified employee handbook and policy Section 402.

PROBATIONARY PERIOD

All new classified employees will be hired on a 167 work-day probationary period. The School administrator or supervisor shall provide a written evaluation of the new employee's performance as exhibited during this probationary period. The employee will be notified whether employment will be continued beyond probation or terminated.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

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**Policy No. 402.40. Fringe Benefits & Salary**

FRINGE BENEFITS

North Star Charter School contributes an agreed upon percentage of the monthly premiums for health and accident insurance, dental care insurance, term life insurance and long term disability for the eligible classified employees. Enrolment in this program is not automatic; each qualified new hire must enroll in the program and make coverage choices during the first month of employment. Enrolment forms are available at the office. Enrolment data changes may be made during the month of December or the current year.

Benefits will be paid for permanent full time classified employees who are hired under terms of the school and hired to work more than five (5) continuous months. The following are minimum requirements to qualify as full time:

- At least 7.5 hours/day (excluding lunch).

Employees who work less than four (4) hours per day, noon-duty assistants, crossing guards, and overcrowded classroom assistants are not eligible for fringe benefits.

Employees who work fewer than the minimums given for full time employment and who work 20 hours or more per week, will receive Public Employee Retirement benefits (PERSI).

Employees working 90% of full time will pay 10% of the benefit.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

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**Policy No. 402.60. Grievance Procedure**

A grievance is defined as a written allegation of unfair treatment or an alleged violation of school policy. A non-certified employee of the school may file a grievance regarding any matter relating to his or her employment, with the following two exceptions:

1. Rate of salary or wage of the employee
2. A decision to terminate an employee for cause during the initial 180 days of employment

A non-certified employee who has completed 180 days of employment and feels there is cause shall submit a grievance, in writing, to the immediate supervisor within six (6) days (all days referenced in the document mean business days) of the incident giving rise to the grievance. The grievance shall state the nature of the grievance and the remedy sought. Within six (6) days of receipt of the grievance, the immediate supervisor shall arrange for a meeting to take place. The appropriate supervisor shall provide a written response to the employee within six (6) days after the meeting. Such answer shall include the reasons upon which a decision was based.

If the non-certified employee is not satisfied with the response of the immediate supervisor, or if there is no response from the supervisor within the time allowed, the employee may appeal the grievance to the school administrator or School administrator's designee within five (5) days of receipt of the response or within five (5) days from the date the supervisor last had to respond. Within six (6) days of the employee's appeal, the School administrator or designee shall communicate with the non-certified employee in an effort to resolve the appeal. Within five (5) days of the communication, the School administrator or designee shall provide a written response to the employee.

If the non-certified employee is not satisfied with the response of the school administrator or designee, or if there is no response by the School administrator or designee within the time frame provided herein, the employee may request a review of the grievance by a hearing panel convened by the Board of Directors within five (5) days of receipt of the response or within five (5) days from the date the School administrator last had to respond.

Within ten (10) days of receipt of an appeal, the Board of Directors shall convene a panel consisting of three (3) persons, according to the following formula:

- One (1) person designated by the Board of Directors
- One (1) person designated by the employee\*
- One (1) person agreed upon by the above appointed members

\*Individual filing the grievance cannot serve as the designee of the employee.

The panel shall review the appeal. Within five (5) days following the completion of the review, the panel shall submit its decision, in writing, to the employee, the School administrator, and the Board of Directors. The panel's decision shall be the final and conclusive resolution of the grievance unless the Board of Directors overturns the panel's decision by resolution at the Board of Directors' next regularly scheduled public meeting or unless, within 42 calendar days of the filing of the Board's decision, either party appeals to the district court in the county where the school is located. Upon appeal of a decision of the Board of Directors, the district court may affirm or set aside the decision and remand the matter to the Board of Directors upon the following grounds.

- The findings of fact are not based on any substantial, competent evidence or

- The Board of Directors has acted without jurisdiction or in excess of its powers.

If the grievant becomes non-responsive for a period of ten (10) days during the grievance process, the grievance shall become null and void.

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Date of Adoption: November 18, 2010

Legal Reference: I.C. § 33-517

Ratified by the Board of Directors on September 23, 2015

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**Policy No. 403.13. Misuse of Leave**

The Board of Directors of North Star Charter School believes that absences from work responsibilities interfere with the quality program the students expect and deserve. The board also realizes there are circumstances that will prevent an employee from being on the job. Absences from work responsibilities are covered by the leaves provided by state statute and school policy and should be used judiciously. Therefore, in the event an employee violates or misused any leave policy, or misrepresents any statement or condition with respect to the use of the policies, he/she may be subject to a reprimand or termination.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

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**Policy No. 403.20. Salary payments**

Salaried employees, except for all hourly employees paid strictly by time cards, will be paid on a 12- month basis commencing on the 25<sup>th</sup> day of September, or on the 25<sup>th</sup> of the month following the hire date.

**EXCEPTION:** All employees hired before September 1, 2010, have the option of receiving their first annual payroll check on the 25<sup>th</sup> day of August and on each succeeding month up to and including the 25<sup>th</sup> day of July of the succeeding calendar year.

Employees whose contracts are terminated during the school year shall receive as full compensation a sum to be computed by dividing the number of contract days by the annual salary, this resultant per-day salary will be multiplied by the total number of days worked by the employee, and reduced by the amount of salary already paid at the time of termination.

Certified employees not renewing their contract for the ensuing year will receive their regular June, July, and August (if applicable) salary payments per their current contract. Employees may make written request for a lump sum payment to the School administrator, prior to June 1<sup>st</sup> of such contract year.

Upon the timely request for a lump sum payment, the June and any remaining payroll payment due under the current contract will be included in the June salary payment. (NOTE: Tax deductions increase greatly with lump sum payments).

If the non-returning employee chooses the lump sum payment, their benefits will terminate on the day following the final salary payment.

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Date of Adoption: May 24, 2012

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



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**Policy No. 403.21. Payroll Deductions**

LEGALLY REQUIRED DEDUCTIONS

Legally required deductions include the following:

1. F.I.C.A. (social security) at current legal rate
2. Federal income tax at current legal rate
3. State income tax at current legal rate
4. Public employee's retirement

OPTIONAL DEDUCTIONS

1. Health insurance: The school pays a pro-rated share of regular monthly premiums for qualified employees. In addition, employees have the option to add eligible family members to their medical and dental benefit package, though the school does not pay a share for these additions. Enrolment must take place during the first month of employment. Subsequent to initial enrolment, changes can only be made during the month of December, or when there is a family status or job change.

2. Payroll deductions for the purchase of tax-sheltered annuities such as 403B and the PERSI Choice 401K, 403B Roth after-tax annuities, life insurance, and deferred compensation savings may be made on a monthly basis to vendors approved by the school.

3. Direct deposit of employee monthly payroll checks can be authorized for financial institutions affiliated with ACH (Automated Clearing House).

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

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**Policy No. 403.22. Payroll Fees**

CHILD SUPPORT WITHHOLDING

The school will collect and retain \$5.00 per collection in addition to the withholding order amount to reimburse administrative costs when ordered to withhold child support from an employee's pay check.

MAILING PAYROLL CHECKS

With administrative approval, an employee may elect to have payroll checks mailed, rather than delivered to the place of employment. The school will deduct \$2.00 per pay check to offset administrative expenses. This fee does not apply to the regular mailing of summer payroll checks or the mailing of substitute teacher's checks.

PAYROLL GARNISHMENT FEE

When ordered by the courts to make a garnishment from an employee's pay check, the school will collect and retain \$10.00 per collection in addition to the amount of garnishment specified, in order to reimburse administrative costs.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

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**Policy No. 403.23. Workers Compensation**

All employees are covered by Workers Compensation Insurance under the State Insurance Fund. All cases covered by worker's compensation will be treated in accordance with policy established by the state of Idaho.

REPORTING CLAIMS

Claims are filed through the school office. Accident report blanks are available at the same office. Any accident to a school employee covered under the State Insurance Fund should be reported immediately, whether or not medical attention appears necessary at the time of the accident. The supervisor or School administrator is responsible for submitting a report to the Board of Directors, providing details of the accident and disposition of the case.

LEAVE OPTION

In the event of a disability incurred on the job covered by worker's compensation, the employee shall be given the choice of either: 1) leave of absence without pay while receiving worker's compensation; or 2) utilizing a portion of accrued sick leave to supplement worker's compensation to maintain his or her regular salary.

If option one (1) is chosen, the following will take place:

1. Employee will keep his/her worker's compensation check.
2. The school will continue to pay its share of single coverage insurance for full-time employees. For any employee working less than full time, the school will continue to pay the prorated single coverage insurance premium that the employee has previously been receiving.
3. Employee will be responsible to make all necessary arrangements with School administrator to continue any other payroll deductions. Failure to do so will result in automatic cancellation.

If option two (2) is chosen, the following will take place:

1. Employee will keep his/her worker's compensation check.
2. Subsequent payroll checks will be adjusted as described in this policy.
3. Once all sick leave has been used, employee will automatically go on Leave Without Pay. At this time. Employee must follow guidelines as described above in Option 1.

ACCOUNTING PROCEDURE

Sick leave pay is taxable, whereas worker's compensation pay is not. These procedures will serve to adjust for the non-taxable portion of the employee's pay and reimburse the employee's sick days.

In the case of injuries that result in worker's compensation claims, there is often a considerable time lag between date of injury and settlement due to processing, investigation, doctor's examinations, etc. Because of this delay, and not knowing whether the claim is compensable, the school normally continues

to pay the employee's salary and benefits, from the employee's available sick leave account until it has been exhausted.

Once sick leave has been exhausted, the employee's only salary compensation will come from the State Insurance Fund. The school will continue to pay its portion of single health, dental and life coverage benefits for the balance of the employment year. The employee will need to make arrangements for coverage for family benefits and other deductions.

If and when the employee receives a workers' compensation check, the school will receive a copy of that check from the State Insurance Fund. Rather than have the employee return the workers compensation check to the school, the employee's subsequent payroll check(s) will be adjusted based on the copy of the worker's compensation check the school receives. This money shall be used by the school to credit (or buy back) the employee's sick leave days, equivalent to the nearest half day that this money would buy, computed at the employee's daily rate of pay.

It is illegal under the law governing worker's compensation for the combined worker's compensation payment and school payment to the employee for the work time loss to exceed the amount the employee would have been paid had she/he not been injured. Should the total compensation received exceed the employee's normal earnings, it will be necessary to adjust the payroll account accordingly or to implement the necessary collection procedures.

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Date of Adoption: November 18, 2010

Legal Reference:

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.3. Official Personnel Files**

PERSONNEL RECORDS

The official personnel file will be maintained at the school's office. Complaints by students, parents, or patrons directed toward an employee shall not become a part of the employee's personnel file unless such complaints have been first reported to the employee involved. The employee concerned shall be given an opportunity to attach written comments, explanations, and/or rebuttals to any such complaints.

Personnel files are confidential with the exception of information contained in the file pertaining to public service or employment history, classification, pay grade and step, longevity, gross salary and salary history status, workplace and employing agency.

An employee has the right to access his or her own personnel file upon request and shall, in a timely manner, be provided copies of materials contained in the file. However, an employee is not entitled to access letters of recommendation or material used to screen and test for employment.

Working File

The School administrator may keep for one year a working file folder on each staff member. At the end of the academic year the working file will be purged.

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Date of Adoption: November 18, 2010

Legal Reference: I.C. §9-340, §33-518

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.4. Media Release**

The Board of Directors encourages all employees to assist the school in fostering and maintaining effective media contracts, legal and confidential requirements of the school.

Employees must provide accurate facts and information to the media. Great care must be taken to distinguish between employees speaking as private citizens and speaking in a capacity as school representative or official.

Employees dealing with the media as a school official must have the authority to provide the information. The School administrator is the official authorized to release information dealing with the overall building and its related concerns. Any person other than the School administrator must have the School administrator's authorization to release such information.

Official press releases of school-wide nature or dealing with a controversial subject matter must either be initiated by the school administrator's office or be cleared by that office prior to release. Information that will likely result in follow-up requests for information should also be released only after the School administrator has been informed. If circumstances do not permit prior notification, the School administrator should be contacted immediately thereafter.

The School recognizes that the nature of some school positions requires response to media requests and interviews. Employees such as coaches, activity Directors, and supervisors shall respond to such requests for information in a clear, concise, and positive manner.

Nothing in the above stated policy restricts and individual from speaking in an individual capacity, as long as it is made clear that the individual is speaking as a private citizen not representing or reflecting the school in any manner.

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Date of Adoption: November 18, 2010

Legal Reference:

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.5. Staff Conduct**

All staff members have a responsibility to be familiar with, and abide by the laws of the state as they affect their work, the policies of the Board and the regulations designed to implement them.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration.
3. Diligence in submitting required reports promptly at the time specified.
4. Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students, including the need to insure that students are supervised.
5. Provide a healthy learning environment and appropriate role models for students by refraining from the use of tobacco in school buildings or on school grounds; on school buses; or, in the presence of students at any school activity sponsored by the school or in any facility of North Star Charter School.
6. Keep in confidence information that has been obtained in the course of professional service.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.51. Outside Employment**

North Star Charter School does not object to outside employment and the intent is not to infringe on personal freedom or to discourage its employees from business ventures or entrepreneurial endeavors. However, employees are expected to maintain their primary obligation to the school. All school employees should consult and follow the *code of Ethics of the Idaho Teaching Profession, Principle I – commitment to the Student, Item 6, and Item 8*, which include:

- Item 6. Idaho educators shall refrain from using professional relationships with students for personal advantage.
- Item 8. Idaho educators shall not tutor students assigned to one’s classes for remuneration, except when specifically approved by the Board of Directors.

In reference to administrators, counsellors, school psychologists and such other employees assigned to the building, the Board of Directors interprets “assigned to one’s classes” to include all students enrolled in the employee’s assigned school(s).

School Employees CANNOT:

1. Allow outside employment or a business venture to interfere with their performance, duties, or responsibilities, infringe upon the school day or contracted year, or interfere with the effectiveness of school work.
2. Utilize school facilities, equipment, or materials for personal monetary gain in any outside business, employment, or venture.
3. Direct subordinates or students to utilize specific products or services from which they will derive personal monetary gain.
4. Engage in outside employment or activity, which may involve the use of information and/or materials secured as the result of employment in the school.

Exceptions to this policy are as follows:

1. Board approved programs such as summer athletic camps and summer academic camps.
2. Private lessons, such as music lessons, tutoring or other enrichment activities that are clearly beyond the scope of the regular curriculum or school day.

If there is any doubt about whether any activity, business, employment, or venture is in conflict with the official duties and responsibilities of the employee, it is the responsibility of that employee to consult and obtain approval from their supervisor.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.52. Merchandising**

No employee shall sell or offer to sell to students, parents, or guardians any service or merchandise except under such rules and regulations that shall be adopted by the Board of Directors.

No employee shall refer any student to any specific commercial source regarding a purchase of items to be used in school activities, including sports for which there is any pecuniary interest by that employee. Any deviation of this policy requires approval from the school administration.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.53.** Employee's Personal Property

Employees are cautioned to take special care with personal property, as the school does not assume liability for lost, stolen, or damaged personal items. Unless specifically authorized by a Board-adopted written policy, the school is not responsible for personal property such as books, tools, equipment, clothing, eyeglasses, or other such personal items, which employees may bring to or use upon school premises.

Employees shall not be required to use personal tools or equipment to perform job responsibilities except with special Board authorization.

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Date of Adoption: November 18, 2010

Legal Reference:

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.54. Nepotism**

DEFINITION

For the purpose of this policy, “relative” shall be defined as:

Father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law. For the purpose of this policy “supervise” shall be defined as:

*The authority to recommend or approve the relative’s appointment, promotion, salary, evaluation, termination, or other similar personnel action.*

To avoid a conflict of interest, at no time shall any administrator/supervisor be responsible for the supervision and/or evaluation of any employee directly related to him/her. No school employee shall directly supervise another employee who is a relative when the salary, wages, pay, or compensation of the relative will be paid from public funds. The school employee shall not evaluate the relative’s job performance or recommend salary increases for the relative.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.55. Protection of Students**

The Board of Directors of North Star Charter School believes in the worth and dignity of all students. School personnel have an obligation and duty to protect and safeguard every student. All school employees are directed by the Board to:

1. Conduct business in such a way that he/she does not expose or subject students to unnecessary embarrassment or disparagement.
2. Keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
3. Neither refrain from excluding any student on the grounds of race, color, creed, or national origin from participating in or denying him/her benefits under any program nor grants any discriminatory consideration or advantage.
4. Protect students from conditions detrimental to learning and safeguard the physiological and/or psychological well-being of all students.

PROCEDURES

1. School employees should respond in a positive and protective manner when students confide in them and/or provide information that is considered important for the employee to know.
2. Employees should relay information given to them by students to the appropriate resource, such as an administrator, counselor and/or supervisor, parent, the health and welfare agency, etc. Such information will be released to other individuals only on a “need-to-know” basis.
3. Employees should not discuss the situation or the information disclosed with other students or in the presence of students. Every effort should be made to ensure that students are always protected from embarrassment, harassment, and/or ridicule.
4. Reports of inappropriate disclosure of confidential information will be investigated by a review panel convened by the appropriate supervisor.

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Date of Adoption: November 18, 2010

Legal Reference: I.C. §33-1254

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.56. Fingerprinting/Criminal Records Check**

All employees hired by North Star Charter School shall be required to submit to Federal Bureau of Investigation and Idaho State Department of Education criminal background history records (hereafter “Reports”) and fingerprinting. The school shall begin the employment of an individual on a probationary basis pending the return and disposition of such Reports. Fees for the fingerprinting/criminal records Reports as required by Idaho Code 33-512, Governance of Schools, shall be paid by the individual.

Any individual required to submit to fingerprinting and criminal records check and in accordance with state statutes who refuses or fails to submit to fingerprinting and consent to the check shall be immediately terminated from employment or consideration of employment.

Classified Personnel:

The State Department of Education will notify the school if they receive a Report for a classified employee and provide the school, and the employee, with a copy of the same. Upon recommendation of the administration, the Board of Directors will evaluate and make a decision as to whether the classified employee will continue as a school employee or be terminated based upon school policy.

Certified Personnel:

Certified staff members will be notified by the State Department of Education and the school will be notified of a pending decision. Although the State Department of Education does not provide the school with the Report for certified personnel, the Professional Standards Commission will determine continued eligibility for employment and will notify the school of threat determination.

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Date of Adoption: November 18, 2010

Legal Reference: I.C. §33-130, 33-512

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.57.** Receipt of FBI Investigation and Idaho State Department of Education Criminal Background History

REPORTS CONCERNING PERSONNEL

The Board of Directors of North Star Charter School recognizes as a high priority that well-being and safety of our students. Through legislation, schools are required to submit fingerprints on all employees hired after July 1, 1991 to the State Department of Education for state and federal criminal background checks. The procedures outlined below will be followed when the school receives criminal history reports on school employees.

PROCEDURES

1. Reports shall be received in the school office and shall be held in the strictest confidence.
2. The School administrator shall review each report and will make a recommendation to the Board of Directors to continue to employ, initiate appropriate personnel action against, suspend, or terminate the classified employee.
3. In the event the criminal background check reveals any conviction, finding of guilt, withheld judgment, or suspended sentence for any of the felony crimes set forth in Idaho Code section 33-1208, the employee shall be subject to immediate termination.
4. Upon receipt of a criminal history report, the administration shall review the employee's application for employment to verify the information disclosed by the employee. Any employee found to have provided false or misleading information, or having failed to disclose any criminal history as requested, may be subject to termination, suspension, or other appropriate personnel action.
5. A letter requesting clarifying information will be sent to the employee. The information provided by the employee will help determine the administrative recommendation to the Board of Directors.
6. A letter identifying the decision of the Board of Directors shall be sent to the employee.
7. In the event of termination, an employee may request in writing his/her final payroll check. Upon receipt of the written request, the employee shall be paid within 48 hours of receipt of such request, weekends and holidays excluded; however, without the request, final payment shall be made by the earlier of the next regularly scheduled payday or within ten (10) days of the next regularly scheduled pay period.

Date of Adoption: November 18, 2010

Legal Reference: I.C. § 33-152; §33-130

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.6.** Employee alcohol & other drugs

Employees are prohibited from using, possessing, distributing, dispensing, or manufacturing illegal drugs, paraphernalia, or alcohol on school premises or at any school activity. Employees are further prohibited from being under the influence of illegal drugs or alcohol on school premises or at any school activity. The use of legal or prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

**Definitions:**

**Use:** The use, possession or distribution of illegal drugs or the abusive use of other drugs, or the use of alcohol on school premises, or school property during contract hours or at any school activity.

**Possession:** To have alcohol or other illegal drugs other than as prescribed to the employee by a medical doctor on the employee's person or within an area of the employee's control including but not limited to car, locker, and clothing at the work place.

**Distribution:** To share and/or sell alcohol or other dangerous drugs to other persons at the work place. This includes, but is not limited to, illegal drugs and alcohol but also the sharing of prescription medications with an individual(s) to whom the medication was not prescribed by a medical doctor.

**Illegal Drugs:** Any controlled substances defined by Idaho Code Section 37-2701 or any other substance, including prescription drugs, which is used to alter or change the mood cognition, comprehension or functioning capacity of an individual, anabolic steroids, or any other performance enhancement drug. The term "illegal drugs" does not include over the counter drugs or drugs prescribed by a doctor or dentist specifically for the person in possession of those drugs when used as prescribed.

**Under the influence:** This definition covers not only all well-known and easily recognized conditions and degrees of intoxication but any abnormal mental or physical condition which is the result of indulging to any degree in unlawful alcohol, illegal drugs, or the abuse of prescribed drugs, and which tends to deprive one of that clarity of intellect and control of himself/herself which-is/he/she would otherwise possess. This definition is not intended to represent the legal definition of a certain percentage of blood content or BAC, but rather is intended and interpreted in nonprofessional's term.

**Unlawful Alcohol:** Any alcoholic beverage as defined by Idaho Code 23-105 and 23-1001.

**Unlawful Alcohol Use:** The use, possession, or distribution of alcohol on any school premises or at any school activity.

**Violations:** The commission of an act of illegal drug use, abuse of a legally prescribed drug or unlawful alcohol use by a school employee. Positive evidence that the employee is involved in



use, possession, or distribution of alcohol or other drugs. Having alcohol on one's breath is not appropriate in the work place or at school-sponsored activities and will support evidence of use or being under the influence.

### DISCIPLINARY ACTION

Any employee who violates the terms of the school's drug and alcohol policy may be subject to disciplinary action including, but not limited to, discharge, suspension, and/or referral for drug and alcohol abuse evaluation and rehabilitation at the discretion of the board.

Notwithstanding the above paragraph, anyone charged by law enforcement with driving a school-sponsored, and/or a school-owned vehicle will be suspended from all duties pending investigation when reasonable suspicion exists that the driver may be under the influence of illegal drugs or alcohol. Individuals who are on duty driving students under the authority of North Star Charter School and who use or who are under the influence of alcohol or illegal drugs as determined by the legal system and defined by this policy will be terminated and the board or designee will recommend license revocation to the Idaho Department of Transportation.

### FIRST OFFENSE

If an employee on duty and not driving school vehicles violates this policy, the employee will be suspended from work for three (3) days without pay. Additionally, if it is determined that the violation was detrimental to the health and safety of school personnel or students, or resulted in the employee being unable to perform job duties, the employee may be terminated.

The employee must, before returning to work, agree to have a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community and conducted by a certified alcoholism/drug abuse counselor, at the employee's expense. The employee must agree to follow the recommendations of the counselor, and is responsible for providing the School notice of their activities in meeting these responsibilities as well as the recommendations; this notice will be confidential under HIPAA. If it is determined that the employee is not following the treatment recommendations, the employee will be terminated.

In the event that the health, welfare, and safety of students, employees, volunteers or visitors have been adversely affected by the employee's offense, the employee will be immediately suspended. The School administrator will recommend termination to the Board of Directors who will make the final determination.

### SECOND OFFENSE

When an employee violates the policy for a second time, the employee will be recommended by the School administrator for termination by the Board of Directors.

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Date of Adoption: May 24, 2012

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.61. Harassment**

It is the policy of this school to maintain an environment that is free from harassment. All employees have the right to work in an atmosphere that promotes equal opportunities free from all forms of discrimination and conduct that could be harassing, coercive, or disruptive.

School employees are:

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background or disability.
2. Prohibited from displaying graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability;
3. Prohibited from sexually harassing other employees, students or visitors of the school;
4. Required to report to his/her supervisor, or the school administrator and harassment of which the employee becomes aware; and
5. Required to take immediate action to discipline and/or report students who engage in conduct which may be reasonably considered constituting harassment of another student.

This policy applies to all conduct on the school's premises and to conduct off the school's premises that has an effect upon an employee's work environment or a student's educational environment.

As deemed appropriate, the school will provide training to employees regarding harassment and will take reasonable steps to take remedial action to stop harassment and prevent its recurrence.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, unwelcome physical contact or other verbal or physical conduct of a sexual nature when:

1. The employee's submission to such conduct is made either as an implicit or explicit term or condition of employment (including but not limited to wages, evaluation, advancement, retention, assigned duties or other employment-related matters);
2. Submission to or rejection of such conduct is used as a basis for decisions affecting employment or educational decisions affecting the individuals;
3. Such conduct by supervisors, other employees, or volunteers has the purpose or effect of unreasonably interfering with an individual's work performance or education, or creating an intimidating, hostile, or offensive work or educational environment.

4. Examples of sexual harassment include, but are not limited, to the following:
  - a. Verbal conduct includes sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions and threats, negative comments regarding an individuals' gender;
  - b. Nonverbal conduct includes sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting noises, obscene gestures, whistling, leering, and stalking;
  - c. Physical conduct includes unwanted physical contact such as touching, pinching, brushing the body, coerced sexual intercourse or assault;
5. No employee may use the authority of his or her position to subject any other employee to sexual harassment, as described above, or to coerce, encourage or force another into a romantic relationship.

#### REPORTING A COMPLAINT

Individuals who believe they are being harassed should firmly and promptly notify the offender that his or her behavior is unwelcome. When a direct communication with the alleged harasser is not feasible or effective, the following steps should be followed when reporting a harassment complaint:

1. The individual may choose to report the complaint to his or her supervisor or to the school administrator.
2. If the supervisor successfully resolves the complaint in an informal manner, a confidential report will be made to the School administrator about the complaint and resolution so that the school may determine if any pattern of harassment by any particular individual exists.
3. If the supervisor is unable to resolve the complaint, the complaint will be referred to the School administrator.
4. If the individual chooses not to report the complaint to his or her supervisor, the individual may report the incident directly to the School administrator. If the complaint in any manner involves the School administrator, the individual should report the complaint to the Boards chairman.
5. An employee, at any time, may file a sexual discrimination or harassment claim with the Idaho Human Rights Commission and/or the Equal Employment Opportunity Commission (EEOC).

#### PROTECTION AGAINST RETALIATION

The school will not retaliate in any way against an individual who makes a report of harassment, in good faith, nor will it permit any school employee to do so. Any person found to have retaliated against another individual for reporting an incident of harassment, in good faith, may be subject to the same disciplinary action provided for harassment offenders. Individuals who are not complainants but who assist individuals who believe they have been subjected to harassment or who assist or participate in a harassment investigation are also protected from retaliation.

#### INVESTIGATION OF HARASSMENT COMPLAINT

1. Any allegation of harassment, including sexual harassment, will be promptly investigated in a confidential manner to protect the privacy of all individuals involved.

2. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
3. Complaints not resolved at the immediate supervisory/administrative level will be investigated by the School administrator.
4. Upon completion of the investigation of a harassment complaint, the investigator will communicate his/her finding to the School administrator. If the complaint in any manner involves the School administrator, the investigator's finding will be submitted directly to the Board's chairman.
5. The school will keep and maintain a written record including, but not limited to, witness statements, investigative reports, and correspondence from the date any allegation of harassment is reported to school personnel. The information in the written record will also include the action taken by the school in response to each allegation. The record will be kept in the school administrative office and will not, at any time, be purged by school personnel.
6. If findings of the investigation determine that harassment has occurred and that suspension, probation, or dismissal is warranted, the Board will be informed of the findings in executive session, and the record will be maintained in the personnel file.

#### DISCIPLINARY ACTIONS

When it is brought to their attention, administrators and supervisors must take affirmative steps to stop harassment by subordinates or non-employees, including, warning, discipline and recommending possible probation or dismissal.

If the investigation finds that an employee has harassed another employee or a student, disciplinary actions may include probation, suspension, and/or dismissal from employment. In addition, documentation regarding the disciplinary action will be placed in the employee's personnel file.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL

STAFF PERSONNEL

**Policy No. 403.62. Hepatitis B Vaccine**

North Star Charter School will make the Hepatitis B vaccine available for employees who are at risk of contracting the disease by:

1. Accidentally being exposed to blood or blood products;
2. Working closely with developmentally delayed students who are institutionalized or live in group homes/shelters; or
3. Being bitten by students/clients they work with.

District nursing staff will determine, on a yearly basis, or as needed, those employees who meet the above criteria and will provide information on vaccinations. It is the responsibility of identified employees to arrange and receive the vaccinations as directed. Employees who feel they are at a significant risk need to contact the school nurse in their school for an assessment of risk. In the event that an unvaccinated employee has a risk of exposure while at work, the employee will be offered post-incidence vaccination.

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Date of Adoption: December 11, 2007

*Legal Reference:* Hepatitis B Federal Register Vol. 56, No. 235; OSHA Rules & Regulations p. 64175-64182

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.63. Child Abuse/Neglect Reporting Requirements**

Any person, including school personnel, having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or to the Department of Health and Welfare.

DEFINITIONS

Idaho Code 16-1602 defines “abused,” “abandoned” and “neglected” as follows:

“**Abused**” means any case in which a child has been the victim of conduct or omission resulting in skin bruising, bleeding, malnutrition, burns, fracture of any bone, sub-Dural hematoma, soft tissue swelling, failure to thrive or death, and such condition or death is not justifiably explained, or where the history given concerning such condition or death is at variance with the degree or type of such condition or death, or the circumstances indicate that such condition or death may not be the product of an accidental occurrence; or sexual conduct, including rape, molestation, incest, prostitution, obscene or pornographic photographing, filming or depiction for commercial purposes, or other similar forms of sexual exploitation harming or threatening the child’s health or welfare or mental injury to the child.

“**Abandoned**” means the failure of the parent to maintain a normal parental relationship with his child, including but not limited to reasonable support or regular personal contact.

“**Neglected**” means a child: who is without proper parental care and control, or subsistence, education, medical or other care or control necessary for his well-being because of the conduct or omission of his parents, guardian or other custodian or their neglect or refusal to provide them.

INVESTIGATION

According to the Attorney General Opinion 93-2, the Idaho Department of Health and Welfare Child Protection Services employees have the authority and specialized training to investigate reports of suspected child abuse, abandonment, and neglect. During a child abuse investigation members of the Department of Health and Welfare are acting in a law enforcement capacity. The authority of the Idaho Department of Health and Welfare to investigate reports of child abuse, abandonment, and neglect includes the ability to determine who may be present and/or participate in the interview process. Interviews of suspected victims of child abuse, abandonment, and neglect without parental consent or notification do not violate the parent’s rights to privacy. It is the responsibility of the Department of Health and Welfare to notify parents of an investigation and/or review.

IMMUNITY

Any person who has reason to believe that a child has been abused, abandoned, or neglected and, acting upon that belief, makes a report of abuse, abandonment or neglect as required in section 16-1619, Idaho Code, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or

imposed. Any such participant shall have the same immunity with respect to participation in any such judicial proceeding resulting from such report. Any person who reports in bad faith or with malice shall not be protected by this section. (Idaho Code 16-1620)

#### FAILURE TO REPORT

An employee may be subject to disciplinary action up to and including termination for failure to report or preventing a school employee from reporting a suspected case of abuse, abandonment, or neglect to the Department of Health and Welfare or local law enforcement.

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Date of Adoption: November 18, 2010

Legal Reference: I.C. §16-1602  
§16-1619, §16-1620

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.7. Title IX –Non-discrimination Policy**

**GENERAL STATEMENT OF POLICY**

The affirmative action policy of North Star Charter School, for non-discrimination on the basis of gender, is based upon Title IX of the Education Amendments of 1972 and regulation promulgated thereunder by the United States Department of Health, Education and Welfare (Pat 86, Title 45, U.S. Code, printed also in U.S. Federal Register, Vol. 40, No. 108, Wednesday, June 4, 1975, as amended) hereinafter referred to as Title IX.

This policy provides that “no person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

The Board of Directors of this school intends to comply with the provisions of Title IX with the general policy that discrimination based on sex in any educational program or activity of this school is not to be permitted. Exceptions to equal treatment will only be allowed where necessary to accomplish a specific purpose that does not infringe upon essential equality or fundamental fairness in the treatment of students or employees of this school.

**APPLICATION OF POLICY**

This policy prohibits any persons acting in the name of and/or on behalf of this school from acting in a manner that excludes participation in, denies benefits from, or discriminates in any educational program because of the gender of a student or employee. This prohibition applies to all educational programs and activities conducted by this school.

**POLICY ENFORCEMENT**

To ensure compliance with this policy, the Board chairman shall designate the School administrator or his/her designee as the compliance officer:

- To coordinate efforts of the school to comply with this policy.
- Develop and ensure the maintenance of a records required under this policy.
- Investigate any complaints of violation of policy.
- Administer the grievance procedure established in this policy.
- Develop affirmative action programs, as appropriate.

**GRIEVANCE PROCEDURE**

Any student or employee of this school, who believes he or she has been discriminated against, denied a benefit or excluded from participation in any school education program or activity based on gender in violation of this policy may file a written complaint with the compliance administrator designated in this policy.

The compliance administrator shall review the complaint and prepare a written response, which will be mailed to the complainant within ten (10) working days of receipt of the written complaint. A copy of the



written complaint and the compliance administrator's response shall be provided to the School administrator and each member of the Board of Directors.

If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Directors indicating, with details, the nature of disagreement with the response and reasons underlying such disagreement. The Board of Directors shall consider the appeal at the next regularly scheduled board meeting following receipt of the appeal. The Board of Directors shall permit the complainant to address the board in public or closed session, as appropriate and lawful, concerning the complaint. The Board shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.73. Bullying**

The Board of Directors is committed to maintaining a work environment that protects and promotes dignity, individual worth, and mutual respect for each individual and is free from bullying. Each district employee deserves the opportunity to participate or work in a safe, supportive atmosphere that promotes equal opportunities, free from all forms of discrimination and conduct that can be considered as bullying, coercive or disruptive.

It shall be a violation of this policy for any District employee to bully another employee or individual through any means, including technology, while on any district property or at any District sponsored activity, regardless of location.

DEFINITION:

“Bullying” is repeated aggressive behavior or frightening of others with an apparent intent to dominate. Bullying may include, but not be limited to physical (hitting, pushing or attacks on property); verbal (name-calling, obscene gestures, malicious teasing, or cyber bullying); or indirect attacks (anonymous hurtful notes, or spreading false rumors). Bullying often occurs without apparent provocation. Bullying is not playful teasing between relatively equal individuals.

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Date of Adoption: January 25, 2012

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 403.8. Military Preference**

Veteran's preference is to honor those citizens who have served their country in active duty by providing veterans a more favorable competitive position for government employment. Veteran's preference requires public employers to provide additional consideration for eligible veterans, disabled veterans, Purple Heart recipients or the widow or widower of such individuals who have not remarried. This law does not guarantee the veteran a job.

Notice will be on all school applications and job announcements that Veteran's Preference will be for eligible veterans. An eligible veteran is entitled to preference over other applicants who are *equally* qualified on an *initial* appointment or hiring with an individual school district. "Eligible veterans are provided advantages in public employment in Idaho, including preference for initial employment and retention in the event of layoffs...in all public employment, excluding key employee positions..." (Idaho Code 65-501).

Applicants for the preference are responsible to provide verification and documentation of their eligibility by providing form DD214 from the Department of Defense.

The school may refuse acceptance of an application for an otherwise qualified veteran if the veteran is deemed to be unqualified through his duties or actions. Examples of such actions include dismissal for cause from a public entity, a felony conviction, or conduct unbecoming a public employee. Such refusal must be for good cause and it can be appealed pursuant to Idaho Code Section 65-506

A veteran who believes he or she was denied a right or benefit under these provisions may file an appeal with the Board of Directors within thirty-five (35) days of the alleged denial of preference.

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Date of Adoption: November 18, 2010

Legal Reference: I.C. §65-501, §65-506

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 404.** Grievance Procedure for Certified Staff

A. DEFINITIONS:

- A “grievance” is a complaint that there has been a violation or misinterpretation of the terms of the certified staff contract.
- An “aggrieved person” is a certified employee or certified employees asserting a grievance.
- A “party of interest” is a certified employee or certified employees who might be required to take action or against whom action might be taken in order to resolve a grievance.
- A “day” as used in this Grievance Procedure means any day school is in session within the regular school year as shown on the official school calendar. If this grievance extends beyond the regular school year, a “day” means any day, Monday through Friday, exclusive of holidays.

The purpose of this procedure is to secure at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. Nothing herein contained will be construed as limiting the right of any certified employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance taken care of in a manner approved by both parties providing this action is consistent with the terms of the contract.

B. PROCEDURE:

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall constitute the maximum and every effort will be made to expedite the process. Time limits designated may be extended by mutual agreement between the employee and the School administrator or their designee.

If a grievance is filed which might not be finally resolved at LEVEL FOUR under the time limits set forth prior to the end of the school year, the time limits set may, by mutual agreement, be reduced so that the grievance procedure will be concluded prior to the end of the school year, or as soon thereafter as is practicable.

A written grievance shall meet the following specifications:

1. It shall be specific.
2. It shall contain a synopsis of the facts giving rise to the filing of the grievance.
3. It shall contain the specific portion of the contract which allegedly has been violated or misinterpreted.
4. It shall state the relief requested.
5. It shall contain the date of the alleged violation or misinterpretation.
6. It shall be signed by the aggrieved person.

The Board of Directors recognizes and acknowledges that it is usually most desirable for a professional employee and the appropriate administrator to resolve problems through free and informal communications.

#### LEVEL ONE

Within twenty (20) days following knowledge of the act or condition which is the basis of the complaint, the employee may present the complaint to the School administrator or their designee.

1. When presented to the appropriate administrator, every effort will be made to resolve the complaint in an informal manner. If the complaint is not resolved at this step, the grievant shall comply with Step 2 before moving to LEVEL TWO.
2. If after a reasonable amount of time, but not more than twenty (20) days, the employee is not satisfied with the progress of his complaint, he/she may submit a grievance to the School administrator or designee in accordance with the provisions of LEVEL TWO of this procedure.

#### LEVEL TWO

If the aggrieved person is not satisfied with the disposition of his/her grievance at LEVEL ONE, and can show evidence that he or she has completed both steps of LEVEL ONE, he or she may submit the grievance to the School administrator or designee in writing. The School administrator or designee shall arrange for a meeting to take place within five (5) days following personal receipt of the grievance. The written grievance may be presented to and discussed with the School administrator or designee.

The parties of interest shall have the right to include in the presentation such witnesses as they deem necessary to develop facts pertinent to the grievance.

The School administrator shall provide the aggrieved person with a written decision to the grievance within five (5) days after the meeting. Such answer shall include the reasons upon which the decision was based.

#### LEVEL THREE

Following the written decision of the School administrator, or if no decision has been rendered within five (5) days after the meeting, then, within five (5) days, the grievance may be referred to the Board of Directors. Within ten (10) days of the receipt of the referral, the School administrator or designee shall arrange for a School Board hearing with the aggrieved person who has the right of representation at this meeting. The parties in interest shall have the right to include in the representation such witnesses as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing the Board of Directors will have five (5) days to provide a written decision, together with the reasons for the decision to the grievant.

#### LEVEL FOUR

If the aggrieved person is not satisfied with the disposition of his/her grievance at LEVEL THREE, or if no written decision has been rendered within five (5) days after the hearing with the Board of Directors, he/she may within not more than five (5) days following the deadline for a written decision from the Board of Directors, submit in writing his/her request to have the grievance submitted to arbitration.

The grievant shall request arbitration in writing to the Board of Directors within five (5) days of the written decision or within eighteen (18) days following the hearing, if no written decision has been rendered. Within ten (10) days after such written request for submission to arbitration, the

School administrators and the grievant will attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator, within ten (10) days, each party will name an arbitrator and obtain a commitment from such arbitrator to serve on a three-person arbitration board. The two arbitrators will name a third mutually acceptable arbitrator to complete the three-man arbitration board. If any question arises as to whether the grievance

can be arbitrated, such question will first be ruled upon by the arbitrator (arbitration board) selected to hear the dispute. Neither party shall be permitted to assert in the arbitration proceedings any evidence which was not submitted to the other party before completion of the Level 2 and 3 meetings.

The arbitrator (arbitration board) selected will confer with the representatives of the Board of Directors and hold hearings promptly. The arbitrator's (arbitration board) decision will be in writing, and will set forth the findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator (arbitration board) shall have no power or authority to add to, subtract from, alter, or modify the terms of this agreement or award damages. "Make whole" remedies, including interest, shall not be considered damages. The decision of the arbitrator (arbitration board) shall be submitted to the Board of Directors, the School administrator, and the grievant and subject to laws, shall be final and binding.

Nothing contained herein shall deny to any certified employee or the Board of Directors their rights under State or Federal Constitutions and laws. The intent of this procedure is to keep arbitration costs to a minimum by using area (regional) and/or public services that might be available whenever possible.

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Date of Adoption: May 24, 2012

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

**Policy No. 405** Recommendation Restrictions

Any individual who is an employee, contractor, or agent of North Star is prohibited from assisting an employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

EXCEPTION. — The requirements of this policy shall not apply if the information giving rise to probable cause

1. (A) has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and  
  
(B) has been properly reported to any other authorities as required by Federal, State, or local law, including title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and the regulations implementing such title under part 106 of title 34, Code of Federal Regulations, or any succeeding regulations; and
- 2 (A) the matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law;  
  
(B) the school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or  
  
(C) the case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within 4 years of the date on which the information was reported to a law enforcement agency.

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Date of Adoption: May 23, 2019

Legal Reference: 20 USC §7926

Elementary and Secondary Education Act  
of 1965 (ESEA)

NORTH STAR CHARTER SCHOOL

**SERIES 500 - STUDENT PERSONNEL**

**Policy No. 500. Statement of Guiding Principles & Philosophy Principles**

The mission of North Star Charter School is to produce students who possess the academic, personal habits, and attitude desired of an educated citizen in the 21<sup>st</sup> Century. The Board of Directors is committed to protecting the rights and promoting the welfare of all students. These policies are designed to provide quality experiences for students in activities related to the educational program.

Philosophy

The course of study of North Star Charter School is based upon a dynamic, interactive academic program, every day that school is in session. Each student is expected to attend school regularly. Any deviation from regular attendance places the responsibility for justification of such deviation upon the pupil and his/her parent. It shall be the responsibility of the parent(s) to aid the school authorities in the enforcement of regular attendance.

Idaho Code § 33-201 SCHOOL AGE- The services of the public schools of this state are extended to any acceptable person of school age. "School age" is defined as including all persons who are a resident of the state, between the ages of five (5) and twenty-one (21) years. For the purposes of this section, the age of five (5) years shall be attained when the fifth anniversary of birth occurs on or before the first day of September of the school year in which the child is to enroll in kindergarten. For a child enrolling in the first grade, the age of six (6) years must be reached on or before the first day of September of the school year in which the child is to enroll. Any child of the age of five (5) years who has completed a private or public out-of-state kindergarten for the required four hundred fifty (450) hours but has not reached the "school age" requirement in Idaho shall be allowed to enter the first grade.

For resident children with disabilities who qualify for special education and related services under Public Law 94-142 and subsequent amendments thereto, and applicable state and federal regulations, "school age" shall begin at the attainment of age three (3) and shall continue through the semester of school in which the student attains the age of twenty-one (21) years. Students who become twenty-one (21) on or before the first day of September will not be permitted to enroll for that school year.

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Date of Adoption: January 20, 2011

Legal Reference: I.C. §§33-201-33-207; §33-512; §33-2001

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 501. Attendance Policy**

Idaho law requires any person between the ages of seven and sixteen years of age to regularly attend school. State law also requires each school district or charter to establish an attendance policy. Because attendance is an indicator of success in school and is necessary for maximum student learning, North Star Charter School establishes the following policy for students, grades 6-12, in order to:

- Increase student academic success
- Increase daily student attendance
- Encourage students to be academically current in classes
- Develop student responsibility
- Increase parental involvement in student attendance
- Prepare students for attendance expectations in their future careers

Absences due to illness, accident, 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 unless there are extraordinary circumstances. Court appearances, professional appointments or religious observances may be considered extraordinary with administrator approval; family trips or vacations are not considered extraordinary. 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, written communication from the student's parent or guardian must be received within 48 hours of the last day of attendance. A physician's letter documenting the need for extended absence from school is required for absences due to illness.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 501.1. Secondary Attendance Policy**

ATTENDANCE REQUIREMENT

This policy section applies to all students grade 6-12. North Star Charter high school students must attend 7 periods during a traditional schedule school day or a 4 period block schedule school day to be considered a full time student. With approval of the school administrator or designee, a student may be released for the following and still be considered full time:

1. One (1) period for religious instruction or other approved program in grades 9-11.
2. Up to three (3) periods in a traditional schedule school or one (1) period in a block schedule school day for equivalent enrollment at an accredited college/university.
3. Seniors may be eligible for one release period per day. For seniors to be eligible for a release period they must have completed a minimum of forty (40) credits by the end of the eleventh grade, have successfully completed all ninth (9<sup>th</sup>) through eleventh (11<sup>th</sup>) grade required credits, and must have proficient scores on all portions of the state mandated achievement test.

At the 9-12<sup>th</sup> grade level, students are allowed nine (9) absences per class period in a traditional schedule school or five (5) absences in a block schedule class period during the semester. Students who receive ten (10) absences in any traditional scheduled school class or six (6) absences in a block schedule school class will lose credit, unless cleared by the administration as extraordinary, within five (5) days of the absence. Three unexcused absences per semester will result in loss of credit. Written communication must come from the parent to the office within 48 hours of the absence to prevent truancy. All absences from class shall be counted unless the student physically remains within an accountable school setting such as with a counselor, nurse or administrator. A North Star secretary will have the responsibility of keeping accurate attendance and checkout procedures. At the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade levels, three (3) unexcused absences in a semester will result in the dropping of one letter grade in each subject area during that same semester.

APPEALS PROCESS

If a student disputes an absence-based decision, the student will be required to present his/her appeal to a faculty committee selected by the school administrator. Following this process, the committee may recommend an amendment to the disputed decision, including 6-8<sup>th</sup> grade students regaining the loss of a letter grade and 9-12<sup>th</sup> grade students regaining the loss of a credit. The school administrator and faculty committee will make decisions in keeping with the overall intent of this policy. The appeal process will be first to the school administrator and faculty committee and second to the Board of Directors. Attendance codes will be used as follows:

- Unverified: no information regarding absence
- Bereavement: student is absent because of a death in the family
- Truant: student is absent without permission of parents or school officials
- Alternative School: student is attending an alternative setting such as homebound
- Parent call: student is absent as verified by parent phone call
- Ill: student is absent as indicated by documentation from medical personnel
- Vacation: student is absent and on vacation or trip

## EXTRAORDINARY ABSENCES

Extraordinary absences require prior written request from a parent or guardian, except in the case of illness, accident, or bereavement. Written communication must come from the parent to the school office within 48 hours of the absence to prevent truancy. The following criteria are used to determine extraordinary absences:

1. NATIONAL OR INTERNATIONAL ACTIVITIES: Events organized for the purpose of continuing competition or an extension of an approved school program/contest, or special activities such as Olympic qualifying meets.
2. ILLNESS/ACCIDENT; Confinement either at home or in a hospital, which can be confirmed in writing by a licensed physician, dentist, psychiatrist, nurse or other health professional.
3. COURT APPEARANCE: As verified by official documentation.
4. PROFESSIONAL APPOINTMENTS: As confirmed by documentation by professional personnel such as medical doctors, optometrists, dentists, orthodontists, psychiatrists, or attorneys.
5. EXTENDED FAMILY EDUCATIONAL TRIP ABSENCE: In the instance that an extended family, educational trip occurs while school is in session, the parent and students requesting this exception must do the following:
  - a. Submit a letter or request to Administration at least two (2) weeks prior to the trip.
  - b. The requesting student must have passing grades in all classes.
  - c. This request may be granted if the requesting student has not exceeded six (6) absences per class in a traditional schedule or four (4) absences in a block schedule prior to this request.
  - d. The requesting student does not have any truanancies or school suspensions.
  - e. All pre-arranged work is due on or before the first day back to class.
  - f. Parents/guardians must write the office prior to the dates of absence.
  - g. Students are responsible to make missed academic work, as pre-arranged with the individual teachers.
6. BEREAVEMENT: Up to five (5) days for a member of the immediate family, i.e. father, mother, brother, sister, grandparents.
7. RELIGIOUS OBSERVANCES: When participation is required and can be verified by an appropriate church official document.
8. ACTIVITY ABSENCE: an absence for a school sponsored program, athletic event, or activity.
9. ABSENCE ON DAY OF ACTIVITY: A student who is absent during any part of the day of an evening performance or event may not participate in that performance or function unless deemed an extraordinary absence.

## UNVERIFIED ABSENCES

1. All absences except those in the extraordinary portion or under special provisions are considered unverified absences. Unverified absences change to truanancies if written communication does not come to the school from the parents/guardian within 48 hours of the absence.
2. Persistent truancy may result in suspension/expulsion from school.

## EXCESSIVE ABSENCES

Students who accrue ten (10) consecutive absences in a traditional schedule or six (6) absences in a block schedule may be dropped from school and placed at the bottom of our wait list. When the students name

is at the top of the wait list again then they may be re-enrolled in school. Students served by homebound tutors will not be included in this procedure. In addition, students with ten (10) or more unverified absences in a traditional schedule or six (6) unverified absences in a block schedule, whether consecutive or accumulative, may be referred to the Board of Directors as a habitual truant.

If a student is absent ten (10) absences in a traditional schedule or six (6) absences in a block schedule, he or she may be dropped from school without verification of circumstances warranting the absences (i.e. doctor or court excuse).

### MAKE-UP HOMEWORK

When a student has an absence, they are given two (2) days for every day absent to make up missing homework. It is the student's responsibility to make sure they receive and complete all of the missing assignments. The student or parent should check the website or email the teacher for assignments.

### TARDIES

Students are expected to be in their assigned classroom when the period begins; if they are not, the student will be considered tardy. The only "excused" tardies are for illness, approved school activity (example: meeting with a school counselor), or scheduled medical appointments. Four (4) unexcused tardies is equivalent to one unexcused absence and subject to the policy/consequences related to unexcused absences. Parents will receive a letter from the school when a student reaches their third, fourth, and fifth unexcused tardy. Six (6) unexcused tardies will result in loss of credit.

Extended Family Educational Trip: In the instance that an extended family educational trip occurs while school is in session, the parent/guardian and student requesting this exception must meet the following:

- Submit a letter of request to the school administrator at least two (2) weeks prior to the trip;
- Have passing grades in all classes;
- Not exceed four (4) absences in the current semester prior to this request;
- Not have any trancies or school suspensions;
- Request work from teachers and agree to turn in all pre-arranged work on or before the first day back to class;
- Call the attendance office prior to the dates of absence;
- Submit a project for the student's class in which the educational trip most closely links with the information that substantiates the educational purpose of the trip. The project is due to that classroom teacher upon return to school.

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Date of Adoption: January 20, 2011

Legal Reference:

I.C. §33:205; 206; 207

Revised: September 18, 2014

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 501.2. Academic Honesty**

I. Philosophy and Principles

North Star Charter School provides students a world-class education characterized by a safe, supportive and structured learning climate that encourages high academic achievement, intellectual confidence, leadership and virtuous citizenship. Our academic honesty policy reflects these values and is consistent with the IB Mission Statement and Learner Profile. North Star Charter School upholds principles of academic honesty, which are seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is the aim of North Star Charter School to:

- Provide all students an equal opportunity to succeed.
- Reward hard work and honesty.
- Maintain the value and reputation of a North Star education.
- Provide accountability:
  - Student to Faculty
  - Faculty to Student
  - Student to Student

II. Academic Misconduct

A. Cheating

Students are expected to act with integrity and submit original work and use their own knowledge and skills when tested.

B. Plagiarism

When a person takes credit for another's work be it from printed material (ex: Internet, books, newspaper, encyclopedias, or periodicals) or from a peer without proper documentation on purpose or by accident. The following are examples of instances of plagiarism:

- Copying from another student's test/work
- Obtaining another person's work and submitting it as one's own work
- Failing to give proper credit to sources used in papers and projects

C. Academic Dishonesty

When a student fraudulently gains access to knowledge for the purpose of assignments, colludes with other students to gain an unfair advantage, etc. The following should be used as a guide to help students understand academic dishonesty:

- Seeking aid from another student during a test or activity, unless permitted by instructor.
- Preparing any academic work with another student, unless permitted by instructor.

- Possessing or using material or notes not authorized by an instructor.

D. Collusion

Supporting misconduct by another student, for example:

- Allowing one's work to be copied or submitted in another's name.
- Providing assistance on an assignment or exam without instructor consent.

III. Practices: Honor Code and Honor Council

Plagiarism and academic dishonesty can be avoided by the following:

- Proper documentation
- Clear communication between student and teacher
- Integrity, through personal and social responsibility

Students found in violation of the North Star academic honor code will be subject to disciplinary action in accordance with the school handbook, classroom policies of individual teachers, as well as the Student Honor Council. No formal warning is required. Consequences for a first offense may include (but are not limited to):

- Revocation of awards or future eligibility
- Athletic/Club/Extracurricular ineligibility
- Automatic "0" on individual assignment/exam, or withdrawal (no pass) from course
- Community service
- School-wide ban on letters of recommendation or revocation of previously issued recommendations
- Suspension
- Expulsion

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Date of Adoption: September, 2016

Legal Reference: NA

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 501.3. Elementary Attendance Policy**

Idaho law requires any person between the ages of seven and sixteen years of age to regularly attend school. State law also requires each school district or charter to establish an attendance policy. Because attendance is an indicator of success in school and is necessary for maximum student learning, North Star Charter School establishes the following policy for elementary school students in order to:

- Increase student academic success
- Increase daily student attendance
- Encourage students to be academically current in classes
- Develop student responsibility
- Increase parental involvement in student attendance
- Prepare students for attendance expectations in their future careers

All students are expected to be in class on time every school day. North Star Charter School defines elementary school attendance as missing not more than six (6) days per trimester. School staff enforces daily attendance and initiates measures to correct attendance problems, which may include, but are not limited to any of the following:

- Conference with student
- Letter contact with parent or guardian
- Counseling
- Attendance contract
- Referral to other governmental agencies
- Court referrals

To ensure student's safety, parents are obligated to contact the school regarding each day or portion thereof that a child misses. Upon failure of contact by the parent/guardian, the school will make a reasonable attempt to contact the parent/guardian.

TARDIES

½ day Kindergarten—Students arriving to class after the tardy bell, or leaving for a period of time during the day, but in attendance for more than 2.5 hours will be marked tardy.

Grades: Full Day Kindergarten-5<sup>th</sup> —Students arriving to class after the tardy bell, or leaving for a period of time during the day, but in attendance for more than 4.0 hours will be marked tardy. The only “excused” tardies are for scheduled medical appointments or appointments within an accountable school setting such as with the counselor, nurse or administrator

EXCESSIVE TARDIES

“Excessive tardies” is defined as more than five tardies.

ABSENCES

Student absences will be marked under two general categories, absent for half day or absent for a full day. The calculation of average daily attendance (ADA) is defined by Idaho Statue (I.C. 33-101 and IDAPA 08.02.01) is as follows:

- Full Day

*½ day Kindergarten*— Full session consists of 2.5 hours of instruction per day

*Grades Full Day Kindergarten-5<sup>th</sup>* –A full day consists of at least 4 hours of instruction per day

- Half Day

*½ day Kindergarten*—There are no shortened days for half day Kindergarten. A period of instruction of less than 2.5 hours should be recorded as an absence.

*Grades Full Day Kindergarten – 5<sup>th</sup>* : Half-day consists of at least 2.5 hours, but less than 4 hours per day.

Attendance codes will be used as follows:

P= Present  
A=Absent  
E=Excused  
I= ill  
M= medical  
U=unexcused  
F=Funeral  
S= School Activity  
R=Religious  
L=Legal  
P= Administration Approved  
T=Tardy Excused  
X=Tardy Unexcused  
W=Unexcused Absence due to Tardies  
G=Truant  
PC=Parent Call  
J= In School Suspension  
O= Out of School Suspension  
Z=Saturday School  
V= Vacation

- Parent will be contacted by letter when their student accumulates 6 unexcused absences in a semester.
- Written notification to parents when the unverified absences change to truancy or when a habitual truancy notice will be sent to the Board of Directors for action.

**Extended Family Educational Trip:** In the instance that an extended family educational trip occurs while school is in session, the parent/guardian and student requesting this exception must meet the following:

- Submit a letter of request to the school administrator at least two (2) weeks prior to the trip;



- Have passing grades in all classes;
- Not exceed four (4) absences in the current trimester prior to this request;
- Not have any trancies or school suspensions;
- Request work from teacher and agree to turn in all pre-arranged work on or before the first day back to class;
- Call the attendance office prior to the dates of absence;
- Submit a project for student's class with the information that substantiates the educational purpose of the trip. The projects are due to the classroom teacher upon return to school.

### MAKE-UP WORK

If a student is to be out of school for an extended absence of 10 days or less, it is his/her responsibility to make arrangements for assignments with the teacher. Written assignments will be gathered during the absences and provided to the student upon his/her return to school. Up to 70% of the classroom activities consist of class participation, projects, discussion and practice that cannot be duplicated or made up. In all absentee cases, class assignments must be completed within the number of days that are equivalent to the number of days of absence to receive credit.

### EXCESSIVE ABSENCES

Students who accrue ten (10) consecutive absences may be dropped from school and placed at the bottom of our wait list. When the students name rises to the top of the wait list then they may be re-enrolled in school. Students served by homebound tutors will not be included in this procedure. In additional, students with ten (10) or more unverified absences, whether consecutive or accumulative, may be referred to the Board of Directors as a habitual truant. If a student is absent eighteen (18) absences in a school year, he or she may be dropped from school without verification of circumstances warranting the absences (i.e. doctor or court excuse).

### TRUANCY

Truancy occurs when a student intentionally absents himself/herself from school either before arriving or after having arrived at school without previous knowledge and consent of parents or school officials. A written record of student's trancies shall be kept with or in the student's cumulative record folder and forwarded to receiving school.

### HABITUAL TRUANCY

Any child at the elementary school who accrues ten (10) unverified absences and/or trancies may be referred to the Board of Directors pursuant to Idaho Code §33-206 which states, in part, "a habitual truant is any public school pupil who, in the judgment of the Board of Directors repeatedly has violated the attendance regulations established by the board; or any child whose parents or guardians, or any of them, have failed to cause such child to be instructed as provided in IC §33-202 and the child shall come under the purview of the juvenile corrections act if he or she is within the age or compulsory attendance. School administrator, as the authorized representative of the board, will submit documentation to the Board regarding the excessive absences/trancies. Following the action of the Board, the Prosecuting Attorney in the county of the student's residence will be notified of the violation by the School administrator.

Date of Adoption: January 20, 2011

Legal Reference:

I.C. §33-205; 206; 202

*Revised:* September 18, 2014

Ratified by the Board of Directors on September 23, 2015

Amended November 28, 2017

NORTH STAR CHARTER SCHOOL

STUDENT PERSONNEL

**Policy No. 501.40. Student Truancy**

A truancy occurs when a student is absent from any class without previous consent or knowledge of the parents or an appropriate school official. Repeated truanancies may result in expulsion from school.

Any pupil is habitually truant who, in the judgment of the board of Directors, or the board's designee, repeatedly has violated the attendance regulations, (for high schools and middle schools, specifics are as outlined and published in student handbooks) or any child whose parent(s) or guardian(s) failed or refused to cause such child to be instructed.

Any child under the age of sixteen (16) who accrues ten (10) absences or truanancies may be referred to the prosecuting attorney pursuant to Idaho Code 33-206 which states, in part, "a habitual truant is any public school pupil who, in the judgment of the board of Directors, or the board's designee, repeatedly has violated the attendance regulations established by the board; or any child whose parents or guardians, or any of them, have failed or refused to cause such child to be instructed as provided in section 33-202, Idaho Code, and the child shall come under the purview of the juvenile corrections act if he or she is within the age of compulsory attendance."

Principals/assistant principals, as the authorized representative of the board of Directors, will submit documentation of the excessive absences/truanancies to, the prosecuting attorney in the county of the student's residence.

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Date of Adoption: July 15, 2008,  
*Revised* November 15, 2011

Legal Reference: I.C. §§33-205-3-207  
§16-1818

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 501.41. Homeless Students**

In compliance with the McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B, of the No Child Left Behind Act, and Idaho Code §33-1404, North Star Charter School Board of Directors has established the following policy to ensure that homeless children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in school. North Star Charter School, in compliance with state and federal law and regulations, will provide an atmosphere in which students are not segregated or discriminated against on the basis of their homelessness.

**Definitions:** The McKinney-Vento Act (Section 725) defines "*homeless children and youth*" as individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definitions.

*"Homeless liaison"* is the staff member designated by the North Star Charter School as the person responsible for carrying out the duties of the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

*"School or origin"* means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

**Enrollment**

Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency
  - Transcripts/school records
  - Immunization or immunization/health/medical/physical records
  - Proof of guardianship
  - Birth Certificate
  - Unpaid school fees
  - Lack of clothing that conforms to dress code
  - Any factor related to the student's living situation
- Unaccompanied youth may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison.

If there is a dispute regarding the educational placement of a homeless student, or if the school denies child, youth, or unaccompanied youth homeless status, then a written notice of explanation of such decision shall be promptly provided to the parent/guardian of the child, or to the youth, if unaccompanied by a parent/guardian. Such notice shall be in a language the parent/guardian or unaccompanied youth can understand, shall include a description of how to dispute the decision, and shall include a summary of the dispute resolution process. In addition, the school shall promptly refer the parent/guardian or unaccompanied youth to the North Star Charter School homeless liaison, who shall carry out the dispute resolution process within ten (10) business days. The parent/guardian shall be referred to the North Star Charter School homeless liaison that shall advise the parent/guardian of the child's rights, assist in carrying out the dispute resolution process. With respect to unaccompanied youth, the liaison shall ensure the same access to the dispute resolution process. During the dispute resolution process, the child, youth, or unaccompanied youth shall be immediately enrolled or continue enrollment in the school of choice (school of origin or local attendance area). Enrollment shall include all educational services for which the student is eligible, such as attending classes and full participation by such student in all school activities. If agreement cannot be reached between the parties regarding the educational placement or enrollment status of the student, then the school shall promptly seek further assistance from the State Coordinator of Homeless Education to review and determine within ten (10) business days how the student's best interests will be served. All interested parties will be expeditiously informed of the State's determination in writing. The decision of the State Department of Education shall constitute final resolution.

### **Transportation**

Parents and unaccompanied youth will be informed of their right to transportation before they enroll at the school. At a parent/guardian's or unaccompanied youth's request, transportation will be provided to and from the school of origin within the north of Ustick Road for a homeless child or youth. Transportation will be provided for the entire time the child or youth has a right to attend that school, including during pending disputes. It is this school's policy that inter-district disputes will not result in a homeless student missing school. If such a dispute arises, North Star Charter School will arrange transportation and immediately bring the matter to the attention of the Idaho State Department of Education Coordinator for the Education of Homeless Children and Youth.

### **Services**

Homeless children and youth will be provided services comparable to services offered to other students of North Star Charter School.

### **Attendance**

When applying any school policy regarding tardiness or absence, any tardiness or absence related to a child or youth's living situation will be excused.

### **Training and Information**

North Star Charter School's Homeless Liaison will coordinate training for school staff regarding the McKinney-Vento Homeless Assistance Act requirements. Information regarding this policy, including the educational rights of homeless children and youth will be posted in the school. School enrollment of a homeless child or youth will be determined based on the best interest of the student and the request of the parent/guardian or unaccompanied youth. To the extent feasible, the student shall be immediately enrolled or continue enrollment in the school of origin, defined as:

- The school last attended by the student when permanently housed; or
- The last school in which the child was enrolled.

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Date of Adoption: January 20, 2011  
*Revised: August 15, 2013*

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 501.5. Married Students**

Married students must obey the same rules and regulations that apply to other students, especially attendance. Special privilege to work or to attend to home responsibilities will not be granted.

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Date of Adoption: January 20, 2011

Legal Reference: I.C. §33-202; §33-  
2006 §33-2008

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 501.6. Pregnant Students**

Generally, pregnant students will be encouraged to stay in school as close to the birth date of their child as they feel comfortable. Students are offered support based on individual needs. Support groups and individual counseling are available. Students are encouraged to return as soon after the birth as possible. Students are required to do the regular classroom assignments or equivalent make-up work in order to retain grades and credit.

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Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 501.7. Foreign Exchange Students**

GENERAL POLICY

Foreign exchange students shall be permitted, under certain conditions, to enroll in North Star Charter School.

POLICY REGULATIONS:

A foreign exchange student is defined as a student from a foreign country studying in the United States under the sponsorship of an exchange organization. Approval will be made only for those students who are sponsored by exchange organizations which have Teenager Exchange Visitor Programs designation as listed by the United States Information Agency and/or the Council of Standards for International Educational Travel. The organization must have a local sponsor.

The number of students allowed per academic year will be determined by the Administration. If the school is over the enrollment capacity as determined by the Administration or designee the number of foreign exchange students will be reduced. Exchange students will be accepted on a first-come first-serve basis. The school will follow the regulations for exchange programs as defined by the United States Information Agency and/or the Council on Standards for International Educational Travel.

IMPLEMENTING PROCEDURES:

Each organization will submit a letter of intent to place students to the counselor at the school. The counselor will select from the list of nationally approved organizations giving preference according to the degree to which then organizations:

- Have an active local representative.
- Provide local orientation for host families and students.
- Have a record of support for the students and assistance to the school's programs.

Requests for placement must be submitted in writing to the counselor according to the required timelines. The counselor will respond to all requests.

Suggested timelines:

- January 1 -First date that placement requests will be accepted for the following school year.
- April 1- Deadline for placement requests for the following school year.
- May 1- Deadline for host family, exchange student information and high school authorization forms to the host school.
- June 1- Deadline for the application packet of student information to the host school.

After approval and no later than May 1, each organization will submit to the counselor: the names of candidates and host families, name and address of local representative for the organization, and a translated

transcript for each candidate. Transcripts must indicate grade placement, previous course work, and record of English proficiency.

Foreign exchange students will be entered only at the beginning of the first semester, and enrollment will be for no less than one (1) semester and no more than two (2) consecutive semesters. These students should not expect to receive any free services from the school such as yearbooks, activity cards, lunches, etc.

Foreign exchange students may not be enrolled in the school E.L.L., L.E.P., I.D.E.A., or 504 programs. It will be the responsibility of the sponsoring organization to provide tutors and/or any necessary assistance required to help the foreign exchange student meet acceptable standards. If this cannot be accomplished, the student faces withdrawal from the school.

Foreign exchange students will participate in classes as regular high school students. Foreign exchange students will not be enrolled on a non-credit or adult basis. They are required to take the examinations and do the work required by the teachers of the classes for which they are enrolled. This includes compliance with the school's attendance and discipline policy. After a five (5) week adjustment period, the counselor will notify the local sponsor if a foreign exchange student is not achieving or does not have an acceptable proficiency in English. Sponsors and/or organizations who do not consistently screen and monitor foreign exchange students and host families, or who misrepresent information provided to the school may lose the privilege of placing students in North Star Charter School.

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Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 501.8. Dual Enrollment**

The Board of Directors has established the following policy and procedures to comply with and to assist in the administration and implementation of the provisions of Idaho Code 33-203 (Dual Enrollment Statutes).

DEFINITIONS

*"Dual Enrollment t'-* A nonpublic student who is legitimately enrolled in a private, parochial, or home school or at a post-secondary institution and has not graduated from high school who is also dual enrolled in this school by meeting the criteria outlined herein.

*"Nonpublic Student'-* any student who receives educational instruction outside a public school classroom and such instruction can include, but is not limited to, a private school or a home school.

*"Primary Education Provider"-* That person or entity providing the majority of the nonpublic student's educational instruction outside the North Star Charter School's Programs or Activities.

*"Program and Activity: --* The terms "program" and "activity" as used in Idaho Code 33-203 shall include any regularly scheduled course of study or any regularly scheduled interscholastic activity recognized or sanctioned by the Idaho High School Activities Association. Program or activity shall not include testing, health, or other similar type services nor does it include incidental activities such as school dances or field trips not directly related to an academic class for which the student is properly enrolled.

PROCEDURES ENROLLMENT:

Any nonpublic student wishing to enroll at North Star Charter School must provide evidence of residence; acceptable evidence of date and place of birth, evidence of immunizations required by the State of Idaho (or suitable waiver) and must comply with the registration procedures required by the school which includes providing complete records of the student's academic history.

REGISTRATION:

Before entering a program or activity a nonpublic student must complete registration and gain admission to North Star Charter School. Registration shall include in addition to routine procedures, the providing of all student records and testing information (where necessary) to qualify for admission as a nonpublic student and to identify appropriate placement for the student. Such registration and admission procedure is required even if a student is requesting dual enrollment status only for participation in an interscholastic or nonacademic activity.

TRANSPORTATION:

A nonpublic student shall not be entitled to have transportation to or from school furnished by the school.

INTERIMPERIODS:

If a nonpublic student is dual enrolled in classes or activities which are not contiguous in time (i.e., a first period and a fourth period class), the student shall not be on the school premises other than when the program or activity for which the student is enrolled is taking place. The school shall not be responsible for the care or supervision of the student in any form for periods before, in between, or after the programs or activity for which the student is properly enrolled. Any transportation needs for such students not provided for otherwise under this policy during the school day shall be the sole responsibility of the student and his/her parents or guardian.

#### EXTRACURRICULAR NONACADEMIC ACTIVITIES:

Any nonpublic student involved in an extracurricular activity shall be subject to all the same eligibility standards as a regular full time student.

The parents or guardian of a nonpublic student are responsible for obtaining third party testing for their child at their expense in accordance with Idaho Code §33-203 and state Board of Education rules. Test results from the ISAT scores must be provided to the Administration as a condition of enrollment.

The student must achieve a minimum composite score or the fifth stanine or higher to be eligible for dual enrollment each year admission is requested in nonacademic programs. Test results from a given year shall be used to determine academic eligibility for the following year and are only valid for a period of twelve (12) months from the date the test results are released.

#### CLASS SIZE/ENROLLEMNT:

If enrollment in a specific class or program reaches the maximum for the program, priority for enrollment shall be given to a student who is enrolled full time in the school. If a class or program is full and includes a part time nonpublic student when a regular full time student transfers into the school during the semester, the school's normal enrollment procedure shall remain the same and the nonpublic student may not be withdrawn to provide space for the full time student. Regular full time students will be given priority for enrollment at the start of each semester.

#### SCHOOL RULES, REGUALTIONS AND POLICIES:

A nonpublic student shall be subject to all the same policies, regulations and school rules as any regularly enrolled student during the times that the nonpublic student is present at school. Such policies, regulations and rules will include but not be limited to, those relating to attendance, grades, prerequisites, classroom conduct and discipline.

#### PREREQUISITIES:

A nonpublic student must meet all prerequisites for enrollment for a program or activity which is required of public school students.

#### GRADUATION:

A nonpublic student must meet all grade and other graduation requirements of North Star Charter School in order to graduate and obtain a diploma from the school (Refer to Policy Code 603.20).

IDEA/ADA/SECTION 504 STUDENTS:

Parents/ guardians who wish nonpublic students to be enrolled in special programs must comply with the requirements of the Individuals with Disabilities Act (IDEA) and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 (Section 504). If a request for referral is made by said parents/guardian and if the evaluation of the student by the multidisciplinary or child study team determines that special services are appropriate for the student, then such programs will be provided when possible. Until such determination is made, such special educational services or accommodations will not be provided.

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Date of Adoption: January 20, 2011

Legal Reference: I.C. §33-203

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 502.1. Discipline Policy**

Appropriate behavior is essential in the establishment of a positive learning environment for students. North Star Charter School shall prepare a written statement of school rules and procedures regarding the maintenance of orderly student conduct. These procedures shall be clearly communicated to parents and students on an annual basis in the Student handbook. A copy of the Elementary, Middle and High School Handbooks will be maintained on the School's website and in the office of the Administration. Established school procedures must be in compliance with the policy as established by North Star Charter School Board of Directors. It will be the responsibility of the Administration to inform staff members regarding these regulations.

MAINTENANCE OF ORDERLY STUDENT CONDUCT

Students on the premises or at any school sponsored activity, regardless of location, are expected to conduct themselves appropriately, including but not limited to: obey school officials, protect property, maintain order and decorum and avoid fighting.

The Administration is directed to establish reasonable rules and regulations regarding appropriate student behavior in school and at school activities. Disciplinary action for violation of this policy may involve up to and including suspension and/or expulsion.

DEFINITION

*On school premises or at any school sponsored activity, regardless of location:* shall include, but not be limited to building, facilities, and grounds on the school campus, school buses, school parking areas; and the location of any school sponsored activity. This includes instances in which the conduct occurs off the school premises but impacts a school related activity.

CHEATING

Cheating in any form or manner is unacceptable. Every incident of cheating will be investigated by the teacher/designee and an administrator. The offending student may be able to redo an assignment or assessment similar to the one on which they cheated. This assignment or assessment must be completed outside of instructional time. If the student is unwilling or unable to complete the assignment or assessment outside of instructional time, the student will receive a zero on the assignment or assessment. The offending student will also be assigned disciplinary consequences deemed appropriate by the administration.

DETENTION OF PUPILS

When students are kept after school to make up work missed by absence, or to clarify individual misunderstandings and difficulties, this should be done with the knowledge and consent of the parents. The right of parents/guardians to have their children home at regular times must be respected. No teacher should retain bus t u d e n t s after school without p e r m i s s i o n of the administration or his/her designee and cooperation of the parents. When students are assigned lunch detention or assigned to a designated

location to complete missing work, they will be afforded the opportunity to eat lunch and will be supervised by a staff member(s).

### DUE PROCESS

The student has the right to due process in the event he/she is accused of violating a policy, regulation, or rule established by the school, administration, or classroom teacher. (Refer to "due Process for Students" as outlined in the Student Handbook.)

### TEACHER/STAFF RESPONSIBILITIES

Teachers and staff are primarily responsible for the maintenance of proper student behavior both within and outside of the classroom setting during the school day. Every reasonable effort should be made by teachers/staff to solve discipline problems before they are referred to the Administration. Teachers and Administrators are charged with the responsibility of establishing and communicating to students and parent's clear expectations for proper behavior and procedures/consequences to be followed for inappropriate behavior. A positive and pro-active approach to the maintenance of proper student conduct will be established. In dealing with students, staff will model respect, dignity and self-control. When the behavior of any pupil is unacceptable, a Discipline Log will be maintained by the Education Director, and the following procedure should be followed:

#### I. LEVEL ONE INFRACTION

- Step 1: Teacher conferences with student and documents student behavior.
- Step 2: Teacher documents student behaviors and determines appropriate intervention strategies. Teacher contacts parents/guardians and possibly the counselor and administration.
- Step 3: Teacher refers student to the administration on a referral form and parents are contacted. This indicates that the student has not responded to Step I and/or 2 interventions in the classroom.
- Referrals will result in a conference with the student/parent and assignment of a consequence determined by the administration. A review of Step I and 2 interventions and alternate strategies may be considered by the administration and the teacher.

#### 2. LEVEL TWO INFRACTIONS

For severe deviant behavior, incorrigibility, or repeated violations, the student may be temporarily suspended from school for a period of one to five (1 - 5) days by the Administration or designee. An informal hearing will be afforded parents/guardian before suspending, according to Idaho Code 33-205. This may take place by telephone or school conference. Continued referrals may result in progression to Level Three.

#### 3. LEVEL THREE INFRACTIONS

When the student does not respond to interventions, alternative placement or recommendation for expulsion will be considered. Out-of-school suspensions will be reported to the Board of Directors.

#### 4. ZERO TOLERANCE

North Star Charter School adheres to a Zero Tolerance Policy. Zero tolerance will be in effect while on the property of the school or in those portions of any building, or grounds which were, at the time of the violation, being used for an activity sponsored by or through the school, and/or while riding school provided transportation and/or participating in a school sponsored extracurricular or academic activity off school grounds. The following actions are prohibited on school property, which is defined as buildings, facilities, property owned or leased by the district, school buses, and other school vehicles, and the location of any school sponsored activity or function including dual-enrollment settings.

**WEAPONS:** 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. The following are 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. Any student involved in these threats will be referred to the team of school officials (identified in this policy) for appropriate disciplinary action.

**EXPLOSIVE DEVICES:** Placing or detonating an explosive device, making verbal threats, including those made by telephone, electronically transmitted or written threats of explosive devices will be investigated by school administrators and Eagle High School resource officers. Any student involved in these threats will be referred to the team of school officials (identified in this policy) for appropriate disciplinary action.

**VERBAL OR WRITTEN THREATS:** Verbal threats, including those made by telephone, electronically transmitted or written threats against school or individual(s) will be investigated by school administrators and Eagle High resource officer. Any student involved in these threats may be referred to the team of school officials (identified in this policy) for appropriate response, including disciplinary action.

**ARSON:** The malicious burning of or attempt to burn another individual or school property may result in referral to the Discipline and Attendance Committee.

**INSTIGATORS AND BYSTANDERS:** When a student knowingly observes, hears, instigates or is a voluntary bystander of an offense with a weapon, bullying, explosive device, or other harmful action of another student, it is the responsibility to report to administrators or other adult such events. Any student involved in these threats may be referred to the team of school officials (identified in this policy) for appropriate response, including disciplinary action.

**ALCOHOL/CONTROLLED SUBSTANCE DISTRIBUTION OR SALE:** Students are forbidden to distribute or intend to distribute. Sell drugs/alcohol, or controlled substances, or any substance available with or without a prescription, that can be used in a manner detrimental to one's health and in excess of recommended dosage to other students or persons on or near school property during school hours or at a school sponsored event, including dual-enrolled programs as defined in the policy. It shall be presumed that a student in possession of these substances in amounts in excess of that for personal one-time use, or such amount of a controlled substance in conjunction with possession of any drug paraphernalia including but not limited to scales, pipes, and/or plastic bags has the intent to sell or deliver such controlled substances (See Drug and Alcohol Policy 502.5).



Students in violation of any zero tolerance policies may be recommended for expulsion and referred to the appropriate authorities. The duration of expulsion may be for the remainder of the semester, or if occurring within the last twenty (20) days of a semester, the student may also be expelled for the following semester. North Star Charter School will comply with the Federal Gun-Free Schools Act as mandated, which requires the expulsion from school of any student who brings a firearm to school. The expulsion is for not less than one calendar year.

## **EXPULSION**

In the instance that a pupil is allegedly habitually truant, incorrigible, continuously disruptive, or is in violation of the "Zero Tolerance" provisions:

1. The Administration has authority to temporarily suspend a pupil until a final determination is made by the Board of Directors.
2. The Administration may recommend student expulsion to the Board of Directors. The Administration or designee may recommend to the Board of Directors a time period for pupil expulsion up to one year.
3. During the period of suspension from school, school officials (Administration, counselor and other appointed staff) shall schedule an informal hearing to determine if the pupil should be re-admitted or expelled. The administrator in charge of investigating the incident will notify the student and parents of their right to have:
  - Notice of allegations against the student
  - Notice of the time and place when the parent/guardian student may appear to contest the denial of the right to attend
  - A reasonable period of time to prepare
  - Be represented by counsel
  - Produce witnesses and submit evidence on the student's behalf
  - Ask questions of the adult witnesses

The Board of Directors reviews all expulsions.

- School officials identified above present the case and enforce the ruling of the board.
- The recommendation for expulsion shall be referred to the Board of Directors for approval, absent the parent/guardian or adult student appealing that decision to the Board of Directors, an appeal must be made in writing within five (5) days of the committee's decision.
- Expelled pupils will not be permitted to return to the school or attend any school sanctioned event until the end of the expulsion period and after a re-entry plan has been signed by the parents/guardians and student and has been approved by the Administration.
- North Star Charter School will not admit a student who has been expelled from another school until that student has completed the expulsion period. The timing should be based on written confirmation from the district/school that initially expelled the student.

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Date of Adoption: January 20, 2011

Legal Reference: I.C. §33-205, §33-1224

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 502.11 Gun-Free Schools**

***PART B - GUN-FREE SCHOOLS***

SEC 1031. SHORT TITLE

This part may be cited as the "Gun Free Schools Act of 1994"

SEC 1032 GUN-FREE REQUIREMENTS IN ELEMENTARY AND SECONDARY SCHOOLS

The Elementary and Secondary Education Act of 1965 (20 U.S.C.2701 et seq.) is amended-

- (1) By re-designating title X as title IX:
- (2) By re-designating sections 8001 through 8005 as sections 9001 through 9005,  
respectively: and
- (3) By inserting after title VII the following new title:

***"TITLE VIII-GUN-FREE SCHOOLS"***

*Sec. 8001 gun-free requirements.*

*(a) Requirements-*

*((1) GENERAL – No assistance may be provided to any local educational agency under this Act unless such agency has in effect a policy requiring the expulsion from school for a period of not less than one year of any student who is determined to have brought a weapon to a school under the jurisdiction of the agency except such policy may allow the chief administering office of the agency to modify such expulsion requirement for a student on a case-by-case basis.*

*"(2) DEFINITION. -For the purpose of this section the term "weapon" means a firearm as such term is defined in section 921 of title 18, United States Code.*

*"(b) REPORT TO STATE. -Each local educational agency requesting assistance from the State educational agency that is to be provided from funds made available to the State under this act shall provide to the State, in the application requesting such assistance –*

*"(1) an assurance that such local educational agency has in effect the policy required by subsection (a); and*

*"(2) a description of the circumstances surrounding any expulsions imposed under the policy required by subsection (a), including-*

*"(A) the name of the school concerned:*

*"(B) the number of students expelled from such school; and "(c) the types of weapons concerned".*

Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 502.2. Alcohol, Drug & Tobacco Policy**

The Board of Directors recognized that student use of chemical substances is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The school seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances• including alcohol, tobacco, controlled substances and other substances as defined in the policy---creates educational, economic and legal problems. We support prevention, early intervention, and appropriate referral. Our intent is to identify and document any behavior/appearance that would be considered problematic to the student. We will be involved in disciplinary action when needed.

DEFINITIONS:

*Use:* Whenever a student has consumed, taken, or is under the influence of alcohol, drugs, or tobacco on or near school property (see definition), or is displaying behavior that creates a reasonable suspicion that he or she may be illegally under the influence of alcohol, drugs, or tobacco use any time during school hours or at a school sponsored activity.

*Possession/securing or attempting to secure or purchase alcohol, drugs or tobacco:* To have alcohol, drugs, or tobacco, drug paraphernalia, on your person or within an area of your control including but not limited to car, locker, books, and clothes on or near school property at any time or at a school sponsored activity, or during participation in a dual enrolled program as defined in this policy.

*Distribution/sale:* To distribute or intend to distribute/sell alcohol, drugs, or tobacco or controlled substances, or any substance available with or without a prescription, that can be used in a manner detrimental to one's health and in excess of recommended dosage to other students or persons on or near district school during school hours or at a school sponsored event, including dual-enrolled program as defined in the policy.

It shall be presumed that a student in possession of these substances in amounts in excess of that for personal one-time use, or such amount of a controlled substance in conjunction with possession of any drug paraphernalia including but not limited to scale, pipes, and/or plastic bags has the intent to sell or deliver such controlled substance (See Policy 502.2 -Zero Tolerance).

*Knowingly Present:* Shall mean that a student was present or in attendance at a gathering of students during which one or more attendees (other than the student at issue) were involved in alcohol, drug, and/or tobacco use/possession/distribution as defined in the definition and the student knew or reasonably should have known that such drug use was occurring.

*Controlled Substance:* Include, but are not limited to opiates, opium derivatives, hallucinogenic substances, including cocaine, cannabis and synthetic equivalents of the substances contained in the plant, any material, compound, mixture or preparation with substances having a depressant effect on the central nervous system and stimulants.

**Alcohol, Drug, and Tobacco:** Includes any alcohol or malt beverage, any tobacco product, any controlled substance, any illegal substance, any abused substance, any substance which is intended to alter mood, and any medication not prescribed by a physician for the student in possession of the medication. Also included are substances that can be obtained without a prescription that, when used improperly or outside the recommended guidelines, can be detrimental to one's health. This may include, but is not limited to inhalants, over-the-counter cold medication, or performance enhancing substances.

*Student Assistance Team:* A team whose purpose is to intervene with students who are having behavioral/substance abuse problems. The team is comprised of the administrators, counselors and teachers. Optional member may be the Eagle High School Resource Officer.

*Intervention:* The process by which designated members of the Student Assistance Team share information and concerns about a student with his/her parent(s) or guardian(s) and make recommendations for assistance.

*Activities:* Any school-sponsored event that takes place outside of the regular school day such as a school dance and/or an activity through which a school credit may be earned, i.e. all sports, band, choir, drama, school clubs, sports, etc. Students who come under the disciplinary procedures for alcohol, drugs or tobacco are limited in practice time or participation in school activities outside of the regular class day according to grade level, category and number of offenses. If the event to be missed is counted as part of the academic grade, (band, choir, drama) the student will be given an alternative activity to earn the grade.

*Under the influence:* any student judged to be under the influence of alcohol or other controlled substance (as defined above) will be subject to an evaluation by a trained counselor, Administration or designee. Upon completion of the school's evaluation, the administration may choose to initiate procedures to seek evaluation by a Drug Recognition Expert or other law enforcement personnel. The law enforcement evaluation may result in the transfer of school custodial responsibility to that of law enforcement in accordance with Section 20-516, Idaho Code. Any student judged to be under the influence, regardless of any previous voluntary disclosure, will be deemed to be in violation of Section 37-2732, Idaho Code.

*Voluntary Disclosure:* A student who voluntarily disclosed use of alcohol, drugs, or tobacco and/or other controlled substances (as defined above) during group or individual counseling sessions at the school or in school associated programs will not be subject to administrative or law enforcement procedures unless the student is in violation of school policy at the time of the disclosure.

*Assessment:* The process which includes an objective assessment tool which gathers data relevant to major life areas to determine if a substance abuse problem exists and to what extent. Assessments are given by professional, certified evaluators who are independent of North Star Charter School and are free of charge to students who are in violation of policy 502.50 and are enrolled in the school.

*Counseling Services:* In an effort to maintain communication and to abide by § 33-210, Idaho Code, group facilitators who receive disclosure of continued student substance use will be obligated to notify parents/guardians. This sharing of information with parents serves to include parents in the drug and alcohol group counseling process. The student must complete a drug and alcohol assessment prior to inclusion in drug and alcohol group services. The assessment defines levels of use and should be considered the baseline requirement for an appropriate recovery plan. Students and/or parents/guardians wishing to schedule an assessment are encouraged to contact the school counselor.

*District property/dual-enrolled programs:* Includes all buildings, facilities, and property owned or leased by North Star Charter School. This also includes school buses, other school vehicles, and the location of any school sponsored activity or function including dual-enrollment settings.

ALCOHOL, DRUG & TOBACCO; KINDERGARTEN-5<sup>th</sup> GRADE USE OR POSSESSION:

1. FIRST OFFENSE While in attendance at the elementary level;
  - a. Law enforcement (Eagle High School SRO) will be contacted immediately upon verification of the violation. Parents/guardians will be notified and asked to make arrangements to have the student sent home for the remainder of the day. If unable to go home, student will be placed in detention for the remainder of the day. The student will then receive in-school suspension for the following three (3) days. During those three days, the student will be required to do an assignment on alcohol, drugs and tobacco either audio/visual or written (to be determined by the Administration or counselor). The written assignment will be on the effects of alcohol, drugs, and tobacco on a child's life. The assignment should include physical and emotional effects. Students will also be required to talk with the Resource Officer.
  - b. The Administration, counselor, and/or school team will schedule a parent conference within a week of the offense to assess an appropriate plan and follow-up for the student. If deemed necessary, the student will be referred to a drug and alcohol assessment provided by a State approved alcohol/drug agency in the community and conducted by a certified alcoholism/drug abuse counselor, at the family's expense, and follow the recommendations thereof. A release of information to the school is required.
2. USE OR POSSESSION: SECOND OFFENSE while in attendance at the elementary level:
  - a. Parents or guardians and law enforcement (Eagle High School SRO) will be contacted immediately upon verification of the violation. Student will be suspended from school for five school days. Suspension may be reduced to three (3) school days if student and parents agree to a drug and alcohol assessment provided by a state approved alcohol/drug agency in the community and conducted by a certified alcoholism/drug abuse counselor, at the family's expense, and follow the recommendations thereof. A release of information to the school is required.
  - b. Upon return to school, the student will be required to:
    - i. Attend small group and/or individual counseling to be assigned by school counselor.
    - ii. Perform five hours of service work for teachers, Administration, or building maintenance to be assigned and monitored by Administration or designee.
    - iii. Conference once a week with mentor assigned by Administration or designee for at least one semester following offense.
3. USE OR POSSESSION: THIRD OFFENSE or additional offenses while in attendance at elementary level:
  - a. Parents or guardians. And law enforcement (Eagle High School SRO) will be contacted immediately upon verification of the violation. Student will be considered for expulsion from school for the remainder or semester with a minimum expulsion of two (2) weeks (in compliance with Idaho Code 33-205). Upon return to school, the student must:
  - b. Attend small group and/or individual counseling with school counselor for at least six (6) months following offense;
  - c. Keep weekly appointments with mentor assigned by Administration or building team for a minimum of six (6) months following offense;
  - d. Present proof that a drug and alcohol assessment provided by the State approved alcohol/drug agency in the community has been completed and that the recommendations of the certified drug abuse/alcoholism counselor have been followed, at the family's expense.

4. **DISTRIBUTION/SALE:** any student found to be distributing and/or selling alcohol, drugs, tobacco, and/or other controlled substances (as defined above) may be referred to the Attendance and Discipline Committee for consideration of expulsion. Law enforcement (Eagle High School SRO) will be notified immediately (see Policy 502.2 Zero Tolerance).

#### **ALCOHOL DRUG AND TOBACCO PROCEDURES: 6<sup>th</sup> – 12<sup>th</sup> GRADE**

##### **1. FIRST OFFENSE: ALCOHOL/DRUG (USE/POSSESSION)**

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The Administration of his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be considered for expulsion for the remainder of the semester, or if a minimum of twenty (20) school days remain in the present semester, the student may be considered for expulsion for the next semester, OR the student and the parent/guardian may complete the following requirements within 60 days of the offense.

- a. The student will receive suspension for the next five (5) school days.
- b. From the date of school notification, the student will be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity itself.
- c. The student will be sent out for a drug and alcohol assessment to a professional alcoholism/drug abuse professional per student's family expense.
- d. The student and parent(s) will attend together three (3) consecutive drug/alcohol education classes paid for by the parent.
- e. The student will be required to attend an eight (8) session counseling class either through North Star or as contracted out to nearby school or district personnel at the student's family expense.
- f. Student must comply with a Drug Prevention Behavior Contract.

##### **2. FIRST OFFENSE: TOBACCO (USE POSSESSION)**

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The Administration of his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be considered for expulsion for the remainder of the semester, or if a minimum of twenty (20) school days remain in the present semester, the student may be considered for expulsion for the next semester, OR the student and the parent/guardian may complete the following requirements within 60 days of the offense.

- a. The student will receive suspension for the next five (5) school days.
- b. From the date of school notification, the student will be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity itself.
- c. The student will be required to attend a Tobacco Education Class either at North Star or contracted out at a nearby school or district at the student's family's expense. The class consists of four (4) consecutive after-school or evening sessions. Parent/guarding is required to attend the first class.
- d. Student must also comply with a Drug Prevention Behavior Contract.

##### **3. SECOND OFFENSE: ALCOHOL/DRUG (USE OR POSSESSION)**

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The Administration of his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be suspended for five (5) school days pending consideration for

expulsion from school for two (2) semesters. Upon return, the student must complete all of the following requirements within 60 days:

- a. The student will receive a drug and alcohol assessment conducted by a certified counselor made available during school hours and follow the recommendations thereof. A release of information to the school is required.
- b. The student and parent(s)/guardian(s) will attend three (3) consecutive Parent Information classes.
- c. The student will be required to attend an eight (8) session counseling class either through North Star or as contracted out to nearby school or district personnel at the student's family's expense.
- d. Student must comply with a Drug Prevention Behavior Contract.

#### 4. SECOND OFFENSE-USE/POSSESSION: TOBACCO

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The Administration or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will receive in-school suspension for the remainder of the school day and will be considered for expulsion for one semester unless all of the following requirements are completed within 60 days:

- a. Suspension for five (5) days.
- b. The student will be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity.
- c. If appropriate, attend four (4) Tobacco Education classes, of which the parent(s)/guardian(s) must attend the first class.
- d. The student will receive a drug and alcohol assessment conducted by a certified counselor made available during school hours and follow the recommendations thereof. A release of information to the school is required.
- e. The student and parent(s)/guardian(s) will attend three (3) consecutive Parent Information classes.
- f. The student will be required to attend an eight (8) session counseling class either through North Star or as contracted out to nearby school or district personnel at the student's family's expense.
- g. Student must comply with a Drug Prevention Behavior Contract.

#### 5. ALCOHOL/DRUG USE OR POSSESSION-SUBSEQUENT OFFENSE(S):

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The Administration or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be suspended for five (5) days pending consideration for expulsion for two semesters and upon return, must comply with a Drug Prevention Behavior Contract.

#### 6. TOBACCO USE OR POSSESSION-SUBSEQUENT OFFENSE(S):

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The Administration or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be suspended for five (5) days pending consideration for expulsion for two semesters and upon return, must comply with a Drug Prevention Behavior Contract.

#### DISTRIBUTION OR SALE

##### 1. FIRST OFFENSE ALCOHOL/DRUG (DISTRIBUTION/SALE)

Any student found to be distributing or selling, or intending to distribute or sell, alcohol or other controlled substance (as defined above) will be suspended for five (5) school days pending consideration for expulsion for one semester by the School Attendance and Discipline Committee. Law enforcement (SRO) will be

contacted immediately upon verification of an interview or detainment of a minor student by law enforcement officials (see Policy 502.2- Zero Tolerance).

*Note:* If student is not recommended for expulsion, the student will still be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity itself.

Upon return, all of the following requirements must be completed within 60 days:

- a. The student will receive suspension for the next five (5) school days.
- b. From the date of school notification, the student will be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity itself.
- c. The student will be sent out for a drug and alcohol assessment to a professional alcoholism/drug abuse professional per student's family expense.
- d. The student and parent(s) will attend together three (3) consecutive drug/alcohol education classes paid for by the parent.

The student will be required to attend an eight (8) session counseling class either through North Star or as contracted out to nearby school or district personnel at the student's family's expense.

Student must comply with a Drug Prevention Behavior Contract.

## 2. FIRST OFFENSE: TOBACCO (DISTRIBUTION/SALE)

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The Administration or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will receive in-school suspension for the remainder of the school day. The student will be considered for expulsion for one semester or may complete the following requirements:

- a. The student will be suspended for five (5) school days.
- b. The student will be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity itself.
- c. The student will be required to attend a Tobacco Education Class either at North Star or contracted out at a nearby school or district at the student's family's expense. The class consists of four (4) consecutive after-school or evening sessions. Parent/guardian is required to attend the first class.
- d. Student must also comply with a Drug Prevention Behavior Contract.

## 3. SECOND OFFENSE-DISTRIBUTION/SALE: ALCOHOL/DRUG

Any student found to be distributing or selling, or intending to distribute or sell, alcohol or other controlled substance (as defined above) will be suspended for 5 school days pending consideration for expulsion for two semesters by the Attendance and Discipline Committee. Law enforcement (SRO) will be contracted immediately upon verification of the violation. The Administration or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials (see Policy

502.2 Zero Tolerance). Upon return, all of the following requirements must be completed within 60 days:

- a. The student will receive a drug and alcohol assessment conducted by a certified counselor made available during school hours and follow the recommendations thereof. A release of information to the school is required.
- b. The student and parent(s)/guardian(s) will attend three (3) consecutive parent Information classes.
- c. The student will be required to attend an eight (8) session counseling class, paid for by parent.
- d. Student must comply with a Drug Prevention Behavior Contract.



#### 4. SECOND OFFENSE-DISTRIBUTION/SALE: TOBACCO

Any student found to be distributing or selling, or intending to distribute or sell, tobacco will be suspended for five (5) days pending consideration for expulsion for one semester by the Attendance and Discipline Committee. Law enforcement (SRO) will be contacted immediately upon verification of the violation. The Administration or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials (see Policy 502.2 – Zero Tolerance). Upon return, all of the following requirements must be completed within 60 days:

- a. The student will receive a drug and alcohol assessment conducted by a certified counselor made available during school hours and follow the recommendations thereof. A release of information to the school is required.
- b. The student and parents/guardians will attend three (3) consecutive parent information classes.
- c. The student will be required to attend an eight (8) session counseling class, paid for by parent.
- d. Student must comply with a Drug Prevention Behavior Contract.

#### 5. ALCOHOL/DRUG DISTRIBUTION OR SALE: SUBSEQUENT OFFENSE(S):

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The Administration or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials (see Policy 502.2-Zero Tolerance). The student will be suspended for five (5) school days pending consideration for expulsion for two semesters, and, upon return, must comply with a Drug Prevention Behavior Contract.

#### 6. TOBACCO DISTRIBUTION OR SALE: SUBSEQUENT OFFENSE(S):

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The Administration or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials (see Policy 502.2-Zero Tolerance). The student will be suspended for five (5) school days pending consideration for expulsion for two semesters, and, upon return, must comply with a Drug Prevention Behavior Contract.

#### STUDENT CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES ALCOHOL, DRUG, AND TOBACCO POLICY: SIXTH-TWELFTH GRADE

##### DISCIPLINARY PROCEDURES:

The use, possession, distribution, or sale of alcohol, drugs, tobacco or other controlled substances any time during all extracurricular activities seasons (from the first to the last day that a team meets with its coach or adviser) is forbidden. If a student is documented or cited by law enforcement for use, possession, or distribution of alcohol, drugs, tobacco or other controlled substances during his/her activity season, the following will occur:

1. **FIRST OFFENSE:** From the date of school notification, the student will be ineligible for participation in all extracurricular activities, for a period of twenty-one (21) days. After the first seven (7) days the student will be allowed to practice, but not participate in the activity itself. The student and parent(s)/guardian(s) agree to complete the following:
  - a. The student receives a drug and alcohol assessment conducted by a certified counselor made available during school hours and follow the recommendations thereof.
  - b. The student attends an eight (8) sessions counseling class, paid for by parent.

- c. The student and parent(s)/guardian(s) attend three (3) consecutive Parent Information classes.
  - d. Failure to complete the conditions within sixty (60) days will result in an additional twenty-one (21) days without practice or participation.
2. SECOND OFFENSE during the current school year: The student will not be allowed to participate in extracurricular activities for the remainder of the school year.

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Date of Adoption: January 20, 2011

Legal Reference: I.C. §37-458;  
§20-516. 33-20

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 502.3. Interviews and Administrative Searches**

North Star Charter School cooperates with various law enforcement agencies to safe guard the well-being, safety, and security of all students and staff. The Administration or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The Administration or his/her designee may request that parenl/guardian be allowed to be present during interviews.

School property, such as lockers and desks, are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property on a regular basis. Lockers can be searched to maintain the integrity of the school environment and to protect other students. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy to items left in such locations. A single desk or locker or vehicle may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

Search of student's person will be conducted only if there is reasonable suspicion to believe that a breach of conduct rules or a crime is being committed by the student or that the search is necessary to prevent injury or violence to any person.

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Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 502.4. Student Harassment**

It is the policy of this school to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. Students attending North Star Charter School are:

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background or disability.
2. Prohibited for sexually harassing other students; and
3. Required to report, to the Administration or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district's premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and to conduct off the district's premises that has an adverse effect upon a student's educational environment.

DEFINITION OF HARASSMENT

Harassment is defined to include verbal, written, graphic or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs that:

- Has the purpose or effect of creating an intimidating or hostile environment.
- Unreasonably interferes with an individual's educational performance.
- Otherwise adversely affects an individual's educational opportunities.

Harassment includes, but is not limited to:

- Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability.
- Demeaning racial jokes, taunting, slurs and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability.
- Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability; and
- Criminal offenses directed at persons because of their sex, race, color, national origin, age, religious beliefs, ethnic background or disability.

Harassment also includes an act of retaliation taken against:

- Any person bringing a complaint of harassment,
- Any person assisting another person in bringing a complaint of harassment, or
- Any person participating in an investigation of an act of harassment.

## DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is a form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subject to unasked for and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to sexual overtures or conduct that is unwelcome, personally offensive, and affecting morale, thereby interfering with a student's ability to study or participate in school activities.

Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's participation in the educational process;
- Submission to or rejection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Examples of sexual harassment include, but are not limited to, the following:

- Verbal statements of a sexual or abusive nature, including requests or demands for sexual activity, sexual jokes, and obscene comments, etc.;
- Sexually motivated or inappropriate touching, unwelcome physical contact, or pinching;
- Sexual behavior or communications, accompanied by implied or overt threats concerning an individual's education;
- Unwelcome behavior or communications directed at an individual because of his/her gender; and
- Stalking or unwelcome, sexually motivated attention.
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## REPORTING PROCEDURES

- Any student, and/or parents of a student who believe the student is being harassed should immediately report the situation to school personnel.
- Any school employee who receives a report of harassment from a student, becomes aware that a student is being subjected to harassment, or in good faith believes that a student is being subjected to harassment, is required to report the matter to the Administration immediately. In the event that complaint involves the Administration, the matter must be immediately reported to the Board of Directors.
- Any school employee who witnesses harassment of a student should take immediate, appropriate action to intervene to stop the harassment.
- Any student who becomes aware that a fellow student is being subjected to harassment should immediately report the incident to a counselor, teacher, or the Administration.

## INVESTIGATION

When a report of harassment is received by the Administration, immediate steps will be taken to do the following:

- Obtain a written statement from the complainant regarding the allegations;
- Obtain a written statement from the accused;
- Obtain written statements from witnesses, if any; and
- Prepare a written report detailing the investigation.

An investigator may be appointed to conduct the investigation, or the Administration or board member may conduct the investigation. The investigation should be completed within ten (10) workdays. In the event the complaint involves Administration, or board members, an independent investigation will be completed by an individual or individuals not employed by the school and appointed by the Board of Directors.

#### DISCIPLINARY ACTION

If the allegation of harassment involves a teacher or other school employee, the Administration will submit the report of the investigation to the Board of Directors. If there is sufficient evidence to support the allegations, disciplinary action, up to and including dismissal, may be taken against the offender. If the allegation of harassment is against a student and there is sufficient evidence to support the allegations, disciplinary action, up to and including expulsion, may be taken against the offender.

If there is insufficient evidence to support the allegations, no record will be made of the allegations in the complaining student's permanent record. No record of the allegations will be placed in the accused employee's personnel record or in an accused student's permanent record if insufficient evidence supports the allegations.

In the event the investigation discloses that the complaining student has falsely accused another individual of harassment knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion.

In the event the harassment involves violent or other conduct which could be reasonably considered to be criminal in nature, the Administration/Board of Directors will refer the matter to the local law enforcement agency.

#### PROTECTION AGAINST RETALIATION

No retaliation will be taken by this school or by any of its employees or students against a student who reports harassment in good faith. Any person found to have retaliated against another individual for reporting an incident of harassment may be subject to the same disciplinary action provided for harassment offenders. Those persons who assist or participate in an investigation of harassment are also protected from retaliation under this policy.

#### CONFIDENTIALITY

Any investigation will be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse will be reported to the proper authorities as required by state law.

#### RECORD OF ALLEGATIONS

The school will keep and maintain a written record, including, but not limited to, witness statements, investigative reports and correspondence, from the date any allegation of harassment is reported to school personnel. The information in the written record will also include the action taken by the school in response to

each allegation. The written record will be kept in the school's administrative offices and will not, at any time, be purged by school personnel.

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Date of Adoption: January 20, 2011

Legal Reference: I.C. §16-1619

Amended November 29, 2018

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 502.5. Bullying**

It is policy of this school to maintain a safe environment for all students while attending school, riding the school bus, and attending school-sponsored activities on school premises or at other locations. Bullying regardless of the specific nature of the students' behavior, is disruptive to a safe school environment and will not be tolerated.

DEFINITION:

1. Bullying means any intentional gesture or any intentional written, verbal or physical act or threat by a student that a reasonable person under the circumstances should know, will have the effect of:
  - Harming a student; or
  - Damaging a student's property; or
  - Placing a student in reasonable fear of harm to his or her person; or
  - Placing a student in reasonable fear of damage to his or her property; or
  - Is sufficiently or abusive educational environment for a student; or
  - Unreasonably interferes with an individual's educational performance; or
  - Otherwise adversely affects and individual's educational opportunities.
2. Cyber bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact. These include but are not limited to:
  - Text message bullying involves sending unwelcome texts that are threatening or cause discomfort.
  - Picture/video-clip bullying via mobile phone cameras is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people.
  - Phone call bullying via mobile phone uses silent calls or abusive messages.
  - Email bullying uses email to send bullying or threatening messages
  - Chat room bullying involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
  - Bullying through instant messaging (IM) is an Internet-based form of bullying where students are sent messages as they conduct real-time conversations online.
  - Bullying via websites includes the use of defamatory blogs (web logs), personal websites and online personal polling sites.

PROHIBITED BEHAVIOR

Students attending North Star Charter School are prohibited from engaging in the following behaviors:

- Physical abuse against a student, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; causing damage to another's clothing or possessions; and another's belongings.
- Verbal abuse against a student, including, but not limited to, name calling, threatening, taunting, and malicious teasing.
- Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.



Bullying also includes any act of retaliation taken against:

- Any person bringing a complaint of bullying.
- Any person assisting another person in bringing a complaint of bullying, or
- Any person participating in an investigation of an act of bullying.

### INVESTIGATION

The Administrator or designee will investigate any allegations of misconduct that are reasonably characterized as bullying. At the discretion of the Administration, the alleged perpetrator(s) may be suspended pending the outcome of the investigation.

The administrator in charge of the investigation should take the following steps:

- Obtain a written statement from the complainant regarding the allegations;
- Obtain a written statement from the accused;
- Obtain a written statement from witnesses, if any.

### DISCIPLINARY ACTION

If there is sufficient evidence to support the allegations, disciplinary action, up to and including expulsion may be taken against the offender.

If there is insufficient evidence to support the allegations, no record will be made of the allegations in the complaining student's permanent record or in the accused student's permanent record.

In the event the investigation discloses that the complaining student has falsely accused another individual of bullying knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion.

In the event the bullying involves violent or other conduct which could be reasonably considered to be criminal in nature, the Administration will refer the matter to the local law enforcement agency for violation of Idaho Code §18 -917A.

In the event that it can be proven that cyber bullying took place using school resources, i.e. computers or phones, the student found to have used school equipment may be subject to disciplinary action, up to and including expulsion (see Policy 1001.3).

### PROTECTION AGAINST RETALIATION

No retaliation will be taken against a student, parent or employee who reports bullying in good faith. Any person found to have retaliated against another individual for reporting an incident of bullying may be subject to the same disciplinary action up to and including expulsion.

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Date of Adoption: January 20, 2011

Legal Reference: I.C. §18-917A; §33-512

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 503.1. Student Government**

Students shall be encouraged to participate in student government that provides all students a voice in school affairs through a representative system. Student council representatives of the high school are encouraged to attend the school board meetings. They are further encouraged to discuss student concerns and to share in the formulation of school policy that is relevant to these concerns.

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Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 503.2. Student Organizations and Clubs**

Clubs and organizations should be school related and must have approval of

- Student council, and
- Administration, and
- Board of Directors

The following must be established in order to process and approval request:

1. A staff member is willing to serve as advisor.
2. A constitution and by-laws have been submitted to the Administration. The constitution should include the following areas when appropriate and any area is subject to exemption by the building Administration depending on the specific requirements of the club or organization:
  - Purpose or Objective of the club
  - Letter and Award Requirements
  - Conduct Expectations and Consequences for inappropriate conduct that meet due process
  - Attendance Requirements
  - Practice Requirements
  - Financial Procedures
  - Season Start and End Dates
  - Camp Policies
  - Fundraising Procedures
  - Travel Requests and Procedures
  - Officer Positions, Requirements, and Procedures
  - Membership Requirements
  - Voting Procedures.
3. To be a member of a club or organization the student must be enrolled at North Star.
4. Each student must meet all eligibility requirements including:
  - Academic
  - Drug and Alcohol
  - Student Handbook Regulations

The Administration will make a recommendation to the Board of Directors based on a review with the school's insurance carrier. The following will be considered:

- The insurance carrier considers the club or organization to be high risk and is likely to increase the school's insurance rate as a result of adding the club or organization, the Directors will not recommend approval.
- If the insurance carrier considers the club or organization to be high risk and the club or organization is willing to purchase first coverage insurance, then the Directors may recommend approval.
- All activities of any club organization must have an advisor in attendance.
- Overnight activities must have the prior approval of the school administration and of the Board of Directors. (See Policy 702.41).

- The number of school parties sponsored by the clubs and organizations is to be minimized and be:
- Approved by the Administration Adequately chaperoned
- Held outside of normal school hours.
- Authorized initiations will be limited to a regularly called meeting and must have prior approval of the advisor and Administration. There are to be no unauthorized initiations
- into any club or organization; this includes private as well as public initiations.
- Hazing, as well as any action which interferes with student's normal school duties, or which seriously affects school morale, is forbidden. Pupils guilty of such acts will be
- disciplined according to the school discipline policy.
- Evening meeting should begin no later than 8:00 p.m. and should end no later than 10:00 p.m.
- All clubs and organizations must renew their active status annually by submitting a letter to the Head of School on or before December 1.
- The use of a school's name or mascot by unauthorized organizations without written permission is strictly forbidden.

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Date of Adoption: January 20, 2011

Legal Reference: I.C. §33-512;  
§33-1901-1903

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 503.3. School Publications**

The concept of "freedom of the press" has somewhat limited application in the context of public schools. Journalistic experiences in a school setting should be calculated to develop the background of skills and understanding which will equip a student for the responsibilities of the free press in adult society. A school publication is unique and different from a commercial publication in at least four ways:

- It is an instructive tool in addition to a means of student self-expression.
- It is read not just by the intended audience of fellow students, but by parents and citizens outside the school as well.
- It is supported largely from tax funds, the salary of the instructor being the largest cost involved.
- It is an influence on the public relations of the entire school since, rightly or wrongly, content is read by many not simply as expressions of individual students, but as expressions representative of the entire student body approved by the administration.

The Administration shall meet with the advisor, student editors and writers of the publication to establish guidelines which will allow for a maximum of student freedom of expression consistent with the four factors outlined above. The Administration shall personally approve any student publication distributed for public consumption. The Administration or designee is entitled to regulate the contents of school publications in a reasonable manner. These publications are not a public forum. Students may appeal the administrator's decision to the Board of Directors. Freedom of expression goes hand-in-hand with responsibility for the published statement. Expression is prohibited when the material:

- Is obscene,
- Is libelous,
- Creates an immediate danger or disruption to the school,
- Advertises or promotes any product or service not permitted for minors by law,
- Encourages students to commit illegal acts or violate school regulations or
- Substantially disrupts the orderly operation of school or school activities,
- Expresses or advocates sexual, racial or religious harassment, violence or prejudice,
- Is factually inaccurate or
- Does not meet journalistic standards established for publications.

Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 503.4. Sneak Days**

For the protection and safety of students entrusted to the schools, and to meet the 990-hour school year and the 90 percent attendance rules mandated by the State, "sneak days" are not permitted. Absence that occurs as a result of a student organized "sneak day" will be treated as a truancy.

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Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 503.5. Student Tours, Excursions and Overnight Trips**

The following educational goals and objectives are an integral part of the "Statement of Philosophy" of the Board of Directors and administration.

- Strive to meet individual needs of students.
- Prepare students mentally, emotionally and physically to meet the challenges for their world.
- Give each student the tools he/she needs to succeed in future vocational and academic endeavors.
- Develop in each student good citizenship, patriotism, respect for others and their beliefs, temperance and good health habits.

Field trips, competitive events and cultural excursions should be consistent with the educational goals and objectives of the school. Trips are not compulsory; when used in correlation with a particular teaching unit, they should be planned to enrich the program.

The financial impact of the total school community should be considered before starting any fund raising activities. These same activities should be scheduled as much as possible during after-school hours and on non-school hours such as weekends and spring break so that absence from other instructional programs is kept to a minimum. Staff members shall not accompany commercially sponsored tours if their absence requires the school to place the instructional programs in the hands of a substitute teacher.

**GUIDELINES:**

- The initial request for the activity must be made to the Administration for review a minimum of two (2) months prior to expected departure and prior to making any commitment to the students.
- The maximum number of school days missed shall be two (2) consecutive days, up to a maximum of five (5) days per semester.
- Every effort must be made to insure that no student is excluded because of inability to meet financial requirements. The cost to the student/parent/school shall not exceed \$400 per student per trip including fund raising. The \$400 can be out-of-pocket or can be defrayed through approved fund raising activities.
- Parental/guardian written permission must be obtained prior to going on the trip.
- All groups must be adequately supervised with a minimum of one (1) adult per 10 (ten) students.
- Groups with both male and female participants must have supervision of at least one (1) male and one (1) female adult. Teachers must take roll before leaving the school, during the trip, and before leaving the destination.
- The activity and daily itinerary shall be approved by the Administrator/Administration.
- If approved, a copy of the approval form and itinerary shall be given to the Board of Directors.
- Assurance of adequate liability insurance to protect students, parents, school personnel and board members must be given and approved by a school attorney.
- If required, the activity must have school and state sanctioning.
- Elementary and middle school students are not authorized, without board approval, to participate in overnight trips.

**EXCEPTIONS** to the above guidelines will be considered:

- When a student or an activity group qualifies for national competition by progressing through a series of competitions that culminate in the national competition (i.e. State to Regional to National).
- When a trip exceeds two (2) school days or \$400 of student out-of-pocket and funds raising expenses, approval must be obtained from the Board of Directors at least three (3) months in advance of the expected departure.

Non-school related national competitions will follow under the NorthStarAttendance Policies.

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Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 503.6. Non-Sponsored Sports**

The school only provides sponsorship for sanctioned Idaho High School Activities Association athletics and activities. The school may cooperate, when appropriate, with private organizations, other public entities, or school clubs organized pursuant to Policy, to facilitate the pursuit of these sports by students who have interest. The Administration shall establish procedure which will allow for specified rights and responsibilities of the School, partnering entities, and of the participants and their parents in such sports. The School will not expend funds for these sports other than the incidental cost of allowing the club to meet on School property, and shall not permit the usage of the school or school mascot's name or likeness to be utilized on the uniforms, attire or equipment associated or used in the sporting event without express written authorization by the Administration or designee and such authorization shall not be seen as an indication or implication of sponsorship of the event, athletes or sport. Communication and recognition including photographs in the yearbook and other publications of the School will be permitted.

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Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 503.7. Commercial Tours**

School time is not to be used by North Star Charter School professional employees to promote commercial tours and other similar activities. It should be noted the School is not the sponsor of such tours and activities.

1. Procedures and Guidelines:

- Employees will not be granted professional leave to participate in these activities.
- School public announcement systems may not be used to promote programs without prior approval from North Star administration.
- Class time will not be used to promote these activities.
- The use of school resources is prohibited.
- Bulletin boards may be used for displaying related materials and
- Classrooms may be used for informational meetings during non-school hours.

2. Program Requirements

Unless otherwise approved by the Board, any program of travel that is promoted by North Star pursuant to the above-referenced guidelines must include the following documents:

- An established *Code of Conduct* that will govern the student's behavior while on the tour;
- A *Release of Liability and Hold Harmless Agreement* naming North Star, its Board, and North Star employees, as released parties, as well indemnification of the released parties;
- A *Consent for Medical Treatment*;
- An *Emergency Contact* form;
- A *Parental Consent* form signed by the student's parent or legal guardian.

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Date of Adoption: January 20, 2011  
Ratified on September 23, 2015  
Amended on May 17, 2017

Legal Reference: NA

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 504.1. Student Insurance**

The school does not insure the student against injury. All student athletes turning out for sports of any kind are required to carry some type of acceptable insurance protection or have a waiver on file signed by the parents/ guardians.

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Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 504.12. Concussion and Head Injuries**

North Star Charter School adopts Idaho Code §33-1625, as amended, as policy.

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Date of Adoption: August 15, 2013

Legal Reference: I.C. §33-1625

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 504.2. Emergency and Disaster Preparedness**

All school staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and events which threaten to result in a disaster. The Board of Directors or designee shall develop and maintain a school crisis plan which details provisions for handling foreseeable emergencies and disasters. It is recommended that this plan be reviewed and updated regularly.

Administration shall augment the school plan with working site crisis plans and appropriate procedures specific to the school. All students and employees shall receive instruction regarding these plans. The Board of Directors or designee shall consult with city and/or county agencies so that school and site plans may provide the best possible way an of handling each situation. These consultations should also consider emergency communications systems between these agencies and the school.

School and site plans shall address, but not be limited to, the following situations:

- Fire in a building
- Fire from an external source, i.e., brush, grass, or forest fires.
- Bomb threats or actual events.
- Natural disasters, i.e., floods, severe weather, or earthquakes.
- Man-made disasters, i.e., riots, accidents involving aircraft, or hazardous materials.
- Threats, attacks, or disturbances from groups or individuals.
- Other threats to students' health and safety, i.e., suicide.

The board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs.

Crisis plan drills/exercises shall be held annually at the school and shall demonstrate how safety procedures may be applied to various types of emergencies. The board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation. Administration shall encourage staff members to hold valid certificates in these areas.

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Date of Adoption: January 20, 2011

Legal Reference: I.C. 33-1626

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 504.3. Ticket Selling, Gifts and Collections**

Teachers are discouraged from giving gifts, pictures, Christmas Cards, etc., to their students. Treats for special occasions should be furnished by room mothers, the PTO, or on a school wide basis.

School regulations discourage teachers from accepting gifts from students. Teachers dealing with groups of students have the responsibility to making this policy clear to their students, so that embarrassing situations will not occur. A small token of appreciation such as flowers, a handkerchief, etc., may not be construed as a violation of this policy; but the acceptance of gifts which have considerable intrinsic value is a definite violation of this policy.

COLLECTIONS IN CLASSROOM AND CLUBS

The sponsor or any group shall secure the approval of the Administration before collections may be taken from members of the group. The Administration is expected to keep all such solicitations to a minimum.

TICKET SELLING

Ticket selling requires approval of the Administration.

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Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 504.4. Self Transportation by Students**

Automobiles, cycles, scooters or any motorized vehicles shall only be used by properly licensed students as a means of transportation to and from school facilities except when authorized for use as detailed in the section below.

- The use of any motorized vehicle on school grounds for recreational purposes (i.e. joy riding, racing, etc.) is strictly prohibited.
- The use of skateboards is prohibited on all school grounds.
- Licensed students may drive private automobiles to school. Students must meet the following conditions:
- A copy of the student's completed self-transportation form with express written permission from their parent/guardian and the Administration must be on file with the school prior to use of the vehicle.
- A copy of the vehicle owner's proof of insurance (minimum \$100,000 single limit) must be on file with the school prior to the use of the vehicle. The student driving the vehicle must be covered on the insurance policy.
- A copy of the student's valid driver's license.
- When students use a motorized vehicle for transportation to and from school, they are required to purchase and display a valid vehicle parking permit from the school and park their vehicle in the school lot in designated areas.
- Students may not leave their vehicles parked at the school after school hours and/or school activities.

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Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 504.5. ClosedCampus–Schools**

The school will operate as a "Closed Campus" in order to provide for the safety and well-being of students. "Closed Campus" means that students are to come and remain at school until dismissed by school officials.

School officials will not release students during the day without written permission from a parent or legal guardian. Student visitors are not allowed to attend classes unless previously authorized by Administration. School officials need to be notified in advance if an independent student needs to leave school during the school day.

Exceptions are:

- Parent/legal guardian may pick students up during the school day.
- Off-campus activities (field trips, etc.)
- Juniors and Seniors in good standing may leave campus during lunch.
- Students leaving campus for internships or employment need to provide proof of that experience.

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Date of Adoption: August 24, 2012

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 504.6. Student Records**

Education records include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. Student records are confidential. Records include:

- Date and place of birth, parents and/or guardian addresses
- Transcripts, schools attended, and special education records
- Disciplinary records (severe disruptive behavior)
- Medical and health records collected and maintained by the school
- Personal information such as a student's identification number, social security number, and school pictures.

Records falling within the definition of "education record" pursuant to the Family Educational Rights and Privacy Act (**FERPA**) do not fall within the purview of HIPAA requirements. Reports, evaluations, summaries received by a school, including health records may be shared with individuals with legitimate educational interest and will move with a student if he/she transfers. Personal notes made by teachers and other school officials that are not shared with others (except substitutes) are not considered educational records.

STUDENT'S LEGAL NAME

The use of the student's legal name is required in the permanent file.

DISCLOSURE OF EDUCATION RECORDS

North Star Charter School will disclose information from a student's education records only with the written consent of the parent/guardian or eligible student, with the exception that the school may disclose without consent when the disclosure is to school officials who have a "Legitimate Educational Interest" in the records. A "school official" is:

- a. A person employed by the school as an administrator, supervisor, instructor, or support staff member, including health and medical staff.
- b. A person elected or appointed to the Board of Directors.
- c. A person employed by or under contract to the school to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
- d. A person who is employed as a school resource officer.
- e. A school official has a legitimate educational interest if the official is:
  - i. Performing a task that is specified in his or her position description or by a contract agreement.
  - ii. Performing a task related to a student's education.
  - iii. Performing a task related to the discipline of a student.
  - iv. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
  - v. Maintaining the safety and security of the campus.

1. To officials of another school, upon request, in which a student seeks or intends to enroll.
2. To officials of the U.S. Department of Education, the Comptroller General, the state and local educational authorities, in connection with audit or evaluations of state or federally supported education programs.
3. In connection with a student's request of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. To state and local officials or authorities if specifically required by a state law.
5. To organizations conducting studies for or on behalf of the school.
6. To accrediting organizations to carry out their functions.
7. To parents/guardians of an eligible student if the student is a dependent for income tax purposes.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. To individuals requesting Directors; information so designated by the school.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT REQUIREMENTS (FERPA)

Students and parents/guardians will be given notification of their rights as defined by FERPA once every year. This notification will be given using a mass media tool. The annual notice will contain information regarding the right to inspect their child's records, the right to seek an amendment to the record, and the right to consent to the disclosure of personally identifiable information. The notice will also inform the students and parents/guardians of their right to file a complaint with the U.S. Department of Education.

### INSPECTION OF RECORDS

Student records will be available for inspection by parents/guardians and eligible students upon written request. The request will be granted within a reasonable time (not to exceed forty-five (45) calendar days). A copy of the records will be given to the parent/guardian or eligible student upon request. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record that pertains to other students. Actual copying costs may be collected from the student or parent/guardian.

### RECORD OF REQUESTS

The school will maintain a record of all requests for information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parent/guardian or eligible students.

### NON-CUSTODIAL PARENT

Access to records and information pertaining to a minor child including, but not limited to, medical, dental, health, and school or educational records, shall not be denied to a parent because the parent is not the child's custodial parent. If the custodial parent request in writing, the school will remove information regarding the address of the minor child prior to providing the information to the non-custodial parent.

### RECORD AMENDMENT

Parents/guardians or eligible students have the right to ask to have records corrected they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents/guardians or the eligible student must ask the school to amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights.
2. The school may comply with the request or it may decide not to comply. If it decides not to comply, the school will notify the parents/guardians or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the school will arrange for a hearing, and notify the parents/guardians or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by the Administration. The parents/guardians or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents/guardians or student may be assisted by an attorney.
5. The school will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
  - (i) If the school decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents/guardians or eligible student, in writing, that the record has been amended.
  - (ii) If the school decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents/guardians or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school discloses the contested portion of the record, it must also disclose the statement.

## **PERMANENT RECORDS**

Elementary and middle school students' records will be kept for five years. High school students' records will be saved indefinitely. The following information will be maintained in the school record:

- Student's name
- Grades
- Attendance summary
- Entrance and withdrawal record
- Birthday and place of birth
- I.D. number
- Record of transcripts
- Educational assessment dates
- Immunizations

The permanent record of each student is maintained at the school's office. The Administration, Education Directors, counselor, individual teachers and special education personnel may also have files containing specific educational records.

## **TIME REQUIREMENTS FOR MAINTAINING EDUCATIONAL RECORDS**

The General Education Provisions Act and the federal regulations for State-Administered Programs both require that records be retained for at least five (5) years. With the exception of permanent records, student information will only be kept for a period of five (5) years after the student graduates from high school or withdraws from the school.

### DIRECTORY INFORMATION

“Directory Information” can be made public if the school provides parents/guardians written notice. This notice will be given annually, in writing, using public media. The notice will include:

- The information designated as directory information
- The right of the parent or eligible student to refuse disclosure of information regarding that particular student. This request must be received in writing within 30 calendar days of receipt of the notice.

“Directory information” may include:

- Student name
- Address
- Telephone listing
- Birthday
- Attendance dates, awards earned, honor roll data, and diploma earned
- Weight and height of members of athletic teams
- Information typically found in school yearbooks or athletic programs.

### TRANSFER OF RECORDS

Whenever a student transfers from one school to another, within North Star Charter School, North Star Charter School will transfer all records to the appropriate school via MSD's courier. Whenever a student transfers from one school to another, within the state, or elsewhere, and North Star Charter School is requested to forward student records, NSC S shall respond by forwarding a certified copy of the transferred student's record within ten days.

### DISCIPLINARY RECORDS

When a school record contains information of violent or disruptive behavior or disciplinary action of a student the information must be included in the transfer of student records. The disciplinary information must be transferred by placing it in a sealed envelope, marked c o n f i d e n t i a l , and addressed to the administrator or assistant administrator of the school.

### STUDENTS WITH DISABILITIES

The parents/guardians of students with disabilities have the right to inspect and review the educational records of their child upon written request. The request will be granted within a reasonable time (not to exceed forty-five (45) calendar days). Typical situations for request include:

- Before any meeting regarding an Individualized Education Program (IBP).
- Before any hearing relating to the identification, evaluation, or educational placement of a child.
- Before any hearing relating to the provision of a Free Appropriate Public Education (FAPE) to a child.

Parents/guardians of students with disabilities shall be notified when personally identifiable information that has been collected more than five (5) years old is no longer needed to provide services to the child. The information must be destroyed at the request of the parent/guardian. Permanent information will not be destroyed. Permanent records include the student's name, address, phone number, grades, attendance records, classes attended, immunizations, and the grade level and year that the highest level was attained.

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Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 504.7. Wellness**

The board recognizes that childhood wellness is essential for academic success. Research indicates that becoming physically active and maintaining a regular physical activity program and access to nutritious foods reduces the risk of obesity and other associated diseases. Therefore, it is the policy of the board to:

- Provide opportunities for physical activity and developmentally appropriate exercise;
- Provide accurate information related to these topics; and
- Encourage the development and implementation of wellness activities for students, families and school employees.

North Star Charter School and the Board of Directors will ensure that the current or a revised wellness plan is implemented that includes goals for nutrition, health, and physical fitness, integrated within the sequential, comprehensive health education curriculum, and coordinated with the school's nutrition and food services operation.

The school shall take a proactive effort to both educate and encourage students to make nutritious food choices. The Administration or designee shall ensure that a variety of healthy food choices are available whenever food is sold or served on school property or at school-sponsored events.

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Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 504.8. Custodial Parents: Child Custody**

The school shall exercise great care that students are not released to persons other than parents unless parents have specifically authorized such release. If a parent/guardian enrolls a child and notifies the school that said child is not to be released to the other parental guardian, the school is to require this request in writing and on the basis that the other parent/guardian does not have custodial rights to the child. The request will require legal documentation providing custody rights. Until legal documentation is received, the school cannot be certain which parent has custody, and will release the student to either parent. Unless legal evidence to the contrary is provided, both parents have access to the child's records regardless of custody status.

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Date of Adoption: January 20, 2011

Legal Reference: I.C. §93-380; §94-142

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 504.9. Adult Criminal Sex Offender**

North Star Charter School recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, North Star Charter School is implementing this policy.

Convicted Sex Offender

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

1. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loiter on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Be in any vehicle owned, leased, or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offenders' dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

The posted notices required in this section shall be at least one hundred (100) square inches, make reference to LC. §18-8329, include the term "registered sex offender" and be placed at commonly used entrances to the property. In addition, there shall be at least one (1) notice posted every six hundred sixty (660) feet along the property line.

Sample posted notice:

"Pursuant to Idaho Code. §18-8329, registered sex offenders only have limited rights to enter upon or be near school property. Please contact the school at (telephone number) or your probation/parole officer for more information."

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

1. Is a student in attendance at the school; or
2. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
3. Is attending a scheduled extracurricular school event with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the school event; or
4. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
5. Is picking up a child or children or dropping off a child or children and the person is the child



- or children's parent or legal guardian; or
6. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food, or other necessary delivery.
  7. Is exercising his or her right to vote in public elections;
  8. Is taking delivery of his mail through an official post office located on school grounds;
  9. Has written permission from school Administration or the equivalent, to be on the school grounds or upon other property posted with a notice that the property is used by a school; or
  10. Stays at a homeless shelter or resides at a recovery facility if such shelter or facility has been approved for sex offenders by the county sheriff or municipal police chief.

#### Sex Offender Registry Notification

The North Star Administration Team (NSAT) or his/her designee may request notification of registered sex offenders in the same or contiguous zip codes as North Star Charter School. The request can be made of either the Idaho State Police, the local Sheriff's Department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho Codes §18-8323 and §18-8324. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone.

#### Staff Notification

The NSAT shall disseminate sex offender registry information received to the school staff and shall inform staff of the roles and responsibilities of staff in dealing with instances of convicted sex offenders on school property, including, but not limited to, sex offenders on school property without approval, and/or if a staff member is the school official assigned to escort the sex offender. When sex offender registry information is disseminated by NSAT, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code §18-8326. Employees who share registry information with others may be disciplined.

#### Enforcement

Any staff member may request identification from any person on school property. Any staff member shall seek the immediate removal of any person who refuses to provide requested identification. As circumstances warrant, North Star Charter School's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

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

Date of Adoption: November 20, 2011  
Ratified September 23, 2015  
Amended on May 17, 2017

Legal Reference: I.C. §18-8329

NORTH STAR CHARTER SCHOOL  
STUDENTPERSONNEL

**Policy No. 504.10. Student Health and Safety Code**

A primary concern of all school employees shall be student health and safety. In emergency situations involving accident or illness, employees shall be reasonably expected to render first-aid and life-sustaining care to the extent of their knowledge and training; and to seek assistance of school personnel more knowledgeable than themselves, and of emergency medical resources (including ambulance) available in the community.

It is the intent of the board that the underlying principle of any response to a "Do Not Resuscitate" ("DNR") request shall be that no student is to be denied appropriate efforts to preserve life and health. Therefore, school personnel are prohibited from complying with requests from parents or others to withhold life sustaining emergency care from any student in need of such care while under the control and supervision of the school.

When a student with special health needs is enrolled, an Individualized Health Plan (I.H.P.) shall be prepared and reviewed at least annually as part of the Individualized Education Plan (I.E.P.). If a student does not have and I.E.P. team, an appropriately constituted school-based team involving the parents shall annually prepare an I.H.P.

In the event of receipt of a written "DNR" request from parent/guardian of a student with special health needs, other medical specialists and physicians may be consulted to explore alternative life-sustaining approaches, and medical resuscitation to be incorporated into the I.E.P. The I.H.P. shall not deny all life-sustaining activities, but may describe emergency procedures appropriate to the individual student's Medical specialists shall be included in development of the plan and in the training of personnel for implementation as needed.

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Date of Adoption: January 20, 2011

Legal Reference: I.C. §33-512(4)

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 504.11.** Emergency Administration of Medication

Students who require emergency medication to treat life threatening medical conditions must carry their medication with them and self-administer in accordance with school procedures. In case of life threatening medical conditions, a school nurse or designee may administer emergency oral, rectal, and/or injectable medication to any student in need thereof on the school grounds, or in the school building. The school's office must be advised of student's emergency self-medication(s) and related needs.

If a student must take non-emergency medication (non-prescription or prescription) at school, the medication is to be administered through the office. The medication must be in the original container. The medication must be accompanied by a written release on file with the office.

Forms are available from the office and require:

- Name of medication.
- Doctor's name.
- Reason for taking the medication.
- Dosage and length of time to be administered.
- Parent/guardian signature.

In the absence of a school nurse, an administrator or designated staff member who has completed training in assisting with medication, may give emergency medication to students. There must be on record a diagnosed medical condition that requires prompt treatment to protect the student from serious harm or death.

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Date of Adoption: January 20, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
STUDENT PERSONNEL

**Policy No. 505.0. Computer and Internet usage policy**

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

A. Users of electronic communications (including, but not limited to, email, web pages, on-line collaborations, listserves 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.

B. 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.

C. Users will not violate any local, state, or federal regulation or statute.

D. Users will not reveal personal information about others and be cautious when revealing personal information about themselves (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.

E. 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.

F. 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.

G. Users may not log in to or use someone else's account. Logins and passwords must be kept secure. Individuals are responsible for the contents of their network directories.

H. Users will not use North Star internet or network resources to sell or offer for sale any goods or services without board approval.

Network Filter

All North Star networks, including the Virtual Private Network (VPN), are filtered and logged for content, sites visited, and duration of use as required in Idaho Code 33-132. This includes all guests, students, classified, certified, and administration. These logs are reviewed by designated technology staff to ensure that the networks resources are used for appropriate educational uses. Filtering Internet usage includes, but is not limited to, obscene materials as defined in Idaho Code which is harmful to minors.

## Violations to Internet Usage

### Students

All students are expected to follow the guidelines and policies expressed in the student handbook and North Star Policy. If the guidelines and/or policies are violated, administrators will determine consequences based on 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 in accordance to Idaho State Code §18-2201 and §18-2202.

### Employees

Any employee who violates this policy or uses the network/Internet for improper purposes shall be subject to discipline, up to and including discharge.

## Internet Safety

Internet safety is a component taught throughout the curriculum.

## Internet Opt-Out

Unless a parent has signed an “Internet Opt-Out” form, all students will be given access to the Internet. In many cases library research resources, such as databases of magazines, journal, and newspaper articles, are only available through the Internet access. Also, the Internet provides access to information and media resources, simulations and other online educational activities. Internet Opt-Out forms may be obtained from the Administration team at North Star.

## 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 North Star administration, Information Systems personnel, and/or designees. All files, materials or documents may be reviewed and deleted by designated North Star Administration.

## Copyright and Plagiarism

All users must 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, and cited accordingly.

## Electronic Devices

Electronic communication or data devices will be used only in a manner consistent with the policies of North Star. These devices include, but are not limited to, handheld calculators, cell phones, electronic book devices, and laptop computers.

## Software and Peripheral Devices

Only North Star 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 North Star personnel. Donated equipment and software are subject to the same policies. Any conditions or activities not specifically listed above that are not consistent with the policies, purposes, and objectives of North Star are prohibited.

#### Wireless Guest Network

By using the North Star Charter School wireless network, the user agrees to the following:

- A. This wireless network will only have access to the Internet and not allow connection to any school server(s), printer, or other peripheral device.
- B. All Internet usage may be filtered and logged according to Network Filtering.
- C. Personal devices connected to the wireless network may be monitored and reviewed at anytime by North Star Administration.
- D. Personal web accounts visited while connected to the wireless network may be monitored and reviewed at any time by North Star Administration.

#### Consequences of inappropriate use of network/internet resources

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 or to improperly restrict or inhibit other users from using these resources will result in disciplinary action and/or loss of access to, or use of these resources and/or legal action. 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.

#### 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 North Star computer system will be error-free or without defect. North Star will not be responsible for any damage users may suffer, including but not limited to, loss of data, or interruptions of service. North Star is not responsible for the accuracy or the quality of the information obtained through or stored on the system. North Star will not be responsible for the financial obligations arising through the unauthorized use of the system.

Date of Adoption: November 16, 2016

Legal Reference:

## **SERIEIS 600 -EDUCATIONAL PROGRAM**

### **Policy No. 600. Statement of Guiding Principles**

North Star Charter School's Board of Directors recognizes its obligation and duty to provide educational programs equally available to all students at the school. The Board further seeks to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To focus on accelerated learning while in a safe, secure setting.
- To provide fundamental career concepts and skills.
- To increase understanding of people from other countries, their cultures and languages while developing a strong sense of the student's own identity and culture.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To apply creative and critical thinking skills to complex problems, and make reasoned, ethical decisions.
- To be free of any sexual, cultural, ethnic, or religious bias.
- To ensure that all of our students are not only "college eligible", but also "college ready."

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 601.10. Instructional Hours**

North Star Charter School shall provide the minimum number of instructional hours/year at each grade level as follows:

Grades	Hours
K	450
1-3	810
4-8	900
9-12	990

Lunch period shall be at least 25 minutes each day.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 601.20. Adverse Conditions and Emergency Closures**

North Star Charter School policy conforms to Idaho Code §33-512 regarding governance of schools when adverse weather, facility failures of other conditions interfere with normal operations. Policy is designed to keep the school in conformance with state law regarding the number of hours of instruction required in any school year. Idaho Code §33-512 allows the board of Directors to reduce annual instructional hours required up to a total of eleven (11) hours for emergency school closures due to adverse weather conditions and facility failures. Eleven hours are the equivalent of two school days. School emergencies will be declared after consulting with public safety authorities such as law enforcement, weather service and highway officials. When emergency conditions, such as hazardous roads make school closure necessary, the Administration will make the modification decision prior to 6:00 a.m. and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out communication procedure to all staff. Employees will not work on closure days unless otherwise directed by the Administration or his/her designee.

WORK SCHEDULES AND RESPONSIBILITIES FOR SCHOOL CLOSURES

In the case of extremely hazardous conditions, the board grants the authority to the Administration to declare that all employees will not be required to report to work that day. Only the Administration shall have the authority to close the school. The Administration will be on duty throughout any existing or potential emergency situation, day or night. All orders that are of doubtful origin should be confirmed with the Administration.

Non-Teaching “Exempt” Personnel, and Key Support Staff

Non-teaching “exempt” personnel shall report for duty per their normal shifts or as otherwise directed each day during the school closure, unless otherwise directed by the Administration. Exceptions include:

- Employees working less than four (4) hours/day
- Teacher aides
- Custodian

These employees will not work during emergency closures and will not be paid.

Responsibilities

In as much as it is safe to travel, the Administration or designee shall ascertain that the building is adequately secured and that any child who mistakenly reports to school is properly and safely cared for and returned home. The Administration and/or designee shall notify, as needed, other staff and/or other support employees of the situation, and shall respond to telephone questions. When the situation has been stabilized, the personnel who reported to work may choose to return home. An exempt employee who does not work a normal day shall then adjust his/her time card by the number of hours not worked on the day or days of school closure.

Teachers (Teachers, Librarians, Psychologists, Counselors)

If schools are closed for weather or other emergency conditions, teachers are not expected to report for duty unless directed otherwise. Teachers do not need to submit an absence form. In cases of school closures, it is customary for the days to be made up at another time; thus teachers will typically still fulfill their contract days.

Where emergency conditions extend beyond the time limitations covered in Idaho Code §33-512, the following procedures will be followed:

A third day of emergency closure occurring prior to January 10 will be made up by holding school on an agreed upon day as determined by the Board and Administration. A third day of closure after January 10 will be made up by holding classes on an agreed upon day as determined by the Board and Administration. If the emergency closure causes school to be made up on a special day, all school building level personnel shall not work on the 3rd emergency closure day. Four days of emergency closure will be made up an agreed upon days as determined by the Board and Administration. The board of Directors will extend each school day from February 1 to the end of the school year by an amount needed to allow each grade level to meet Idaho Code §33-512 requirements for instructional hours.

Date of Adoption: November 18, 2010  
Date of *Revision*: December 16, 2010  
Amended July 27, 2016

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Legal reference: I.C. § 33-512

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 601.30. Class Size & Load**

The board of Directors of North Star Charter School recognizes the importance of a low teacher/student ratio and strives to decrease class size where appropriate when funding and facilities permit. It is important to provide a learning environment that is positive and productive for every child in the classroom. This can best be achieved if class enrollments are maintained at manageable levels. Northstar will strive to provide class sizes that empower our students and staff to participate in a rich and productive environment, and in a manner consistent with the Northstar Charter.

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Date of Adoption: December 16, 2010  
Amended July 27, 2016

Legal Reference: NA

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.10. Curriculum & Learning Resources**

CURRICULUM DEVELOPMENT AND LEARNING RESOURCES:

Curriculum development and the selection of learning resources are based on the Idaho Achievement Standards, scientifically based research, school policy for Selection of Learning Resources (602.21) and community standards. Learning resources can include but not be limited to supplemental educational resources, teacher generated resources, Internet resources, software and textbooks that directly or indirectly affect student achievement. Curriculum guides will be developed by school personnel under the supervision of the Administration and the Education Director, will be approved by the Board of Directors, and will be used by all school personnel delivering instruction.

School adopted texts and resources shall be used as core texts and/or resources to support the established curriculum. Teachers should use the intervention materials provided for students that are working below and/or above grade level.

Committees will be utilized for the development of curriculum and will be made up of teachers, administrators, patrons, and appropriate staff and specialists, under the direction of the Administration. The Administration has responsibility for obtaining approval from the Board of Directors for the implementation of the curriculum. Curriculum guides, textbooks, software and other curricular materials will be reviewed at regular intervals by an appropriate committee under the direction of the Administration. It is essential to have a cohesive and consistent approach to curriculum review and evaluation in order to improve student achievement. The Administration shall:

- Facilitate the development, scope, alignment and evaluation of the written curriculum in all subject areas.
- Provide a systematic plan which links the budgetary process to review and revision of curriculum.
- Report to the board at least once a year on the status of the school curriculum, including assessment data and an evaluation of the effectiveness of existing curricula per school vision, goals and state expectations.

While it is recognized that teachers will interpret information and often craft individualized presentations in their role as instructors, teachers shall at all times follow the School's curriculum which adheres to state standards.

USE AND RESPONSIBILITY FOR TEXTBOOKS AND LEARNING RESOURCES:

Textbooks and learning resources that are used in our school are loaned or checked out at no cost to the students. Texts and learning resources checked out from the library on a temporary basis are subject to library policies and overdue fines. Fines may be assessed against the students by the Administration or designee for school texts and/or learning resources that may be lost or damaged beyond normal use. Such fines (e.g., replacement costs of the text and/or learning resources or cost of rebinding) shall be deposited to the book fine account. No teacher may adopt a different system of fines. School personnel must maintain adequate security of resources to prevent loss.

MULTI-MEDIA LEARNING RESOURCES:

All software installed to a local hard drive or to the school network must follow North Star Charter School software approval process. Software delivered electronically (e.g., Internet games or applications) must be

directly related to the school curriculum. Audio visual materials (school owned, teacher-owned, rented or delivered electronically) are not to be shown unless they are directly related to the school curriculum, are necessary to complete the lesson plan, and all copyright laws are followed. As outlined below, some films or videotapes would need pre-approval by the Administration or his/her designee. If a video is used in its entirety, then it must be pre-approved.

Video materials rated:

G - can be shown at all levels

PG - can be shown at all levels, but pre-approved at elementary

PG-13 - can only be shown at the secondary levels, but must be pre-approved for students under the age of 13

R - cannot be shown at any time at any level in the schools

NC-17 - cannot be shown at any time at any level in the schools

Un-rated - can be shown at all levels if they are instructional, or have been produced for educational use, and have been pre-approved.

The rating assigned to a video tape or film should be a guide as to whether student viewing is appropriate, regardless of the content. (Note: Pre 1978 PG ratings are now considered to be R ratings.) If appropriateness is uncertain a teacher should seek counsel and approval from the Administration or his/her designee.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.20.** Teaching Controversial Issues

Teachers shall present both sides of political issues in an objective manner. Supplemental teaching materials that are used should be used objectively. If only one side of an issue is presented, assignments should be made in publications showing another author's view. Students should be educated, and not indoctrinated.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAMS

**Policy No. 602.21. Selection of Learning Resources**

PHILOSOPHY

The policy of the Board of Directors of North Star Charter School is to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and different points of view. Library resources should provide for the interests, information and enlightenment of the learning community. In the fulfillment of their responsibility to provide information and enlightenment, libraries should not engage in censorship and should resist abridgement of free expression and free access to ideas (see policy 602.22). The school supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States.

For the purposes of this statement of policy, the term “learning resources” will refer to any material (whether acquired from commercial sources or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include but are not limited to books, supplementary reading and informational materials, video recordings, sound recordings, software, online information, electronic media, electronic subscription services, periodicals, pictures, charts, diagrams, filmstrips, microfilms, slides, transparencies, flash cards, games, globes, kits, maps, models, realia (i.e. “show-and-tell” items), community resource people, and agencies and organizations. Textbook selection is described in Policy 602.30.

OBJECTIVES

The primary objective of learning resources, whether in the classroom or the library, is to support, enrich and help to implement the school curricula including independent reading, and support the educational and personal interests of members of the school community. Learning resources should provide a wide range of learning experiences at varying levels of difficulty, with diversity of appeal and points of view. To this end, the Board of Directors of North Star Charter School affirms that it is the responsibility of its professional staff:

1. To provide access to materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, needs, learning styles and maturity levels of the students served;
2. To provide access to materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, intellectual and social development, and ethical standards;
3. To provide access to age appropriate materials on various sides of current, historical, and controversial issues so that students may have an opportunity to develop the practice of critical reading, critical thinking and critical analysis, and to make informed judgments in their daily lives;
4. To provide access to materials representative of the many religious, ethnic, and cultural groups and their contributions to our national heritage and the world community.

CRITERIA FOR SELECTION OF LEARNING RESOURCES

The following criteria will be used as they apply:

1. Learning resources shall support and be consistent with the general educational goals of the state, and the aims and objectives of North Star Charter School curriculum. The resources shall also support individual studies and specific courses.
2. Learning resources shall meet high standards of quality in authoritativeness, accuracy, artistic quality, literary style, authenticity, integrity, educational significance, factual content, physical format,



presentation, technical quality, and readability. Learning resources shall be selected for their overall strengths rather than rejected for their weaknesses.

3. Learning resources shall be appropriate for the subject area and circumstances of use, and for the age, emotional development, ability level, learning styles and social development of the students for which the materials are selected.
4. Learning resources shall be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior; to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society; and to make informed judgments in their daily lives.
5. Learning resources shall be designed to help students gain an awareness of our pluralistic society as well as an understanding of the many important contributions made to our civilization by diverse groups.

### GIFT RESOURCES

Gift materials, including materials donated by teachers, parents and students, free materials, commercially sponsored materials and materials donated as a result of a grant, shall be judged by the selection criteria outlined and shall be included in library collections or used as classroom resources based on those criteria.

### TEXTBOOKS AND CLASSROOM RESOURCES

The Board of Directors is responsible for all materials relating to the operation of North Star Charter School. While selection of resources involves many people, selection, deletion and disposal of classroom resources is ultimately subject to trustee approval in compliance with policy 602.10.

### LIBRARY RESOURCES

#### **Responsibility**

The Board of Directors is responsible for all materials relating to the operation of North Star Charter School. While selection of library resources may involve many people (librarians, administrators, teachers, students, community members, resource center personnel as appropriate), selection and deletion is ultimately subject to trustee approval in compliance with the following guidelines.

The responsibility for coordinating the selection of school library learning resources and making the recommendation for purchase is delegated to the professional library personnel. The librarian, working with the teachers, is responsible for recommending selection and/or deletion of library materials to the Administration.

#### ***Collection Development***

The library media center at North Star provides materials that support curriculum and enable and encourage independent study, personal reading and research. The success of the library program depends on the quantity, depth, breadth and quality of the resources available in the collection.

The major criteria for any resource is whether the resource contributes to the fulfillment of the curriculum and meets the individual needs of the students and staff of the school. Requests and suggestions from the staff shall be seriously considered and when appropriate, requests from the students shall be considered.

#### **Evaluation tools**

In selecting learning resources, library personnel will evaluate existing collection and curriculum needs utilizing professionally recognized current and retrospective selection and review tools, bibliographies, and other appropriate sources. Library personnel will consult with Administration before making a final decision on selection and purchase of learning resources.

## **Fiction**

Fiction has assumed an important role as an educational medium. The treatment of significant historical, social and personal problems in fiction can contribute to the understanding of human problems and relations. Fiction is acquired to support curricular areas as well as to develop the reading interests of students. Complementary to the criteria established for selection of other media, the following criteria should also be considered:

- Readability and effectiveness in sustaining reader interest;
- A well-organized plot which is credible within its own framework;
- Convincing characterization;
- Skilled use of language;
- Valid representation of the aspect of life chosen by the author;
- Honest presentation of emotions, problems, values or ideas;
- Originality, contribution to literary appreciation or aesthetic values.

## **Controversial subject areas**

The selection of learning resources on controversial issues in the library will be directed toward maintaining a balanced collection which represents various views. Resources on controversial issues may be representative of particular points of view. The work must be judged as a whole, not on the basis of isolated passages. For some topics, biased or slanted resources may be included to meet specific curriculum objectives (e.g. to recognize propaganda and its purpose in a given context). Materials should not be excluded because of origin, background or views of those contributing to their creation.

## **Weeding**

Selection is an ongoing process that should include the removal of materials no longer meeting the selection criteria and the replacement of lost and worn materials still meeting the selection criteria. Weeding is a necessary aspect of selection, since every library will contain materials which may have answered a need at the time of acquisition, but which, with the passage of time, have become obsolete, dated, unappealing, or worn out. Conversely, older materials may be considered for retention in the collection if they are a work of historical significance, have historically or artistically significant illustrations, or are works of local significance.

## **Disposal**

Items weeded from the collection should be clearly marked as discarded, boxed, labeled “Discarded Library Materials for Donation” and donated to a charity.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.22. Reconsideration of Learning Resource**

GUIDING PRINCIPLES

Any resident or employee of the North Star Charter School community may formally challenge a learning resource used in the school's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.

1. Any resident or employee of the school community may raise objection to a learning resource used in a school's educational program, despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure, and observed the criteria for selecting learning resources.
2. The Administration or designee should review the selection and objection rules with the teaching staff annually. The staff should be reminded that the right to object to a learning resource is one granted by policies enacted by the Board of Directors.
3. A parent has the right to request an alternative learning resource for his/her own child. No parent has the right to determine reading, viewing, or listening matter for students other than his or her own children.
4. When learning resources are challenged, freedom to read/listen/view must be considered.
5. Each challenged resource shall be considered on its own individual merits or flaws.
6. Access to the challenged material shall not be restricted during the reconsideration process.
7. The final decision should be based on the appropriateness of the material for its intended educational use.
8. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection and/or use of the material.

REQUEST FOR INFORMAL RECONSIDERATION

The school receiving a complaint regarding a learning resource shall first try to resolve the issue informally.

1. In an informal meeting, the Administration and other appropriate staff shall explain to the complainant the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
2. The Administration or other appropriate staff shall explain the particular place the questioned resource occupies in the education program, its intended educational usefulness, and additional information regarding its use.
3. If an agreement is reached about the scope of the resource's use in the school, then the parent(s) and school need to clearly state, in writing, the terms of the agreement.
4. If an agreement is not reached, and the complainant wishes to file a formal challenge, then procedures for formal reconsideration should be followed.

REQUEST FOR FORMAL RECONSIDERATION

If a complainant wishes to file a formal challenge, a dated cover letter requesting a response from the complainant within two weeks, a copy of the school Selection of Learning Resources policy and a Request for Reconsideration of Learning Resources form shall be handed or mailed to the party concerned by the Administrator/Administration. All formal objections to a learning resource must be made on these forms, signed by the complainant and filed with the Administrator/Administration or someone so designated by the Administrator/Administration.

## THE RECONSIDERATION COMMITTEE

Within five days of the receipt of a request for formal reconsideration of a learning resource, the Administrator/Administration or his/her designee shall:

1. Appoint a reconsideration committee. At the secondary level the committee shall include the following membership: The Administration or other administrative designee, the teacher(s) and department head(s) directly involved with the learning resource, the school counselor (as needed), the library coordinator and 5 parents. At the elementary level the committee shall include the following membership: The Administration or other administrative designee, the teacher(s) directly involved with the learning resource, the school counselor (as needed), the library coordinator and 5 parents. Parent members of the committees will be selected from a pre-determined list (determined by board members).
2. Arrange for a reconsideration committee meeting within 10 working days after the complaint is received, giving the committee members an appropriate amount of time to read or examine the work in its entirety before the meeting. The reconsideration committee may consult additional staff and/or community persons or parents with related professional knowledge.
3. The reconsideration committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the school's Selection of Learning Resources policy. At the first committee meeting, the committee shall:
  - a. Determine professional acceptance by reading critical reviews of the resource if available;
  - b. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
  - c. Discuss the challenged resource in the context of the educational program;
  - d. If the committee feels that no more discussion or information is needed, and the complainant has not requested permission to make a presentation to the committee, the committee may come to a decision at the first meeting.
4. At a subsequent meeting, the complainant and other interested persons may be given the opportunity to share their views. The final decision will be made at that meeting.
5. The decision will be made within the scope of the complaint and will include one of the following:
  - a. The resource is compatible with the philosophy and criteria of this policy and should not be restricted or removed.
  - b. The resource is compatible with the philosophy and criteria of this policy, but should be restricted to conditions specified by the committee.
  - c. The resource is not compatible with the philosophy and criteria of this policy and should be removed.

## RESOLUTION

1. The reconsideration committee shall prepare a written report. The written report shall be retained by the Administration, with copies forwarded to each member of the Board of Directors. A minority report also may be filed by any member of the committee who disagreed with the final outcome. Written reports, including minutes, individual committee member notes, and/or comments, once filed, are confidential and available for examination by Directors and appropriate officials only.
2. The Administration will notify the complainant of the decision. A summary of the written report shall be provided to the complainant.
3. The decision of the reconsideration committee is binding for the individual school.
4. Notwithstanding any procedure outlined in this policy, the complainant shall have the right to appeal any decision of the reconsideration committee to the Board of Directors as the final review panel. A written

request to Appeal to the Board of Directors, if desired, must be filed by the Complainant within five school days of the final decision by the committee. Within five school days after the receipt of the appeal, the Board of Directors shall notify the complainant of the date of the meeting at which the appeal will be addressed.

5. Materials which have undergone a challenge and final determination may not be re-challenged until one calendar year after the final determination.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.30. Textbook Hearing Process**

As textbook adoptions are being considered, interested patrons will be given opportunities to provide input and recommendations. Input will be received at the school level, at a public hearing, or at the public board meeting when the textbooks are considered and adopted by the board of Directors.

Publishers will be asked to provide sample textbooks when a text is being considered for adoption. The public will be notified when the texts are under consideration and will be invited to review texts at the school's administration office. Review comments can be left with the Administration or with the Chair of the Board to become part of the record at the public hearing.

A textbook review committee consisting of a maximum of two stakeholders selected by each trustee will be asked to review proposed textbooks. This review may be provided by written comments or by oral testimony at the textbook public hearing. The committee will be appointed as needed and will receive an orientation from the Administration and/or Board of Directors.

A public hearing will be publicized and held at the school to receive comments and suggestions regarding textbook adoptions. The results of this hearing will be made available to the board of Directors prior to school adoption of a textbook.

When a book used in the classroom is questioned by a stakeholder, the following procedure is to be followed:

1. A written complaint must be filed. The complaint should state the specific objection and cite examples.
2. A conference will be held with the Administration, department head and patron (s) questioning the book/material. If the problem cannot be resolved, an advisory book review committee will be asked to review the book/material in question.
3. An advisory book review committee will be appointed by the board of Directors. Size of the committee will be determined by the number of books to be reviewed.
4. Appropriate staff members will meet with the advisory committee to inform them on how the book is being used and to share other information pertinent to the classroom use of the book/material.
5. Alternate books/materials may be reviewed as part of the process.
6. The committee recommendation will then be forwarded to the board of Directors for a final decision on the matter.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.40. Health Education**

It shall be the goal of North Star Charter School to strive to meet the needs of students by providing instruction in the area of HIV/AIDS, sexually transmitted infection and sex education, while not infringing upon the individual beliefs of the students and parents.

TEACHER DIRECTED INSTRUCTION & PARENT CONSENT

In the area of teacher directed instruction, it shall be school policy to adhere to the following:

1. Parents will be informed in advance of topics to be presented regarding: HIV/AIDS, sexually transmitted infection and sex education. (e.g.: Health Education classes, units in Biology, Sociology, Personal Safety, etc.)
2. Offer parents an opportunity to preview materials and films. This could be in the form of a parent preview meeting and/or a central location where materials would be available for preview.
3. Parents will sign a form at registration that gives their child permission to participate in a particular health class based on the course description.
4. An Opt-Out letter will be available online for the following areas of instruction: HIV/AIDS, sexually transmitted infection and sex education.
5. All planned instruction in the area of Health Education will be approved by the Board of Directors upon recommendation by the Administration.

STUDENT INITIATED DISCUSSIONS

In the areas of sensitive student questions or student presented topics where it is difficult to give advance notice to parents, it shall be school policy to have the teacher make only brief statements in answering questions or discussion and encourage students to discuss these topics at home with their parents. Because sexually transmitted infections (STIs), sexual activity and the AIDS epidemic present a serious risk to the general population, particularly to youth, parents who opt out of the STI/HIV prevention curriculum will be directed or given resources and encouraged to follow up at home.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATION PROGRAM

**Policy No. 602.5. International Baccalaureate Program**

Sample course work and graduation requirements: Courses described below may vary but will remain true to the social studies/economics/financial literacy theme through all grades K-12, as well as the International Business/Economics emphasis of the high school. The methodology used to teach many courses will encompass an interdisciplinary approach. However, the integrity of all courses will not be compromised.

9th Grade

<i>1<sup>st</sup> Semester</i>	<i>2<sup>nd</sup> Semester</i>
English	English
US History	US History
Science	Science
Math	Math
Business	PE
Spanish 1	Spanish 1
Leadership	Speech

One more line needed, both columns should read “Elective”

\*Electives may be choir or, jazz band. Two years of foreign language are required.

\*\* Leadership is required at each grade level. The time is to be divided equally between community service projects, service learning projects, and school service.

10 Grade

<i>1<sup>st</sup> Semester</i>	<i>2<sup>nd</sup> Semester</i>
English	English
Science	Science
Math	Math
Macro Economics	Micro Economics
Health	Fitness
Spanish 2	Spanish 2
Elective	Elective
Government	Government

11<sup>th</sup> Grade

<i>1<sup>st</sup> Semester</i>	<i>2<sup>nd</sup> Semester</i>
English IB	English IB



History of Americas IB	History of Americas IB
Bio/Chem IB	Genetics IB
Math IB	Math IB
IB Elective	IB Elective
Elective	Elective
IB Spanish	IB Spanish
TOK	TOK (Theory of knowledge)

\*\*\*Students who participate in some kind of International Education and earn 55 credits during high school will receive a Diploma of Distinction. To achieve this distinction, students may travel abroad with their parents, participate in an exchange program for between 6 weeks and a semester, host an exchange student in their home, or participate in a 2-week over-seas volunteer experience. The international exchange may take place sometime during their junior year, summer between their junior or senior year, or during their senior year. Students will be encouraged to travel to one of our sister schools and students from our sister schools will be encouraged to come to visit our school, also. Concurrent enrolment may be offered through BSU through the Study Abroad International Internship program.

<sup>th</sup>  
12 Grade

<i>1<sup>st</sup> Semester</i>	<i>2<sup>nd</sup> Semester</i>
English IB	English IB
Math IB	Math IB
History of the Americas IB	History of the Americas IB
Anatomy/Physics IB	Anatomy/Physics IB
IB Elective	IB Elective
Spanish IB	Spanish IB
TOK (Theory of Knowledge)	Elective Business Internship or Early Release for Seniors in good standing

One more line needed in this chart—Both columns should read “Elective”

If students manage their time well, some of their senior year may be spent in an elective such as jazz band, or in dual enrolment in college courses.

Date of Adoption: February 26, 2015  
Ratified by the Board of Directors on September 23, 2015

Legal Reference: NA

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.50. Title I Parent Involvement**

It shall be the policy of North Star Charter School to involve parents in the education of their students as it pertains to Title I regulations. School personnel will develop, with the involvement of parents, a school-parent compact and will have effective parental involvement throughout the school year.

Parental Involvement

1. Parents will participate in the review of this document and provide input
2. Parents will be notified of this document
  - a. Notifications to parents will be provided in understandable language to the extent possible.

School Involvement

Title I schools will:

1. Convene an annual school-based meeting to:
  - a. Provide Title I schools with information and tools
  - b. Provide an overview of the district Title I Program
  - c. Provide an overview of Title I policies and procedures
  - d. Solicit input from parents
2. Offer flexible meeting times and places for parents and staff
3. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of policies and procedures pertaining to the improvement of academics at Title I schools 30
  - a. Use the findings of the annual review to improve the parental involvement program
  - b. Revise policies and procedures relating to parental involvement, if necessary
  - c. Use the findings of the annual review to identify barriers to greater parental participation in order to develop strategies for more effective parental involvement
4. Develop, implement, and revisit annually an action plan for parental involvement aligned to Title I school wide plans and requirements
5. Ensure that parents are involved in the design, implementation, and evaluation of the school wide program and policies and procedures.
6. Communicate information to parents which affects their students including:
  - a. Student achievement, curriculum, assessment, and staff
  - b. Shared responsibilities for high student academic achievement

Building Capacity for Involvement

Title I schools will:

1. Coordinate and integrate parental involvement strategies under other district, state, federal and community programs
2. Provide training and support to Title I schools to include parents in the planning of parent involvement programs
3. Provide resources aligned to Title I School-wide Plans
4. Provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance

5. Conduct ongoing meetings with representative committees that include the district Family Engagement Committee and the district English Learner (EL) Parent Advisory Committee
  - a. Committees will:
    - i. Share ideas and involve parents in decision-making
    - ii. Provide leadership and resources to Title I schools

Accessibility

Title I schools will:

1. Provide opportunities for participation of all parents, including:
  - a. Parents that are economically disadvantaged
  - b. Parents that are disabled
  - c. Parents that have limited English proficiency
  - d. Parents that are of any racial or ethnic minority background
  - e. Parents that have limited literacy skills

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Date of Adoption: June 11, 2013

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.60. Special Education**

North Star Charter School will maintain an approved special education program in accordance with Idaho law and the most current Idaho Special Education Manual approved by the State Board of Education.

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Date of Adoption: November 18, 2010

Legal Reference: I.C. §§33-2001  
I.C. §33-2003, §33-2005  
IDAPA 08.02.03.109

Ratified by the Board of Directors on September 23, 2015  
Modified September 28, 2016

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.61.** Special Education – Gifted & Talented

North Star Charter School supports the academic pursuits of its gifted/talented student population with a variety of flexible approaches and in accordance with Idaho Code. "Gifted/talented children" means those students who are identified as possessing demonstrated or potential abilities that give evidence of high performing capabilities in intellectual, creative, specific academic or leadership areas, or ability in the performing or visual arts and who require services or activities not ordinarily provided by the school in order to fully develop such capabilities. To be identified as gifted/talented students shall meet the criteria established by North Star Charter School.

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Date of Adoption: November 18, 2010

Legal Reference: I.C. §33-2001; §33-2003

Ratified by the Board of Directors on September 23, 2015

Amended September 28, 2016

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.62. Private/Home/Parochial School Special Services**

Public school districts are required by Federal and State regulations to identify private/parochial school students who may be in need of special education and/or related services. In keeping with these requirements, North Star Charter School contacts private schools within its geographic jurisdiction on an annual basis to inquire about the possible existence of private school students with disabilities who are in residence in the boundaries of North Star. North Star Charter School also provides information to private/parochial schools regarding the process such schools can use to make referrals of suspected disabled students in the district for evaluation purposes.

**PROCEDURES:**

North Star Charter School will:

1. Screen and/or evaluate students who are referred.
2. Provide parents and private/parochial schools (upon receipt of parental consent) with the results of screening/evaluations of referred students.
3. Provide Speech and/or Language Therapy to students found eligible for such services at a Meridian school site. Speech/Language Therapy, if provided, will be offered during the regular Meridian school day.
4. Provide one consultation, if requested, to the private/parochial school teacher of a student identified with a disability other than speech/language impaired.

North Star Charter School will not provide the following services to private/parochial school students:

1. Transportation to and from Speech/Language Therapy.
2. Occupational or Physical Therapy.
3. Sign-Language Interpreters.
4. Augmentative/Alternative Communication and Assistive Technology devices.
5. One on One Instructional Assistants.

In keeping with Federal and State requirements, students with disabilities enrolled in North Star Charter School will be provided a free appropriate education with access to the full range of required services.

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Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.63.** Section 504 of the Rehabilitation Act of 1973

It is the responsibility of the school to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the school will establish and implement a system of procedural safeguards. The safeguards will cover students' identification, evaluation, and educational placement. This system will include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure.

North Star Charter School does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or other activities. If any person believes that North Star Charter School or any of the school's staff has violated the principles and/or regulations of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, a complaint may be filed with the school. If discrimination is determined to have occurred, the school will take prompt steps to correct any effects of the discrimination and prevent further occurrence. This complaint procedure does not preclude informal solutions or restrict the right of the complainant to file formal complaints with state and federal agencies or seek private counsel for complaints alleging discrimination at any time.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.64. Building the Knowledge and Skills of Parents and Guardians**

North Star Charter School values the importance of parent(s)/guardian(s) cooperation with educators to ensure student growth and achievement. The following policy will increase parent/guardian involvement.

1. Support student achievement by providing parents/guardians with information:

*(Notifications to parents will be provided in understandable language to the extent possible)*

- a. To understand standards and assessments
- b. To understand school curriculum, activities, meetings, and programs
- c. To work with teachers to keep track of their child's progress
- d. To be able to ask for the qualifications of instructional staff
- e. To provide information and strategies about opportunities for rigorous coursework throughout our K-12 system to ensure preparedness for college, career, and citizenship
- f. To connect parents with resources and partnerships to improve access so that students may go on to post-secondary education
- g. To increase awareness of IB
- h. To increase awareness of Child Find for the special needs students within the district

2. Offer parents/guardians support to help their child achieve by providing:

- a. Materials to practice skills taught at school
- b. Opportunities for parents to support learning at home

3. Provide opportunities for participation of all parents including:

- a. Parents that are economically disadvantaged
- b. Parents that are disabled
- c. Parents that have limited English proficiency
- d. Parents that are of any racial or ethnic minority background
- e. Parents that have limited literacy skills

4. Increase teachers' knowledge of communicating and partnering with all parents including:

- a. Parents that are economically disadvantaged
- b. Parents that are disabled
- c. Parents that have limited English proficiency
- d. Parents that are of any racial or ethnic minority background
- e. Parents that have limited literacy skills

5. Conduct with the involvement of parents:

- a. An annual stakeholder survey
- b. A review of findings to improve parental involvement programs and make recommended revisions to the policy (policy will be accessible on the District's website, available at school sites, and translated to the extent possible)

6. Meet all of the requirements of state and federal laws concerning parental involvement such as:

- a. Title I
- b. Title III (English Language Development program)



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Date of Revision: July 12, 2005; June 11, 2013

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.7. Accreditation**

North Star Charter School will be state accredited. Accreditation will be attained through the Northwest Accreditation Commission (NWAC), a division of AdvancED.

In accordance with NWAC/AdvancED requirements, each accredited school must undergo an onsite Executive Review every five (5) years by a team comprised of current and former educators from surrounding districts approved by the NWAC/AdvancED team chair and school principal. The visiting team's report of the accredited school's powerful practices, opportunities for improvement, and required actions in support of continuous school improvement will be submitted to the Board of Directors.

School accredited by NWAC/AdvancED must submit an Annual Executive Summary to NWAC/AdvancED each year to maintain accreditation status.

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Date of Adoption: November 18, 2010  
*Revised:* August 15, 2013

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.80. K-12 Guidance and Counselling Programs**

North Star Charter School will provide a K-12 Guidance and Counselling Program that serves students at each elementary, middle, and high school. The K-12 Guidance and Counselling Program will include the following components:

1. A classroom instructional component that provides appropriate information and activities to assist students in their achievement.
2. An individual planning component that assists students in their educational and career development. Included within this component is a requirement that all students will maintain a parent-approved student learning plan for their high school and post-high school options. Any parent not wanting a plan developed for their child will need to submit a written request to the Administration.
3. A responsive services component that provides immediate assistance to students in need of crisis intervention, personal counseling, or community referral services.
4. A system support component that consists of management activities which establish, maintain and enhance the effective delivery of guidance and counseling services.

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Date of Adoption: November 18, 2010

Legal Reference: IC §33-1212; §33-188

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 602.9. Online Learning Opportunities**

DEFINITION

North Star students will have the opportunity to participate in online classes if their schedule allows. Online classes may be taken from The Idaho Digital Learning Academy (IDLA), BYU Online, and Pamoja, or other accredited online schools approved by administration. Teachers, counselors, and administrators will identify those students who will benefit from online classes and recommend those who will meet the additional demand of on-line classes accordingly. Students may be denied the privilege of having financial support for online courses if their behavioral record does not indicate the self-discipline needed to succeed in on-line classes.

PAYMENT

- If the student is enrolled as full time at North Star Charter School, the student is responsible for all tuition and registration fees to be paid to North Star Charter School.
- North Star Charter School shall pay the tuition and registration fees up front for eligible students. The student and/or his/her family will reimburse North Star Charter School for all fees if the student fails to complete the course with a passing grade of “C” or higher as soon as the grade is issued. \*(See Eligibility Requirements)
- If a student chooses to drop an online class, the student’s parents will reimburse the school the cost of the class.
- In any case in which North Star Charter School pays tuition for online courses, the student and/or his/her family is required to place a deposit that is equal to 75% of the tuition cost to cover “drop fees”. Upon successful completion of the course, the deposit will be refunded in full.
- If a student has failed his/her last online class taken, then no funding will be provided and the student must pay fees directly to the online school until he/she has successfully completed the class with a grade of “C” or better.
- If a student has been expelled from North Star Charter School, the student and/or his/her family is responsible for all tuition, books and registration fees.

If the annual IDLA Fund Reserve is depleted, then students will pay their own IDLA fees.

ELIGIBILITY

Students who are academically qualified to take a course for high school credit at North Star Charter School may use distance learning to take the same course and be granted high school credit when earned through approved online schools.

- A. Online learning is an alternative to learning in a traditional classroom. It is not for every student. Characteristics that aid in the success of a distance learning student are:
  1. Reading competency
  2. Time management skills
  3. Intrinsic motivation
  4. Self-discipline
- B. No minimum GPA is required to take a course through distance learning.
- C. All requirements must be met according to the Graduation Policy 603.2
- D. Guidance services will be provided by the student’s school of record (NSCS) in the form of:
  1. Assistance in registration

2. Information sharing between institutions
  3. Transcript processing
- E. All online class enrollments require approval from the counselor/administration.
- F. Approved online schools are fully accredited institutions. Therefore, credits earned for taking online classes transfer like credits from any other accredited high school.
- G. All coursework is based on the Idaho Core Standards.

#### Eligibility Requirements

- A. Courses taken through approved online schools must correspond to the adopted North Star Charter School sequence of courses.
- B. North Star Charter School will pay for core courses taken in sequence that normally are offered, but are not offered during a given year at the student's home school.
- C. North Star Charter School will not pay for a content course in the same subject taken concurrently. (i.e. two math courses)
- D. North Star Charter School will not pay for a parent or student choice to take courses for academic acceleration as determined by the Administration.

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Date of Adoption: August 15, 2013

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

Amended August 23, 2017

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 603.10.** Progress Reports, Grade Placement

Report cards, adapted to the various grade levels are used to report student achievement and attitude to the parents. Parent-teacher conferences shall be scheduled twice a year. Reports to parents serve as useful instruments for personalizing education and for guiding students. Much thought must be given to the marks and the statements made on these reports. Records of student achievement should be kept in cumulative files and evidence should be accumulated to determine and substantiate final grades reported.

Guidelines for Retention

1. Grade placement is the responsibility of the Administration but the wishes of the parents must be given serious consideration as retention is less likely to be successful in the absence of parental support.
2. Retentions are best accomplished in the lower grades and rarely effective in the upper grades.
3. Retentions are most beneficial for immature students who are likely to significantly increase their developmental aptitude for learning with an “extra year.”
4. Retention should be discussed with parents prior to the last month of school.
5. Retention shall not be used as a punishment.
6. Neglecting to retain a child who needs an extra year at the kindergarten or first grade level can be very detrimental to the youngster’s success throughout subsequent school years. Therefore, it may be necessary to retain kindergarten and first grade students despite parental preference.
7. A recommendation for retention requires the approval of the teacher, Administration, and the school psychologist. Retention recommendations may be appealed to the board of Directors.
8. Each teacher will submit an annual report to the Administration listing the retention recommendations by grade level.

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Date of Adoption: November 18, 2010

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 603.20. High School Credits & Graduation**

HIGH SCHOOL CREDIT REGULATIONS

One (1) unit of credit shall be granted for successful course work completion for each semester. One (1) semester equals one-half (1/2) year. If a student drops a subject after having been enrolled in class six (6) days in a traditional schedule or enrolled in class three (3) “A” days or three (3) “B” days in a block schedule, the subject will be recorded on the transcript with an automatic “F” grade for the semester with no credit (exceptions: staff approved changes for more appropriate student placement).

**Credit will be accepted with the following provisions:**

1. Credit will only be accepted for high school courses completed in an accredited high school.
2. Up to twelve (12) correspondence and/or online credits from regionally accredited schools will be evaluated for acceptance upon receipt of an official transcript. The Administration must approve petitions for acceptance of correspondence or online credit outside the scope of the accredited program. All courses must meet state standards including Common core. Online class credits from the Idaho Digital Learning Academy (IDLA), BYU Online, and Pamoja have received prior approval - additional review is not required. The final grade must be posted no later than graduation practice. Students exceeding the twelve credit maximum, who have completed all other graduation requirements, will be eligible to receive a diploma from North Star Charter School.
3. Students may receive dual/concurrent credit for approved college/university classes. The Administration will collaborate with institutions of higher education to determine appropriate classes, comparative curriculum, credit conversion, and specific processes for approval. A current list of available dual/concurrent credit options shall be maintained in the high school counselors’ office.
4. A maximum of six (6) credits (math – 2, language Arts – 2, Science – 2) from a non-regionally accredited public, private, parochial or home school, may be accepted for ninth (9) grade only based on demonstrated competency as a result of a school approved and administered test(s) in the area(s) listed above. School counselors have competency test procedures/information for students and parents.
  - a. Placement: The school counselor will tentatively place the entering student in the appropriate courses and grade level with consideration to:
    - i. Available documentation - transcripts, report card, test scores, work samples, etc.
    - ii. The student /parent/guardian’s assessment of his/her knowledge and abilities as well as courses believed to be successfully completed
    - iii. Instructional materials with which the student has had experience
    - iv. The student’s age
    - v. ISAT requirements for the grade-level/year
    - vi. The school counselor will determine final placement after competency tests have been completed. Appeals may be made to the Administration. Administration decision is final.

A. Allowable Freshman Competency Credits (6):

- i. English (A = one (1) credit (1 exam and writing portfolio)
- ii. English 9B = one (1) credit (1 exam and writing portfolio)
- iii. Earth Science = two (2) credits (1 exam)
- iv. Math:

- a) Algebra I or Integrated I (first semester = one (1) credit (1 exam); both semesters = two (2) credits (2 exams)
- b) Geometry or Integrated 2 (first semester) = one (1) credit (1 exam): both semesters = two (2) credits (2 exams)

ACCELERATED CLASS CREDIT

All accelerated classes offered below grade nine (9), but of high school difficulty, will be recorded on the high school transcript as having been completed but with no high school credit earned. Seventh and/or eighth grade students who complete high school level coursework while in attendance at an accredited high school will receive high school credit for those courses.

PROFICIENCY TESTING

Students may petition to take proficiency tests for placement only. Upon successful completion of the adopted proficiency test for an individual course, the student will be granted a waiver from that course and may take an advanced course in its place. No credit will be granted for proficiency testing.

TRANSCRIPTS

Students that transfer to another school in the middle of a semester will have grades posted on their transcript with a W next to the grade earned at the time of the transfer. Grades given during the semester of the transfer to another school will be excluded from the GPA calculation. The withdrawal date, as well as the word *withdrawal*, will be recorded in the title section of the transcript just above the grades. Students that withdraw from school without transferring to another school (drops) will have grades posted on their transcript with a WF. Grades given during the semester of the withdrawal will be included in the GPA calculation. The withdrawal date, as well as the word *drop* will be recorded in the title section of the transcript just above the grades. Students that are expelled from North Star Charter School will have grades posted on their transcript with a WF. Grades given during the semester of the expulsion will be included in the GPA calculation. The withdrawal date, as well as the word *withdrawn* will be recorded in the title section of the transcript just above the grades.

GRADUATION REQUIREMENTS

North Star Charter School is accredited by the Northwest Association of Accredited Schools students must: meet the graduation requirements applicable to the year they initially entered ninth (9<sup>th</sup>) grade. Graduation requirements are as follows:

State required minimum classes for the graduating class of 2013 and beyond and to earn a North Star Diploma:

Course Area	Required number of credits
Language Arts	8 credits/RPR/LPR
Speech	1 credit
Health	1 credit
Math	6 credits/MPR
U.S. History	4 credits
American Government	2 credits
Economics	1 credit
Science *	6 credits (4 lab)
Humanities	2 credits



Core Instructional Classes	29 Credits
Elective Classes	17 Credits
<b>Total</b>	<b>46 Credits</b>

North Star Charter School required classes for the graduating class of 2013 and beyond to be considered for the North Star Diploma of Distinction:

Course Area	Required Number of Credits
Language Arts	8 credits/ RPR/LPR
Speech	1 credit
Math	8 credits/MPR
	1 credit
U S History—Survey	2 credits
History of the Americas	4 credits
American Government	2 credits
Economics	1 credit
	2 credits
Science*	8 lab credits
Physical Education/Health	3 credits
World Language (Spanish)	8 credits
Theory of Knowledge	minimum of 2 credits
Electives	14 + credits
<b>Total</b>	<b>Minimum of 63 credits</b>

\*Science shall include instruction in Biology; Physical Science or Chemistry; Early, Space, Environmental. Or approved applied science.

RPR = Reading Proficiency Requirement (See #3 Explanation of Requirements)

LPR = language Proficiency Requirement (See #3 Explanation of Requirements)

MPR = Math Proficiency Requirement (See #3 Explanation of Requirements)

#### Prorated Credits for Transfer Students

Transfer students who will be short total credits must take and pass eight (8) credits per semester while enrolled in North Star Charter School. Elective credits will be prorated based on the number of semesters not in North Star Charter School.

\*In order to have the required number of credits for graduation prorated, a transfer student must have been enrolled in all classes available (no free periods, release time, etc.) and passed all courses in the previous high school(s) of attendance. Transfer students who will be short the total number of credits required to graduate must take and pass eight (8) credits per semester. For students who meet these criteria, elective credits only will be prorated based on the number of semesters not enrolled in North Star Charter School.

#### EXPLANATION OF REQUIREMENTS (ALL GRADUATING CLASSES):

1. Humanities credits may be taken in any interdisciplinary course, visual or performing arts, or foreign language course that meets the Idaho State Humanities Content Standards. Courses that meet this requirement shall be selected from those identified as ‘humanities’ courses in the Course Description handbook. Credits earned from other institutions must meet the above requirements.

2. Students are required to demonstrate proficiency in language, reading, and mathematics by achieving a passing score on each section of the ISAT 10 and other measures required by the State Board of Education.
3. Reading/Language/Math/Proficiency Requirements:
  - Students who do not meet North Star Charter School's standard of proficiency on the spring grade 8 ISAT in reading must successfully complete one (1) credit semester course in reading. The credit for this course shall come from the student's elective credits.
  - Students in grade 11 and 12 who fail to meet the ISAT 10 proficiency in language and/or reading must successfully complete the Language Arts Lab intervention class. The class will be taken concurrently with the student's regular English class and the credit for this course shall come from the student's elective credits.
  - Students who do not meet North Star Charter School's standard of proficiency on the spring grade 8 ISAT in mathematics must successfully complete one (1) credit/semester course in mathematics. Credits for these courses shall come from the student's elective credits. This course shall not meet the mathematics credit requirement for graduation
  - Students who have passed Algebra I or Integrated I but fail to meet the tenth grade ISAT 10 proficiency in mathematics must be enrolled continually in a math course until proficiency level is obtained or met through an alternative option.
4. The physical education requirement may be met by earning two (2) credits in any Physical Education Course.
5. Seniors must demonstrate proficiency on the ISAT 10.
6. Students are required to demonstrate achievement and proficiency in basic standards in science, social studies, health, and humanities.
7. Students are required to demonstrate proficiency on North Star Charter School's senior project that includes the technical paper (an extended essay) and oral presentation.
8. All students who enter North Star High School at the 9<sup>th</sup> grade level in fall 2009 or later, are required to earn eight (8) mathematics credits to be considered for the Diploma of Distinction. For such students, secondary mathematics includes instruction in the following areas:
  - Two (2) credits of Algebra/Integrated 1, or
    - Two (2) credits of Geometry/ Integrated II
    - Two (2) credits of Algebra II/ Integrated III
    - Four (4) credits of IB Math
    - Two (2) credits of the required eight (8) credits of mathematics must be taken in the last year of high school
9. Beginning with the class of 2013 – students must take one (1) of the following college entrance examinations before the end of the student's eleventh grade year: COMPASS, ACT OR SAT. Costs will be defrayed as per legislative approved funding. Any student wishing to take more than one exam and/or an exam outside state approved parameters will be responsible for any additional costs.
10. Once students meet North Star Charter School's graduation requirements as outlined, they will receive a diploma. When students receive a diploma their public education ends and they are no longer eligible to receive special education services.

Other State and North Star Charter School Requirements beginning with students who enter high school beginning in the fall of 2009 or later:

- Postsecondary Readiness Plan. Four (4) year learning plan at the end of the 8<sup>th</sup> grade.
- Advanced Opportunities. Schools must offer at least one advanced opportunity such as dual credit, advanced placement, Tech. prep., or International Baccalaureate.
- Senior Project. Required to include a written report and an oral presentation by the end of grade 12 with guidelines set at the school level.

- College Entrance Exam. Take either the ACT, SAT, COMPASS or ACCUPLACER exam by the end of 11<sup>th</sup> grade. The state will pay for students to take the SAT or ACCUPLACER once.
- ISAT. Pass the ISAT with a score of Proficient or Advanced in Reading, Math and Language Arts.
- Middle School (grades 7 and 8). Must take pre-algebra before entering 9<sup>th</sup> grade

Credits. (Effective for all students who enter the ninth grade in the fall of 2010 or later.) One (1) credit shall equal sixty (60) hours of total instruction. School districts or LEA's may request a waiver from this provision by submitting a letter to the State Department of Education for approval, signed by the superintendent and chair of the board of trustees of the district or LEA. The waiver request shall provide information and documentation that substantiates the school district or LEA's reason for not requiring sixty (60) hours of total instruction per credit. (3-29-10)

Mastery. Notwithstanding the credit definition of Subsection 105.01.a., a student may also achieve credits by demonstrating mastery of a subject's content standards as defined and approved by the local school district or LEA. (3-29-17)

### CLASS RANKING

The class ranking for graduating seniors will be determined using the following formula:

$$\text{Un-weighted GPA} + \# \text{ of IB-HL classes} \times .02 = \text{class ranking}$$

### GRADUATION EXERCISE PARTICIPATION

Students who are full time both semesters of their senior year, have completed the required courses, who have met the necessary credit, attendance, (North Star Charter School policy 501.1) and proficiency requirements as stated are eligible to participate in graduation exercises. Those students who have not fulfilled all graduation requirements as stated may not participate in the graduation exercise. Students who drop out of high school and complete the second semester of their senior year via night school, summer school, correspondence courses, or online courses will be eligible to receive a diploma North Star Charter School but will not be eligible to participate in the graduation exercise. Students may demonstrate competence through the SDE Approved Alternate Graduation Plan.

### **RECOGNITION OF HONOR STUDENTS**

Commencing with the graduating class of 2009, honor students will be those who meet the following GPA requirements on their transcripts for which high school credits were earned. International Baccalaureate (Higher Level) courses are graded on a 5-point scale.

Highest Honors	4.1-5.0
High Honors	3.77-4.099
Honors	3.5-3.7699

Student grades and GPA calculations will end the first Monday of May for the purposes of printing graduation exercise recognition materials and selecting graduation speakers. The complete academic year will be recorded in the student's transcript. Students will be honored with highest honors, high honors and honors. The North Star Scholar will be asked to deliver the main student presentation during the graduation exercise. The class Valedictorian and Salutatorian will be asked to deliver shorter presentations during the graduation exercise. The honor of wearing cords is reserved for academic achievement, including National Honor Society. Stoles can be worn by students who have met the requirements for the full IB diploma.

Date of Adoption: November 18, 2010

*Revised:* August 15, 2013

Ratified by the Board of Directors on September 23, 2015

Amended August 23, 2017

Amended November 1, 2017

Legal Reference: NA

NORTH STAR CHARTER SCHOOL  
EDUCATIONAL PROGRAM

**Policy No. 603.30. Sixth to Eighth Grade Exit Standards**

The goal of North Star Charter School is to ensure that each student exiting 6<sup>th</sup> to 8<sup>th</sup> grade demonstrates learning competencies prior to transitioning to high school.

CREDIT REQUIREMENTS

Each 6<sup>th</sup> to 8<sup>th</sup> grade student must attain a minimum of eighty percent (80%) of the total credits attempted in order to be eligible for promotion to the next grade level.

To be eligible for the promotion to the next grade level, each 6<sup>th</sup> to 8<sup>th</sup> grade student must earn at least one credit from each of the year-long classes.

<b>6<sup>th</sup> Grade Classes</b>	<b>Credits</b>	<b>7<sup>th</sup> Grade Classes</b>	<b>Credits</b>	<b>8<sup>th</sup> Grade Classes</b>	<b>Credits</b>
Math	2	Math	2	Math	2
Science	2	Science	2	Science	2
Language Arts	2	Reading	2	Reading	2
Social Studies	2	Language Arts	2	Language Arts	2
		Social Studies	2	Social Studies	2
<b>Total</b>	<b>8</b>	<b>Total</b>	<b>10</b>	<b>Total</b>	<b>10</b>

CREDIT RECOVERY

6<sup>th</sup> to 8<sup>th</sup> grade students who do not meet the minimum credit requirements will be given the opportunity to recover credits or complete an alternate mechanism in order to become eligible for promotion to the next grade level. Credit recovery options include, but are not limited to lab classes, scheduled intervention, summer school, online courses and after school intervention.

ALTERNATE MECHANISM

By the end of their current academic year 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students may demonstrate proficiency of required content standards through an alternative mechanism to determine eligibility for grade level promotion. The alternative mechanism will include, but is not limited to: improved attendance; academic growth; improved grades; ISAT scores; and end of course assessments. The alternative mechanism will be determined on an individual basis and will assess current levels of performance. Students may petition for reconsideration and must show data to support the petition. A school review team comprised of the Education Director, teacher(s) and other school personnel will review each petition to determine if a student has demonstrated proficiency of the appropriate content standards. The decision of the school review team may be appealed to a school committee comprised of the Administration, counsellor and one other school representative. The decision of the school review committee is final.

## ATTENDANCE

North Star Charter School maintains that academic success is directly attributed to maintaining regular attendance throughout the school year. Students are allowed up to five (5) absences per class period during the semester. Students who receive six (6) absences in a class will lose credit unless cleared by the attendance office as extraordinary, within five (5) days of the absence. Students who lose credit due to absences will need to participate in credit recovery or demonstrate proficiency through an alternate mechanism to determine eligibility for grade promotion. When a student is absent from school, it will be the responsibility of the parent/guardian to notify the school with the reason for the absence (see policy 501.1 Secondary School Attendance).

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Date of Adoption: November 18, 2010  
*Revised:* August 15, 2013

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL

**SERIES 700- AUXILIARY SERVICES**

**Policy No. 700.** Statement of Guiding Principles

The North Star Board of Directors will, as it deems necessary, make provision for auxiliary services that will enhance the opportunity for all children to take full advantage of the North Star Charter School educational program.

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Date of Adoption: May 24, 2012

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
AUXILIARY SERVICES

**Policy No. 701.10. General Operation – School Nutrition Program**

North Star Charter School and the Board of Directors acknowledge that the feeding of children primarily is a family responsibility. To supplement their efforts approved vendors offer nutritious and affordable food options that comply with federal guidelines

PROGRAM REQUIREMENTS

North Star Charter School will make all students aware of lunch opportunities and cost of vendor offerings. Vendor lunch items will be made available in accordance with the Child Nutrition Act of 1996 as amended and applicable laws and regulations of the state of Idaho. Vendors will offer varied and nutritious food choices that are consistent with the federal government’s Dietary Guidelines for Americans. North Star Charter School requires parents to provide administration with information about food allergies so that North Star can provide a safe food environment. All school nutrition equipment and facilities must meet applicable local and state standards concerning health, food handling and storage, drinking water, sanitation, and school workplace safety.

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Date of Adoption: May 24, 2012  
Ratified by the Board of Directors on September 23, 2015

Legal Reference: NA



NORTH STAR CHARTER SCHOOL  
AUXILIARY SERVICES

**Policy No. 701.20. Other Food Choices at School - School Nutrition Choices**

Vendors offer nutritious and appealing foods, such as fruits, vegetables, low-fat dairy foods, and low-fat grain products. North Star Charter School will make an effort to encourage students to make nutritious food choices. To provide healthy choices, North Star Charter School has solid working relationships with business vendors.

FOOD SALES

Vending machines will offer healthy options for K-12 students. Vending machines may not be accessed by students during instructional time.

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Date of Adoption: May 24, 2012  
Ratified by the Board of Directors on September 23, 2015

Legal Reference: NA

NORTH STAR CHARTER SCHOOL  
AUXILIARY SERVICES

**Policy No. 702. Transportation**

It shall be the policy of North Star Charter School to provide safe transportation for eligible students. Careful consideration shall be given to efficiency and economy of operations. North Star contracts with an outside transportation vendor to provide busing services. The primary purpose of the transportation system is to provide transportation for those eligible students from the vicinity of their homes to North Star Charter School. Use of transportation equipment for field trips, co-curricular activities and other authorized educational, cultural and recreational activities is permitted when it does not conflict with the primary purpose for transportation and complies with policies set forth regarding field trips and use of buses for other than school district use. In organizing and operating the transportation system, all applicable statutes and rules and regulations of the State of Idaho, or its agencies, shall be strictly adhered to.

School bus transportation is provided with the following understanding:

- It shall be considered a privilege to be enjoyed by a student only as long as she/he accepts responsibility for her/his own conduct, carefully follows all rules and regulations, promptly responds to the directions and requests of the bus driver, and follows all North Star and contracted bus transportation rules.
- In order to provide the most efficient transportation services, most school bus riders will find it necessary to walk some distance to a designated cluster bus stop. It is the responsibility of the parent/guardian to assure student safety arriving and waiting at the bus stop and returning home from the stop after drop off.

No charge shall be made for transportation on the school buses of North Star. Exceptions may be made when buses are used to transport students to non-mandatory, non-credit events. The administration and contracted transportation service vendor will develop necessary regulations and procedures to implement this policy.

**Eligibility**

**General Education**

Kindergarten through twelfth grade students residing within Boundaries, attending North Star and living 1.5 walking distance miles or more from the school they attend may be eligible for transportation one or both ways with the following exceptions:

- Any safety busing, outside of the requirements listed above, must be approved by the North Star Board of Directors.
- Parents or guardian(s) shall be responsible for providing their own student's transportation if the student attends an alternate kindergarten session than the one assigned.

**Special Education**

Special Education transportation needs will be determined by North Star I.E.P. decisions, state, and federal statutes.

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Date of Adoption: May 24, 2012  
Revised: July 18, 2013

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
AUXILIARY SERVICES

**Policy No. 702.40.** Extra Curricular Activities/Trips

All trips related to the school must be approved by the administration.

1. Activity trips involving twenty (20) or more students will require that the group travel in a State approved vehicle. The group will make every effort to share a bus with another school in the area.
2. It is recommended that a commercial bus be used if and when groups have more than twenty (20) students and are traveling 200 miles or more in radius from their school. Exceptions must be approved thirty (30) days in advance of the trip.
3. Private vehicles may be used for extra-curricular activities only when the number of students involved in the trip does not exceed nineteen (19). When private vehicles are used, the building administrator must approve the driver(s), and keep a record of the vehicle description, time and date of trip and a list of passengers. Private vehicles must be driven by a school staff member or a responsible adult appointed by the principal. All passengers must have a signed parental permission slip turned in prior to riding in the private vehicle. The driver must furnish evidence of adequate insurance and possess a valid unrestricted driver's license.
4. Private vehicles may be reimbursed for fuel costs once receipts are turned into the building administration.
5. When student groups of thirty or less travel by air to a destination, the following ground transportation rules apply:
  - a. Vehicles (cars, mini-vans, large SUVs or coaches) must be rented from car rental agencies. Rental of 15-passenger vans is prohibited. Additional liability insurance is to be purchased at the time of rental.
  - b. The drivers of the rental vehicle(s) must be twenty-five (25) years of age and must furnish evidence of liability insurance and a valid, unrestricted driver's license. The drivers of the vehicles must be approved by the building principal.
  - c. Parent permission authorizing a student to ride in such vehicle must be on file with the building principal for each student involved in the trip.
5. A detailed itinerary must be approved by the school administrator and transportation department at least one week on advance of trip. Any last minute changes to previously approved trips must re-approved by transportation. The itinerary must be adhered to once approved.

Transportation requisitions for special buses for extra-curricular activities must be filed by the teacher or coach, approved by the principal and the District Transportation Liaison, and sent to the administration office the week before the transportation will be required, except in case of emergency.

1. Bus transportation is restricted to authorized activities only.
2. A faculty member or chaperone with no driving responsibilities must accompany each bus to and from all approved school sponsored activities.

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Dates of Adoption: January 13, 2009  
*Revised* April 13, 2010  
August 17, 2010  
August 26, 2014

Legal References:

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
AUXILIARY SERVICES

**Policy No. 702.51. Transportation Safety**

North Star Charter School recognizes the responsibility for providing safe and efficient transportation for all students who ride school buses to and from district schools and school related activities. The district's responsibility for a student begins when a student boards a school district bus for transportation to/from school, or to participate in extra-curricular activities, and ends when the student disembarks the bus at his/her designated home stop or return to the school following the extra-curricular activity. Parents are responsible for the safety of their students as they walk to and from the bus stop and while they are waiting for the bus at the bus stop.

**Bus Stop Location:**

Whenever possible, bus stops will be located at or near corners and intersections. Generally, buses will not travel down cul-de-sacs unless the bus is picking up students with identified disabilities. Buses will not travel down private roadways or over any road not maintained as part of a county, state, or federal highway system. Students may have to walk several blocks to the nearest bus stop depending on the route structure, and in certain circumstances, students can be required to walk up to one and one half miles to the nearest established bus stop. Stops are designed based on student locations, traffic patterns, and route hazard considerations, and may change every year based on student population. Visibility from the home to the bus stop is not a criterion for establishing bus stops. Parents are encouraged to accompany their children while walking to/from the bus stop or have students walk together as a group.

**Walk Zones and Safety Busing:**

The district generally does not provide transportation for students who live within one and one half miles from the nearest appropriate school. Walk zone distances shall be determined by measuring the distance, in the most direct route from the home of the student to the nearest property line of the school of attendance. The Board of Directors may authorize transportation of students a lesser distance when in its judgment the age, health, or safety of the student warrants. The Board of Directors shall establish and maintain a policy for evaluating and rating all areas to be considered for safety busing, and shall have on file a completed measuring or rating instrument for all safety busing requests submitted to the State Department of Education. Details of this policy can be found in the Transportation Department Employee Policies and Procedures Manual. The local Board of Directors shall annually approve all new safety busing locations. All safety busing sites will be re-evaluated at intervals of at least every three years using the board adopted measuring or scoring instrument.

Date of Adoption: May 10, 2005

Revised: August 26, 2014

Ratified by the Board of Directors on September 23, 2015

Legal Reference: NA

NORTH STAR CHARTER SCHOOL  
AUXILIARY SERVICES

**Policy No. 702.57. Transportation Discipline**

Appropriate student behavior is essential for a safe and positive environment while transporting students. Students are expected to conduct themselves in an orderly manner while waiting for and riding on the school bus. The bus driver has the same rights and responsibilities to maintain order on the bus as the teacher does in the classroom and it is vitally important not to distract the driver from his/her driving duties. School bus drivers are responsible for informing students of the bus conduct rules and procedures while riding the bus, and every reasonable effort should be made by the bus driver in attempting to solve discipline problems before citations are written. Parent contact should be made to address inappropriate student behavior prior to issuing a citation. Misbehavior on the bus or at the bus stop can deprive a student of their bus riding privileges. Should student behavior on the bus require a citation, the following procedures will be followed:

2. First Citation Point (Tier One)

The driver conducts a conference with the student and contacts the parent.

2. Second Citation Point (Tier One Level Two)

The driver conducts a conference with the student and contacts the parent. A suspension from bus riding privileges may occur.

3. Third Citation Point (Tier Two)

The Assistant Supervisor conducts a conference with the student, parents, and the school principal. A suspension from bus riding privileges may occur.

4. Fourth Citation Point (Tier Three)

Bus riding privileges are suspended for a minimum of five (5) days. The Assistant Supervisor or the Transportation Supervisor may recommend a suspension period not to exceed the rest of the school year unless the violation occurs within the last twenty (20) school days of the year. Behaviors occurring during the last twenty (20) school days of the school year may result in revoking bus riding privileges for a period not to exceed the first semester of the following school year.

5. Severity Clause:

A student can be temporarily suspended from bus riding privileges by the Transportation Supervisor or designee for behavior endangering the safety of the bus and/or its occupants. The Transportation Supervisor has the authority to request a four-point citation, regardless of where a student is in the citation process, depending on the severity of the specific incident.

6. Citation Appeal Process

If the parent/guardian appeals the decision of the Transportation Supervisor, within five (5) days of suspension of bus riding privileges, the District's Transportation Hearing Committee made up of one (1) Transportation Assistant Supervisor, two (2) administrators/counselors, who shall comprise the hearing panel, the superintendent or his/her designee, who shall act as the hearing officer, and a recorder who shall schedule an informal hearing to determine whether to revoke or reinstate riding privileges. The student and parent/guardian shall be notified of such hearing and may appear and show causes why the

student should not have bus-riding privileges revoked. The decisions of the Transportation Hearing Committee are final.

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Date of Adoption: June 14, 2005  
*Revised* January 11, 2011  
June 11, 2013  
August 13, 2013

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
AUXILIARY SERVICES

**Policy No. 703.10. Communicable Diseases**

North Star Charter School shall strive to protect the safety and health of our students, as well as their families, our employees and the general public. The school recognizes that communicable diseases which may affect students and staff range from common childhood diseases, acute and short-term in nature, to diseases which may cause a serious public health crisis, such as pandemic flu. North Star shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of students, staff, and the community.

The Board of Directors has the power to exclude students and/or employees who exhibit symptoms of a communicable disease which is readily transmitted in the school setting. Parents and students are expected to refrain from attending school in-person and participating in any in-person school activities when there are symptoms or evidence indicating they have a contagious illness. Students who complain of or exhibit illness at school will be sent home as soon as the parent or person designated on the student's health form has been notified. Secondary and Elementary will each have a designated room for students that will be utilized as a holding area for sick students that are waiting to be picked up. In the event of public health emergency, the school will have procedures to identify and isolate students who are potentially contagious. The district reserves the right to require a statement from the student's primary care provider authorizing the student's return to school.

If there is a state-wide or local order to close all schools or an individual school, learning will continue remotely. North Star will work closely with families to provide technological devices to ensure every student has what they need to be successful with remote learning.

In all proceedings related to this policy, the school shall respect the students' right to privacy. When information is received that a student may have a serious communicable disease, the Administration or other designated staff shall be promptly notified so that appropriate measures can be taken to protect student and staff health and safety.

An employee with a communicable disease capable of being readily transmitted in the school setting (e.g. airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness in case there are precautions that must be taken to protect the health of others. In addition, an employee infected with a serious disease shall not report to work during the period of time in which he/she is contagious to others in the school setting. The school reserves the right to require a statement from the employee's primary care provider prior to the employee's return to work.

It is improper for any employee who has knowledge or reasonable grounds to suspect that he/she is infected with a communicable disease to willfully expose or infect another with such a disease or to knowingly perform an act or engage in conduct which exposes or infects another person with such a disease. In all proceedings related to this policy, the school shall respect the employee's right to privacy.

Blood Borne Infections

Blood borne infections such as HIV/AIDS, Hepatitis B and Hepatitis C are not readily transmissible in the school setting and do not pose a risk through casual contact. North Star will follow current guidelines issued by the Center for Disease Control (CDC) for blood borne pathogens in the schools. Irrespective of disease presence, routine procedures shall be posted and used. Adequate facilities and supplies will be available for handling of blood or bodily fluids within the school setting and on school buses. School personnel will be trained in the procedures for handling blood and bodily fluids.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or staff member. Violation of medical privacy is cause for disciplinary action. No information regarding a person's HIV status will be divulged to any individual or organization without the informed written authorization of the employee or the parent/guardian of a legal minor. Any student or employee infected with HIV generally will become identified to the school only when North Star receives direct information from the student, student's parent/guardian, or employee about his or her medical condition.

An unrestricted setting is generally appropriate for infected students. In the event the infected student has a secondary infection which constitutes a recognized risk of transmission in the school setting, the counselor, administrator and parent shall agree on an appropriate placement. Confidentiality shall be strictly maintained regarding diagnosis with only required medical information shared. If the student is determined to be handicapped, an appropriate placement will be made pursuant to the Individuals with Disabilities Education Act (IDEA) in the least restrictive environment. Since there is a potential for social isolation should an infected student's condition become known to the general public, school personnel and all others involved in educating the student will respect the student's right to privacy and need for confidentiality. The privacy of an infected student's school records will be strictly maintained and there will be a concerted effort to limit the number of people who are made aware of the student's condition to those people necessary to assure the proper education of the student and to detect and avoid situations where the potential for transmission of the disease may increase. Any further dissemination of medical records or information shall require the specific consent of a parent and/or guardian of the student. The school team shall periodically review the infected student's case to determine whether a modification of the student's education program is necessary or advisable. The team shall address ways within which the school may help anticipate and meet the needs of the infected student in the educational process.

An infected employee who is otherwise qualified to perform required tasks will continue with employment as long as he or she is able. In the event the infected employee has a secondary infection which constitutes a recognized risk of transmission in the school setting, the Administration shall attempt to identify reasonable accommodations which North Star Charter School can make in an effort to allow the employee to continue with his or her employment. All usual regulations and policies regarding employee sick leave will be applied to the infected employee.

The privacy right of the employee will be strictly maintained. Any further dissemination of medical records and information shall require the specific consent of the employee. In the event it is determined that an individually tailored plan is necessary for any student or employee who is diagnosed with a communicable disease, the plan shall be designed to have minimal impact on the infected person's education or employment. Any official action will be consistent with applicable federal and state law.

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Date of Adoption: May 24, 2012

Legal Reference: I.C. §33-512, §33-1202

Revised: August 19, 2021

Ratified by the Board of Directors on August 19, 2021

## **Temporary COVID-19 Addendum to Policy 703.10 Regarding Communicable Diseases**

### **Purposes of Addendum**

The purposes of this document are:

1. To temporarily augment North Star Policy 703.10 (Communicable Diseases) in light of the COVID-19 virus
2. To consolidate and simplify guidance for school stakeholders

### **Effective Period of Addendum**

The effective period of this policy addendum will be the duration of the 2021-2022 school year. At the conclusion of that school year, this policy addendum will expire.

### **Prior Documents**

The following documents are hereby retired and superseded:

- North Star Student Procedures and Protocols For Addressing COVID-19
- NS Elementary COVID19 Response Plan
- NS Secondary COVID19 Response Plan

### **Declarations**

1. MASKS: Masks are not required on school property or school-sponsored activities, except where legally mandated. Those who choose to wear masks are encouraged to do so.
  2. VACCINATION: COVID-19 vaccination is not required for students or staff. Policy 703.20 does not apply to COVID-19 based on Idaho state law and regulations. Those who choose to be vaccinated are encouraged to do so.
  3. VACCINATION REGISTRATION: Students may be asked to register their COVID-19 vaccination status. The registration of vaccination status by each student will be voluntary.
  4. QUARANTINE: North Star will take action to quarantine and exclude students, staff, parents, and community members from school property and activities in the following cases:
    - a) The individual exhibits or experiences symptoms of COVID-19, or
    - b) The individual is diagnosed with COVID-19 by a doctor or a test
  5. CONTACT TRACING: The responsibility for contact tracing and related quarantining belongs to Central District Health (CDH) and the individuals involved, not North Star.
  6. ABSENCES: Illness-related absences will be considered extraordinary absences and will not fall under the normal policy of excessive absences. If absence become extensive for any individual student, Administration reserves the right to ask for medical documentation.
  7. ACADEMIC PROGRESS: Attendance and academic policies may be modified per State Board of Education guidelines to ensure continued academic advancement that overcomes impacts on attendance due to COVID-19. Platforms used for students who are at home may include but not limited: video sessions, Office hours, ZOOM, Remind App, email, and Google Classroom
  8. VOLUNTEERS: North Star will limit volunteers inside the school
  9. EVENTS: Assemblies and field trips must be pre-approved by the relevant school principal(s).
  10. SANITATION PRACTICES: Enhanced cleaning and sanitation procedures introduced for the 2020-2021 school year will continue to be done in 2021-2022 school year
    - a) School-Wide Disinfections: We utilize a combination of CDC-approved cleaning products to disinfect desks, common tables, countertops, doorknobs and handles, hands-on learning items, bathroom fixtures, phones, and customer service areas every day.
    - b) Daytime Custodial staff will:
      - routinely clean highly touched surfaces several times throughout the day.
      - clean bathrooms twice per day on a routine schedule
      - clean offices
    - c) Nighttime Custodial staff will clean nightly:
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- Each staff and student bathroom
  - elementary staff room (multi-purpose room)
  - all offices
  - garbages, vacuum, desks, all surfaces to include high touch surfaces
- d) Hygienic Practices: Students will be taught, encouraged, and given time to promote strong hygienic practices at school, including the following:
- Covering coughs or sneezes with a bent arm or tissue and washing hands or using hand sanitizer afterward;
  - Washing hands with soap and water for 20 seconds, dry hands with a paper towel, and using the paper towel to turn off the faucet;
  - Keeping hands away from nose, mouth, and eyes; and
  - Avoiding the sharing of food, drinks, and personal care items (e.g. lip balm).
11. COMPLIANCE: If North Star Charter is mandated to comply with any applicable law or governmental regulation related to COVID-19, North Star policy shall be automatically, temporarily modified to the extent necessary to be compliant with that law or regulation.

### **Responsibilities**

#### **Parents**

- Do not send students to school or in-person school activities if the student is experiencing symptoms of a potentially contagious disease, such as COVID-19, or if you have reason to believe the student is at substantial risk of having recently contracted COVID-19 from someone else.
- Notify the school if your student is diagnosed with COVID-19

#### **Students**

- Do not attend school or in-person school activities if you are experiencing symptoms of a potentially contagious disease, such as COVID-19, or if you have reason to believe you are at substantial risk of having recently contracted COVID-19 from someone else.
- If you have to miss school, proactively reach out to your teachers to get guidance and support for continuing your classwork remotely
- Complete your classwork remotely as soon as you are physically able and until you are cleared to return to school in-person

#### **Teachers**

- Provide support for students to continue classwork remotely when they are unable to attend in-person due to infection or quarantine

#### **Administrators**

- Notify Central District Health of any student testing positive for COVID-19
- Communicate with affected staff, students, and parents of any confirmed exposure to COVID-19, while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).

NORTH STAR CHARTER SCHOOL  
AUXILIARY SERVICES

**Policy No. 703.20. Student Immunization Requirements**

The parent(s) or guardian of any child(ren) enrolling in North Star Charter School is required to provide North Star administration with the immunization information regarding the child's immunity to certain childhood diseases in accordance with Idaho Code, 39-4801 and Title 2, Chapter 15, *Immunization Requirements for Idaho School Children*, "Rules and Regulations of the Idaho Department of Health and Welfare."

Proof of immunity must be received upon first admission and prior to attendance. If school authorities do not receive the immunization information prior to attendance, the child must be denied attendance until the information is received.

The immunization information provided by the parent/guardian shall be in the form of a written statement or record signed by a physician or a physician's representative. The statement must provide the vaccine type, number and date of each immunization the child had received or that the child is immune through prior illness (physician diagnosed measles or mumps disease or laboratory proof of immunity). Exemptions to these requirements shall be as stated in the law, Idaho Code §39-4802.

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Date of Adoption: May 24, 2012

Legal Reference: I.C. §§39-4801–4802

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
AUXILIARY SERVICES

**Policy No. 703.30. Safety Program**

PURPOSE

It is the policy of North Star Charter School to take all practical steps to safeguard employees and students from accidents and from other potential physical dangers (i.e. attacker comes into the building). That involves maintaining an effective risk control program. The district believes that accident/emergency situation prevention and education go hand in hand. A comprehensive safety program will enhance the total education program. All school employees have a primary responsibility for their own safety as well as the safety and well-being of students and co-workers.

SAFETY COMMITTEE

The North Star Safety Committee will work to assure that all necessary safety precautions are established. The composition of the Safety Committee may include the following:

- School Administrator
- Secretary
- Transportation representative
- Counselor
- Athletics
- Parent
- Facilities and Grounds
- Insurance representative
- Elementary and Secondary Teacher Representative

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Date of Adoption: May 24, 2012  
Ratified by the Board of Directors on September 23, 2015

Legal Reference: NA

NORTH START CHARTER SCHOOL  
AUXILIARY SERVICES

**Policy No. 705.10. Resource Conservation**

It shall be the policy of North Star to encourage and support resource conservation intended to substantially lower the consumption of electricity, natural gas, and water within our school. It shall be the responsibility of each employee to actively participate in conservation efforts in order to achieve the goals of reducing consumption, while continuing to comply with applicable codes and standards. All efforts shall be made to maintain programs for the benefit of students and to continue to provide productive and comfortable facilities for scheduled class hours and approved before and after-school activities.

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Date of Adoption: January 27, 2003

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL

**SERIES 800 -BUSINESS OPERATIONS**

**Policy No. 800.** Statement of Guiding Principles

North Star recognizes that its fiscal responsibility to the citizens of the school community for the efficient management of local, state, and federal funds allocated for public education. Regarding the school's fiscal management, the Board seeks to achieve the following:

1. Engage in advance planning with staff and community involvement, to develop budgets that will achieve the greatest educational returns in relation to dollars expended.
2. Provide timely and appropriate information to the staff.
3. Establish efficient procedures in all areas of fiscal management.

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Date of Adoption: NA

Legal Reference: I.C. §33-506

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 801.1. Fiscal Year**

The fiscal year of the school shall be a period of twelve (12) months commencing on the first day of July each year.

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Date of Adoption: NA

Legal Reference: I.C. §33-701

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 801.2. School Budget**

The annual budget is a plan of financial operations developed for achieving goals and objectives of the school. The school budget is a statement of the estimated revenues and expenditures developed to support the immediate and long-range goals and established priorities within all areas: instructional, non-instructional and administrative programs.

Prior to presentation of the proposed budget for adoption, the Administration shall prepare, for the Board's consideration, recommendations (with supporting documentation) which shall be designed to meet the needs of students within the limits of the anticipated revenues. The Board assigns to the Administration overall responsibilities for budget preparation budget presentation and budget administration.

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Date of Adoption: February 26, 2015

Legal Reference: I.C. §33-701, §33-801

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 801.3.** Budget Planning and Preparation

Budget planning is a critical element in meeting the Board's goals. The Board's role in budget planning is to ensure that the budget:

- Reflects the School's Strategic Plan and supports the school's goals and objectives;
- Reflects priorities between and within programs;
- Considers both short and long range funding sources and expenditures.

The Administration shall prepare a budget preparation calendar, which shall ensure all deadlines, established by law for budget presentation, hearings and adoption, are met.

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Date of Adoption: NA

Legal Reference: I.C. §33-510, §33-801

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 801.4.** Notice for Budget Hearing

A copy of the proposed budget shall be available for inspection at the administrative offices prior to the Annual Meeting. The school shall publish as part of the notice for the public meeting a summary statement of the budget for the next fiscal year. The summary statement shall be prepared in a manner consistent with standard accounting practices and in such form as the State Superintendent of Public Instruction shall prescribe. The statement shall show amounts budgeted for salary and wage expenditures in such classification shown separately. The statement shall show amounts budgeted for the two previous years for the same classifications. The Director of Finance shall notify the Ada County Commissioners of the school's budget hearing date by April 30 of each year.

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Date of Adoption: NA

Legal Reference: I.C. §33-801; §63-802

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 801.5.** Budget Adoption and Filing

The annual budget shall be adopted at the public hearing for the budget or at a special meeting held no later than fourteen (14) days thereafter. The adopted budget is to be summarized into the format prescribed by the State Superintendent of Public Instruction; one copy of the budget, signed by the Chairman of the Board, is to be filed with the Department of Education by the specified time set forth by the Department.

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Date of Adoption: NA

Legal Reference: I.C. §33-801  
§33-701

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 801.6.** Budget Implementation and Execution

Once adopted by the Board, the operating budget shall be administered by the Administration and his/her designee. All actions of the Administration/designees in executing the programs and/or activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for the employment and assignment of staff shall meet the legal requirements of the State of Idaho and of adopted Board policies.
2. Funds held for contingencies may not be expended without approval from the Board.
3. Purchases shall be made according to the legal requirements of the State of Idaho and the adopted Board policy.
4. The North Star Finance Committee, in conjunction with the Administrator/Administration and his/her designee shall regularly monitor the school's financial operations and obligations and advise the Board accordingly, on a monthly basis, to ensure the school operates at all times consistent with all requirements set forth in its bond and loan agreement.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 801.7. Budget Adjustments and Accountability**

It is the duty of the Board to review the school budget periodically and make appropriate budget adjustments to reflect the availability of funds and the requirements of the school. Periodically, the actual expenditures to date of the school will be compared to the budgeted expenditures. Appropriate action, as determined by school administration and its finance committee, will be taken to bring the budget into balance, if needed.

Prior to the final vote on a budget amendment proposal, notice shall be posted and published once in the manner prescribed by Idaho law. The meeting to adopt a budget amendment shall be open and shall provide opportunity for any taxpayer to appear and be heard. Budget procedures shall be consistent with statutory requirements.

With timely notice of a public meeting, Directors, by sixty percent (60%) of the members of the Board of Directors, may declare by resolution that a budget amendment is necessary to reflect the availability of funds and the requirements of the school. Budget amendments are specifically authorized by Idaho Code §33-701.

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Date of Adoption: February 26, 2015

Legal Reference: I.C. §33-802, §33-701

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 801.8.**

Intentionally Omitted



NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 801.9. Balanced Budget**

The operating budget will balance the current expenditures with current revenues. The budget may include beginning fund balances less required reserves as established by the Board. The school will avoid budgetary procedures that cover current expenditures at the expense of meeting future year's expenditures, such as postponing expenditures, accruing future years' revenues, or rolling over short-term debt.

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Date of Adoption: NA

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 801.90.**

Intentionally Omitted

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 801.91.** Continuing Disclosure Agreement for Outstanding General Obligation Bonds

The Finance Department will ensure North Star Charter School is in compliance with the Security and Exchange Commission (SEC) criteria regarding the agreement in the Official Statement when a general obligation bond is issued. The District will make financial and statistical data available as per the agreement in the Official Statement. The District will appoint a Disclosure Agent to disseminate the financial information and notices to the Electronic Municipal Market Access (EMMA)

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Date of Adoption: October 28, 2014

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 802.1.** Financial Accounting System

The school's accounting system will:

- Meet all legal requirements.
- Reflect the financial condition and operation of the school.
- Follow generally accepted accounting procedures (GAAP).
- Provide budgetary control for both revenues and expenditures.
- Establish the necessary funds called for by law or as required by the annual budget.
- Classify revenues by fund and source; and expenditures by fund, function, object, location, and activity. Such classifications will permit reporting to governmental agencies on a basis consistent with the requirements of the Idaho Department of Education and the U.S. Department of Education.
- Provide information to enable cost accounting and program analysis.

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Date of Adoption: February 26, 2015

Legal Reference: I.C. §33-120, §33-701  
I.C. §33-704

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 802.11. Non-Sufficient Fund Checks**

During the year, the school accepts checks from parents and employees for payment of activity fees, and other charges. Because of the additional costs to collect Non-Sufficient Fund (NSF) checks, the school will charge a service fee for a NSF check. The amount will be set by administration at the rate of 110% of the NSF fees established by the school's Operating Fund banker. Persons who have written two or more NSF checks will lose check-writing privileges with the school.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 802.13.** Gifts, Grants, Donations and Bequests

It is the intent of the Board of Directors to encourage individuals, companies, charitable organizations, foundations and community groups to support the students of the school and their programs. Such support may come in the form of money, personal services, real or personal property and/or any combination of the aforementioned. Companies wishing to provide support to the school in exchange for acknowledgement or advertising consideration may only do so with the approval of the Board of Directors; however, booster and extracurricular program support acknowledgement in and on the school field, fencing, scoreboards and in printed programs require approval of the Administration.

Any gift, donation or bequest, which exceeds a fair market value of \$15,000.00 must have Board approval. Such donation or support, upon formal transfer to the school, shall become the property of North Star Charter School. Every effort will be made to insure that a gift or donation designated for a specific school program or purpose will be utilized as the donor desires. Any gift, etc., less than a fair market value of \$15,000 shall be governed by the administrative regulations of the Administration and by any applicable state and federal laws.

Acknowledgement of the donor will be made in an appropriate fashion by the Board of Directors and/or Administration. A gift or donation will not be accepted if an acknowledgement restriction or condition is placed on it by the donor.

The Board of Directors shall insure that all gifts, grants, donations and bequests meet or exceed the school's standards, philosophy and operating parameters.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 802.4. Inventory Control**

An inventory of all equipment, textbooks and library/reference books in the classrooms shall be made annually by the teacher. An inventory of all equipment, textbooks, and library/reference books in the school shall be compiled annually by the Administration. Such inventory reports shall be stored in a fireproof vault and one copy shall be filed off site. A physical inventory of all instructional and custodial supplies will be conducted at the end of each academic year. The physical inventory will be compared to the general ledger totals; any significant difference will be reviewed and corrected.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 802.5. Purchasing**

The Board of Directors has a legal and ethical responsibility to assure the wise and appropriate use of public funds. The purchasing function of the school will pursue the greatest value for every tax dollar expended. All purchasing and procurement will be conducted in accordance with all applicable sections of Titles 33, 54, 59, and 67, Idaho Code as amended.

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Date of Adoption: February 26, 2015

Legal Reference: §33-601

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 802.51. Credit Cards**

The school will minimize the use of credit cards by using purchase orders and reimbursement procedures. The Board of Directors authorizes the use of:

- A school credit card by the Administration and Clerk of the Board to pay for school/board expenses related to meals and travel.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 802.52. Business Travel**

The use of a personal vehicle for authorized business travel will be reimbursed at the mileage rate used by the State of Idaho.

All travel within the Treasure valley requires the approval of the employee's immediate supervisor and the Administration in order for the employee to be reimbursed for expenses.

All travel outside the Treasure Valley requires the approval of the Administration and the Board of Directors in order for the employee to be reimbursed for expenses.

Employees approved for travel reimbursement may receive a meal allowance for meals not included in registration as follows:

	<u>In State</u>	<u>Out-of-State</u>
BREAKFAST (Must leave home before 6:00 a.m.)	\$10.00	\$12.00
LUNCH (Must return to work after 2:00 p.m.)	\$12.00	\$15.00
DINNER (Must return home after 7:00 p.m.)	<u>\$25.00</u>	<u>\$30.00</u>
TOTAL DAILY REIMBURSEMENT	\$47.00	\$57.00

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 802.53.** Employee Purchases Through the School

School employees will not be permitted to make any purchases through the school for their own personal use.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 802.54.** Major Repairs

Expenditures for major repairs and replacements, which extend the life of the building and/or equipment, may be paid for from the school facilities fund if the total cost of the project exceeds \$5,000.00.

Date of Adoption: February 26, 2015

Legal Reference: §33-901

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 802.6. Receipt and Payment of Goods and Services**

All goods will be inspected and their receipt documented upon delivery prior to any payments. All services will be complete and approved by Administration prior to any payments. The Board of Directors grants authority to the Administration or designee to issue checks for all invoices received when the expenditure for goods or services was pre-approved through the budget process and the payment of such bills are necessary for the proper operation of the school.

Receipt of Goods

When materials are initially received, a school employee will:

1. Note any damage or shortages on shipping documents and notify the building principal or supervisor as soon as possible;
2. Check the shipment against the purchase order and invoice;
3. Route the goods received to the person for whom the goods were ordered.

The responsible personnel will:

- A. Enter necessary data into the school's computer system to complete the receiving process;
- B. Send the packing slip and receiving copy of the purchase order to the school office indicating the materials have been received.

Payment of Bills

At the first regularly scheduled meeting of the month for the Board of Directors, the bookkeeper will present the following items:

- A. A list of all checks issued from the previous month to cover unpaid invoices processed by the accounting department.
- B. A list of all manual checks issued from the previous month including those approved by the Administration.

The Board of Directors will approve the bookkeeper's list of bills.

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Date of Revision: April 26, 2005

Legal Reference: I.C. §33-701

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 802.7. Payroll**

All employees will be paid on or before the 25<sup>th</sup> day of each month. Effective October 1, 2010, when the start date of new employees is on or after the 15<sup>th</sup> of the month, that employee shall be paid on or before the 25<sup>th</sup> of the month following that month. If the start date of a new employee is before the 15<sup>th</sup>, then the employee will be paid on or before the 25<sup>th</sup> of the same month, prorated for days worked in arrears. The accounting department is responsible for preparing and distributing all payrolls. All certified staff will be paid based upon the teacher- negotiated agreement; all classified staff will be paid based upon the board approved salary schedules. Any exception must be approved by the Administration.

Direct Deposit

All employees have the opportunity to be paid by direct deposit.

Payroll Changes

The accounting department will process all changes received by the eighth of each month.

- a. All changes in insurance coverage that affect the cafeteria plans will be submitted to payroll by employee.
- b. All account code changes must be submitted to accounting by the Administration.

New Hires

New hire worksheets will be completed by the Administration and forwarded to payroll as soon as possible. Attached to the new hire sheet will be:

1. Certified Personnel
  - Medical, dental and life insurance forms or written waiver of insurance coverage
  - Optional insurance application(s)
  - Cafeteria plan paperwork
  - W-4 form
  - Direct deposit authorization
  - PERSI enrollment
  - I-9 form
  - Acknowledgement of Employee handbook receipt
  - Fingerprints card
2. Classified Personnel
  - W-4 form
  - Direct deposit authorization
  - PERSI enrollment
  - I-9 form
  - Acknowledgement of Employee Handbook receipt
  - Fingerprint card
  - Employee Probation Form

Terminations

1. All termination paperwork will be submitted to accounting by Administration or designee. The information must be complete, including the last day worked, and all pertinent time sheets.
2. If an employee submits a written request to receive his/her final paycheck at termination, the request will be honored within 48 hours of accounting department's receipt of termination paperwork. Otherwise, the employee will receive his/her final paycheck in the next payroll run.

#### Personal Changes

1. The following changes can be made by the employee contacting the accounting department:
  - a. Name (Social Security Card with correct name.)
  - b. Address
  - c. W-4
  - d. Direct deposit
  - e. Optional insurance, i.e. life, cancer and disability coverage etc.
  - f. Tax sheltered PERSI Choice 401K
2. All changes will be submitted in writing.
3. All changes must be received by the 8<sup>th</sup> day of the month in order to guarantee that the change can be accomplished in the current month.

#### Garnishments

1. Any garnishment served to the school for any employee will be processed in the current payroll.
2. The accounting department will attempt to contact the individual employee before the check is distributed.
3. No garnishment will be reversed unless confirmed in writing by the originating agency.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 802.71. Salary Overpayment Policy/Correction Procedures**

The Payroll Department (Payroll) is responsible for making timely and accurate salary payments to District Employees. On occasion, due to errors in processing, employees may be paid more than is owed to them. If a Supervisor or Principal becomes aware of an overpayment, he or she is responsible for reporting it to Payroll immediately. If an employee becomes aware of an overpayment, he or she is responsible for reporting it to his or her Supervisor or Principal. Employees must repay all amounts paid in excess, regardless of how the overpayment occurred. For employees who leave the District before full repayment has been made, the District is authorized to deduct from the employee's final salary payment any repayment amount not yet received. Corrections made to the previous year's salary must be on or before December 1 of each year.

**Discovery of Overpayment:** Upon discovering that a payment has been made in error, or that the amount paid was erroneous, Payroll will take steps to determine the source of the error, will calculate the amount paid in error, accounting for taxes and other amounts withheld.

**Notification:** Payroll will notify the Supervisor or Principal and send information to the employee that includes:

- a. The amount of the overpayment;
- b. The date(s) on which the overpayment occurred;
- c. The reason for the overpayment; and
- d. The employee's options for repayment

The employee must select an option for repayment and notify Payroll of the option selected.

**Correction and Repayment:** Payroll will complete a Payroll Corrections form to include the amount of overpayment, the date occurred, the reason and the repayment plan. This will be scanned to the employee's file.

The employee has the following options for repayment:

- a. Full repayment by deduction from the employee's regular pay. This option will be used for amounts less than the employee's monthly pay and repayment will be made on the employee's next regular payroll.
- b. Full repayment by check or money order
- c. Repayment in installments withheld from the employee's regular payroll until repayment is satisfied. Payroll will work with the employee to determine a repayment timeframe not to exceed six (6) months or the end of the calendar year, whichever is sooner. The full repayment amount must be received within the same calendar year as the overpayment, when possible.

If the employee leaves the District before full repayment is collected, the District is authorized to withhold from any final salary payment(s) the amount still owed as repayment. If such an amount cannot be withheld, Payroll may send a certified letter to the former employee's last known address including the amount still due and requesting repayment within thirty (30) calendar days. If necessary, payroll and the former employee may agree upon a payment schedule not to exceed six (6) months or the end of the calendar year, whichever is sooner.

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Date of Adoption: July 19, 2011

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 802.72. Payroll Deduction Vendors**

All vendors/investment providers wishing to participate in North Star Charter School payroll deductions will meet the following requirements:

- Any vendor/investment provider will have at least two (2) employees with completed applications enrolled in their program.
  - Any investment provider seeking inclusion into the school's payroll deductions plan must meet the terms and conditions therein.
1. Once included as a vendor/investment provider, the vendor/provider must submit deduction requests to accounting for processing prior to the eighth of the month in order to have funds deducted from that month's payroll.
  2. A vendor/provider's approval for payroll deduction does not imply the school endorses a company or its product. Vendors/providers will not use advertising that implies endorsement by the school. Neither is it acceptable to use the names of employees who have enrolled unless written permission is obtained from the employee.
  3. Any existing vendor/provider with enrollment falling below two (2) participants will be given the next three (3) pay periods to return to the minimum enrollment (2). All employees with that vendor will be notified in writing that the vendor will be dropped. If the vendor fails to meet the enrollment requirement, the school will stop all deductions and notify the employees that they have the next two (2) pay periods to change to another provider.
  4. Discontinued vendors/providers will wait a minimum of twelve (12) months from the time they are dropped from payroll deduction before they can re-apply as a vendor.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 803.1. Accounting and Reporting of Fixed Assets**

Accurate records of fixed assets, including costs, will be maintained. The acquisition of fixed assets will be organized to ensure that unauthorized purchases are not made and that records of each purchase, or donation, are accurate, complete and recorded in the appropriate period. As used herein, the term “fixed assets” refers to the land, buildings, improvements, machinery, equipment, furnishings and other resources purchased or acquired by the school.

**General Responsibility for Fixed Assets**

School personnel at all levels are accountable to the Board of Directors for the safeguarding and the proper use of all fixed assets under the jurisdiction and/or control.

**Acquisition of Fixed Assets**

The purchase or acquisition of all fixed assets will be in accordance with all applicable federal, state, local and school statutes, regulations and policies.

**Disposal of Fixed Assets**

The disposal of fixed assets shall be in accordance with all applicable federal, state, local and school Policy No. 803.2 titled *Disposition or Sale of Surplus Property*.

**Accounting and Reporting for Fixed Assets**

Accounting records for fixed assets will be maintained in such a manner as to provide information to promote sound fiscal management, to assess management accountability, and to assist interested parties with decision- making.

The school’s accounting system will make it possible to account and report for the fixed assets whose capitalized value equals or exceeds \$20,000 in conformity with generally accepts accounting principles and to determine and demonstrate compliance with legal and contractual provisions.

Annually the school management will conduct a physical inventory of the fixed assets and compare the inventory to the accounting records.

**Fixed Asset Capitalization Procedures**

Fixed asset procedures determine which items will be capitalized or expensed and the cost associated with the purchase and installation.

GENERAL FIXED ASSETS QUALIFICATION

All fixed assets will:

- Have a useful life greater than one year;
- Retain their original form with use;
- Cost in excess of \$200.00

## LAND

Land will be capitalized and accounted for under the following function-object codes: 810-510. Examples of specific costs usually associated with the purchase of land are as follows:

- Full purchase price – including closing costs
- Broker fees or commissions
- Legal fees
- Land surveys
- Site preparation
- Building demolition – if required

Land that is donated to the school should be recorded at appraised market value at the time of the donation. If a building is present on the land at the time of acquisition, the value of the land should be determined, and only that amount carried in the site account with the building value being carried in the building account.

## LAND IMPROVEMENTS

Costs incurred after the land acquisition to improve the site will be accounted for in the following function-object codes: 801-520. Examples of specific projects usually considered improvements are as follows:

- Sidewalks and paving
- Landscaping
- Fences
- Retaining walls
- Roads
- Sewers
- NOTE: Playground equipment should be accounted for as equipment, not site improvements.

## BUILDINGS

All buildings will be capitalized and accounted for under the following function-object codes: 810-530. The building account usually includes the value of the purchase price or construction cost. Examples of specific costs usually associated with buildings are as follows:

- Purchase price
- Construction contracts
- Architect fees
- Engineering fees
- Broker fees or commissions
- Building permits
- Remodeling, reconditioning, or altering a building to make it suitable for the purpose for which it was purchased.

All buildings that are donated to the school will be recorded at appraised market value at the time of the donation.

## BUILDING IMPROVEMENTS

Building improvements include some or all of the costs listed above for buildings, as well as modifications or improvements to existing structures. These improvements can be classified as:

- Ordinary repairs and replacements
- Extraordinary repairs and replacements
- Betterments

Ordinary repairs and replacements are necessary to maintain an asset in good operating condition. Buildings need to be painted, roofs need to be repaired, and floors need new carpets. These types of expenses are necessary to keep the asset in normal operating condition and will be coded to 664-320. Extraordinary repairs and replacements are major repairs and replacements made, not to keep the asset in its normal operating condition, but to extend its useful life beyond that originally estimated. Occasionally a building will need to replace its entire roof. This extends the life of the building; therefore, the cost should be capitalized. These types of expenses will be coded to 810-540. Betterments may be defined as the replacement of an existing asset or portion of an asset with an improved or superior asset or portion of an asset. Replacing an old furnace with a new high-tech furnace or replacing the main panel on the clock system with a computer panel is an example. This type of expenses will be coded to 810-540.

## EQUIPMENT

Equipment can be classified into three groups. The first group consists of all property with a useful life greater than one year, which retains its original form with use, and costs in excess of \$20,000. All equipment that falls into this group will be accounted for as a capitalized fixed asset and will be tagged and inventoried on a periodic basis. The second equipment group consists of all property with a useful life greater than one year, which retains its original form with the use and costs in excess of \$200, but less than \$20,000. These items will be coded as equipment, but will not be capitalized. The third equipment group consists of selected equipment that has a useful life greater than one year, which retains its form with use but costs less than \$200. The following items are to be coded as equipment (not supplies) despite a cost less than the \$200 minimum:

AV carts book carts	bookcases 9free standing)
Chairs/stools	desks
Shelving (pre-approved) student combo units	
File cabinets	study carrels
Tables	laminating machines
Televisions	listening centers
Maps—wall mounts	roller style monitors
Overhead projectors	

## **ASSETS CATEGORIES AND CLASSIFICATION PROCEDURES**

A standardized group of accounts and classification system will be used to create a uniform, consistent, and systematic means of compiling data about the fixed assets and to meet all financial reporting requirements of federal and state statutes. All fixed assets will fall under one of the following object categories:

- Sites (510)
- Site Improvements (520)
- Buildings (530)
- Building Improvements (540)
- Equipment (550)
  - Capitalized – cost more than \$20,000 (552)
  - Expensed – cost more than \$200, but less than \$20,000 (551)
- Buses and Vehicles (560)
- Work in Progress (590)

The object codes listed above will be combined with one of the following function codes:

- Elementary (512)
- Secondary (515)

- Special Education (521)
- Media (622)
- Attendance-Guidance-Health (611)
- Instructional Improvement (621)
- Administration
  - Schools (632)
  - Buildings (641)
  - Business (651)
- Custodial (661)
- Maintenance (664)
- Transportation (681)
- Facility Acquisition (810)

Site, site improvements, building, building improvements, and work in progress object codes will only be combined with the construction function.

Expenditures from the bond fund will be accounted for by using the construction function only.

Fixed asset purchases made with federal funds must be accounted for in that fund to meet all federal regulations.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 803.2.** Disposition or Sale of Surplus Property

When real or personal property, valued in excess of \$500, becomes unusable, obsolete or no longer needed, the Administration or designee shall identify these items to the Board of Directors, together with an estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed by Idaho Code, and administrative regulations.

- Surplus items shall be presented by the Administration to the Board to Directors for sale or disposal. All property will be disposed of in accordance with Idaho Code 33-601(4).
- The Board of Directors reserves the right to reject any or all bids on any given item. After two unsuccessful attempts to sell any real property, the Board of Directors may proceed under its own direction to sell the property. Every effort shall be made to ensure that real property shall be sold at its appraised value.
- The Administration or designee, with board approval, shall arrange for the sale or disposal of real or personal property valued in excess of \$500.

No school property may be legally sold for less than the appraised value or discarded without specific board approval. Unauthorized sales, gifts, transfers, or disposals of school property are grounds for dismissal. Real and personal property may be exchanged for other like property (trade-ins).

Gifts, or donations to school clubs, school organizations, individual schools, or to the school are school property and subject to the terms of this policy.

Old and outdated computer equipment may be sent to a computer recycler without specific board approval if the transfer of such equipment saves the school money over the disposal costs.

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Date of Adoption: February 26, 2015

Legal Reference: I.C. §33-601, §33-402

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 803.21. Sale and Disposal of Equipment and Supplies**

When school-owned equipment and supplies, with a current value of less than \$500, become unusable, obsolete, or no longer needed, the Administration or designee shall identify these items to the Board of Directors, with a recommendation that they be sold or disposed according to the methods prescribed by Idaho Code, §33-601 and administrative regulations. With board approval, the Administration or designee shall arrange for the sale or disposal of said items.

The Administration or designee shall provide due consideration to federal regulations when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition to result in the highest possible revenue.

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Date of Adoption: February 26, 2015

Legal Reference: §33-601

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 804.1. Financial Statements and Audits**

A. SCHOOL FUNDS

Financial reports shall be prepared and presented to the Board. Financial statements shall be prepared and annually published as prescribed by law.

B. ANNUAL AUDIT

The Board is responsible for exercising control over the finances of the School to ensure proper use of and accounting for all School funds. The Board shall appoint an independent auditor to conduct an independent audit of the financial statements of the school and of the associated student body funds. The audit shall be conducted annually in accordance with state statutes.

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Date of Revision: May 10, 2005

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 804.2. Student Activity Funds**

The Board is responsible for the establishment and management of student activity funds. The purpose of student activity funds shall be to account for revenues and disbursements of those funds raised by students through recognized study body organizations and activities, including:

1. Admission charges for interscholastic activities;
2. The sale of yearbooks and annuals
3. Student fee collections which are used to provide more than one activity/benefit to all of the students of the school or school building;
4. Receipt form vending machines located on school property.

The Board of Directors establishes fiduciary policy for proper accounting of all student funds and charges Administration with the day-to-day oversight of funds. The custodian of student funds is the Board of Directors. The funds shall be deposited and expended by check in a bank account maintained by the school for each student activity fund. The use of the student extra- and co-curricular funds is limited to the benefit of the students.

1. The funds should be used to finance programs that supplement the normal instruction activities.
2. Each student activity club or organization must be approved by the Board of Directors.
3. Funds derived by the student body as a whole should be spent to benefit the active student body as a whole whenever possible.
4. Projects for raising funds should contribute to the educational experience, not conflict with the instructional program.
5. No funds should be collected outside the consent of the Board of Directors or its designated representative.
6. The Administration shall be responsible to follow the student body funds procedures established by the school.

FINANCIAL POLICIES

1. The school shall keep complete financial records that will furnish information on revenues realized and expenditures incurred.
2. The financial records will support that:
  - a. All revenues are receipted and deposited.
  - b. All expenses are paid by check authorized by two signatures supported by an invoice or voucher for payment approved by an appropriate official. One of the two check signatures must be the Administration or designee.
  - c. Appropriate sales taxes, other fees and licenses are appropriately paid.
  - d. The fiscal year begins July 1 and ends June 30.
  - e. Transfers of money between funds are authorized by the Administration or his/her designee.
  - f. Idle funds are invested.
  - g. All expenditures are for the purpose for which the respective fund was established.

Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 805.1. Idaho Public Records Law**

INTRODUCTION

The Idaho Public Records Act is found in Idaho Code Sections 9-337 through 9-348. The intent of this law is that all records maintained by public agencies are open to the public for inspection and copying at all reasonable times, unless the information is specifically exempted from disclosure by law.

DEFINITIONS

Key terms are defined in the Act. Some of the law's most important concepts are:

1. Public records – These include, but are not limited to, any writing containing information relating to the conduct or administration of the public's business, prepared, owned, used or retained by a public agency.
2. "Writing" means information maintained in many forms, including, for example, pictures, maps, tapes, magnetic or punched cards, and computer disks.
3. Inspect – The right to listen, view and make notes of public records, as long as the public record is not altered or damaged.
4. Copy – this includes transcribing by handwriting, photocopying, duplicating machine, and reproducing by any other means so long as the public record is not altered or damaged.
5. Custodian – The school employee has physical custody and control of the public records, including those who respond to requests for information on a routine basis.
6. "Designated custodians" are those employees authorized to perform specific responsibilities that are described in this policy, including denying requests for information when appropriated to do so.

DESIGNATED CUSTODIANS

The following persons are the designated custodians for this school: School Clerk of the Board

MATERIALS EXEMPT FROM PUBLIC REVIEW

Idaho State Code delineates that particular records are exempt from disclosure to the public. Employees shall be aware of the following exemptions that apply to the school. The following list sets forth some of the designated exempt records:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulations. This includes, but is not limited to, student records under the family Educational Rights and Privacy Act.
2. All personal records of a current or former employee other than the employee's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing school.
3. All other personnel information relating to the employee or applicant, including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number applications, testing and scoring materials, grievances, correspondence, and performance evaluations, shall not be disclosed to the public without the employees or applicant's written consent. An employee or authorized representative may inspect and copy his or her personnel records, except for material used to screen and test for employment.

## RECORDS CONTAINING BOTH EXEMPT AND NON-EXEMPT MATERIALS

When exempt and non-exempt materials are combined, the school is responsible for separating the exempt from the non-exempt information and supplying the non-exempt record. The Public Records Law prohibits denying access the fact that the record contains both types of materials.

Even if an exemption applies to record, the law allows disclosure of statistical information that does not identify any particular person.

## PUBLIC RECORDS REQUESTS

1. The school shall provide public records as established in Idaho Code.
2. Record requests must be submitted in writing.
3. The law prohibits asking why the information is needed. It is permissible to explain what records are available to help identify the material that is desired.
4. A request for records must be granted or denied within three (3) working days. If it is determined that a longer period is needed to locate or retrieve the public records, the school shall so notify in writing the person requesting the records, and shall provide such records no later than ten (10) working days following the request.

## COSTS FOR PROVIDING PUBLIC RECORDS

Idaho Code permits the school to charge for the actual cost of copying records, and for any time spent locating, preparing or duplicating materials in excess of two person hours.

## INSPECTION AND CORRECTION OF AN INDIVIDUAL'S RECORDS

After providing identification, an individual may inspect, copy and request correction of public records pertaining to that person, except those portions of records that are exempt from disclosure. A correction, or a written refusal to make the correction, must be made within ten (10) calendar days.

Subsection (3) of Idaho Code Section 9-342 prohibits access to certain records pertaining to oneself; if the information: relates to exempt investigatory records or ongoing investigations; "*is compiled in reasonable anticipation of litigation which is not otherwise discoverable*"; relates to adoption records; or "*is otherwise exempt for disclosure by statute*".

## DENIAL OR REQUEST

If a request for a record is denied in whole or in part, the Act requires the person who administers the school or a designated custodian to notify the person in writing. This notice shall state that (1) the attorney for the school reviewed the request or, that the school had the opportunity to consult with an attorney and chose not to do so; (2) the statutory basis for the denial; (3) a simple statement of the right to appeal and the time limit for appeal; and (4) a certificate of mailing. If a request to correct an individual's record is denied, written notification is required within ten (10) calendar days of the receipt of the request. The notice of refusal to amend a record must state the reasons for the refusal, and provide the statement of appeal rights and certificate of mailing mentioned above.

The time limit for filing an appeal is 180 days from the date the notice of denial is mailed. The sole remedy for protesting the school's decision is to file a petition in the court of the county where the records are located, requesting the court to compel the school to make the information available or to correct the record.

If a request is denied, the requested records must be retained until the end of the appeal period, until there has been a decision or an appeal, or as otherwise provided by law, whichever is longer. Whenever a request is denied, there must be some indication made on the record that it shall not be purged without the approval of the Administration.

PENALTY AND IMMUNITY

The law provides a penalty of up to \$1,000 for a deliberate, bad faith denial of information that should be disclosed. It also provides immunity from liability for the release of records as long as there is a good faith attempt to comply with the law's requirements. Therefore, it is important to refer immediately any questions or any requests to Administration.

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Date of Adoption: February 26, 2015

Legal Reference: I.C. §§9-337 -348

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 805.2. Records Retention Policy**

Per the Idaho Public Records Act as found in Idaho Code, the following Records Retention time periods will be used for Business Department documents:

Title and Description	Minimum Retention Period
Accounting Department:	
• Accounts Payable	Fiscal Year End plus 3 years, then destroy
• Accounts Receivable	Fiscal Year End plus 3 years, then destroy
• Audit Records	Permanently archive
Budget & Finance Department:	
• Annual Financial Reports	After closed plus 3 years, then destroy
• Annual Operating Budgets	Fiscal Year End plus 3 years, then destroy
• Bond Official Transcripts	Permanently archive
• Budget Documents	After closed plus 3 years, then destroy
• Budget Policy	Permanently archive
• Capital Asset Records	Life of Asset, then destroy
• Grant Reports	After closed plus 3 years, then destroy
• Journal Entry Records	After closed plus 10 years, then destroy
• Legal Records Requests	Permanently archive
Facility Operations:	
• A.D.A. Files (compliance)	After closed plus 15 years, then destroy
• Appraisals	After closed plus 3 years, then destroy
• Bidding Documents	Fiscal year end plus 3 years, then destroy
• Construction Documents	Permanently archive
• Building Plans and Specifications	Life of Asset, then destroy
• Deeds and Easements	Permanently archive
• Property Disposal Records	Permanently archive

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Date of Adoption: February 26, 2015

Legal Reference: I.C. §§9-213- 552

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 806.1.** Long Range Financial Planning

North Star Charter School supports a financial planning process that assesses the long-term implications of current and proposed operating and capital budgets, budget policies, cash management and investment policies, programs and assumptions.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 806.4. Fees and Charges**

Fees and charges will be reviewed and updated on an ongoing basis to ensure that they keep pace with the cost of providing the goods and/or services for which the fees and charges are collected as well as changes in methods or levels of service or goods provided. The following general concepts will be used in developing implementing fees and charges:

- Revenues should not exceed the reasonable cost of providing the goods or service.
- Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, data processing, vehicle maintenance, and insurance.
- The method assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
- Rate structures should be sensitive to the “market” for similar services as well as to smaller, infrequent users of the service.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 806.6. Petty Cash Funds**

The use of petty cash funds shall be authorized for specific purchases only. Those purchases will include individual purchases of supplies and materials under the amount of Fifty dollars (\$50), postage, delivery charges, and freight. Individual personal reimbursements that exceed Fifty Dollars (\$50) should not be made from petty cash funds. Petty cash accounts will be maintained as cash on hand, and the total dollar amount of each petty cash account will be limited to Two Hundred Dollars (\$200).

The Administration will designate the bookkeeper as fund custodian to carry out the bookkeeping and security duties. Monies that are not specifically petty cash monies shall not be co-mingled with the petty cash fund. At the conclusion of each school year, all petty cash funds must be closed out and the petty cash vouchers and cash on hand returned to the business office for processing. The business office shall be responsible for establishing the procedures involving the use and management of petty cash funds.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 806.7. Personal Reimbursement**

While it is recommended that all purchases of goods or services be made within established purchasing and accountability procedures, there may be an occasional need for an employee to make a purchase for the benefit of the Carter School from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to North Star Charter School.
2. The purchase was made with the prior approval of the Administration.
3. The item purchased was not available from resources within the school.
4. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt.

The business office will be responsible for the development of the procedures and forms to be used in processing claims for personal reimbursements.

Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 807.20. Investments**

Investment Objectives:

The primary objectives, in order, of investment activities for the school are safety, liquidity, and yield:

1. Safety: Safety of principal is the foremost objective of the investment program.
2. Liquidity: Investment portfolio shall remain liquid to meet all operating requirements that may be reasonably anticipated.
3. Yield: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

Prudent Person Standard:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Delegation of Authority:

Authority to manage the investment program is granted to the Administration, the Board of Directors, and the Director of Finance. They shall be responsible for all transactions undertaken and shall establish, in consultation with the School's outside auditors, a system of controls that shall comply with auditing standards.

Authorized Investment Types:

The School may participate in the Local Government Investment Pool authorized under the Joint Exercise of Powers Agreement. The School may invest idle funds in investment-types allowable for the Idaho State Treasurer as per Idaho Code 67-1210 and 67-1210A.

Authorized Financial Institutions, Depositories, and Broker/Dealers:

The School may invest idle funds through financial institutions that are qualified public depositories that provide the services of a securities dealer or a broker/dealer who is a member of the National Association of Securities Dealers (NASD) and who meets the capital adequacy standard established by the Federal Reserve Bank of New York.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 807.3. Source of Revenue**

The School will strive to maintain a stable, diversified revenue system to shelter it from short-term fluctuations in any one revenue source and ensure its ability to fund ongoing operations.

Restricted revenue shall be used only for the purpose legally permissible and in a fiscally responsible manner. Programs and services funded by restricted revenue will be clearly designated as such.

One-time revenue will be used on time-limited services, capital projects, equipment requirements, or services that can be terminated without significant disruption to the School.

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Date of Revision: April 26, 2005

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
BUSINESS OPERATIONS

**Policy No. 808.1. EDGAR compliance**

Education Department General Administrative Regulations (EDGAR) direct that certain policies and procedures be in writing regarding Procurement (2 C.F.R. § 200.318), Cash Management (2 C.F.R. § 200.302 (6) and Allowable Costs (2 C.F.R. § 200.302 (7)).

The Board of Directors of North Star Charter School shall adopt and update as necessary an EDGAR Federal Grant Policies and Procedures Manual to ensure continued compliance with all federal rules and regulations which sets forth internal controls and grant management standards designed to ensure that all federal funds are lawfully expended. It describes in detail financial management standards, including appropriate cash management procedures, as well as allowability rules, procurement policies, property management protocols, and record retention requirements.

The NSAT Team will review the EDGAR Manual regularly and provide a report to the Board of Directors with any recommendations for edits or additions to ensure continued compliance with Federal law.

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Date of Adoption: June 28, 2017

Legal Reference:

Education Department General Administrative Regulations (EDGAR)

2 C.F.R. § 200 *et seq*

NORTH STAR CHARTER SCHOOL

**SERIES 900- BUILDING AND SITES**

**Policy No. 900.** Statement of Guiding Principles

The primary purpose of the school program is to provide the means of achieving the educational objectives of North Star Charter School.

The board of Directors shall have full and final responsibility for employment of personnel, contracting for the services, approval of plans, authorization and acceptance of bids, payment of work performed on contractual agreements, and final acceptance or rejection of work done. All of the related actions should be taken only by official resolutions based upon formal recommendations of its staff officers at legal board meetings.

The Board of Directors shall be responsible for organizing and coordinating the efforts of the various individuals and groups to best achieve the established educational objectives in the building program and for making resultant recommendations to the board of Directors.

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Date of Adoption: April 26, 2005

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

## NORTH STAR CHARTER SCHOOL

### BUILDINGS AND SITES

#### **Policy No. 901.10. Building and Safety Inspections**

In the interest of students, personnel and the general public, North Star Charter School shall provide its own safety inspection program and will cooperate with other appropriate public agencies properly authorized to conduct safety inspections of the district's facilities. Authorized agencies include the State of Idaho Department of Labor and Industrial Services, Central District Health, the district's insurance carriers, the Idaho State Department of Education, fire departments and duly authorized law enforcement agencies. Safety deficiencies cited by duly authorized safety inspectors will be promptly reported to the district superintendent upon receipt of written reports. It shall be the duty of the superintendent in cooperation with the supervisor of maintenance and operations and the building principal to prepare a list of necessary repairs in order to keep the buildings in proper condition.

North Star will conduct its own safety program to include at least:

1. One district-wide building and grounds inspection by the supervisor of maintenance and operations shall be conducted each year.
2. Each roof on each building shall be inspected by a qualified roof inspector each spring.
3. Monthly fire and/or emergency drills shall be conducted by building principals and sent to the supervisor of maintenance and operations.
4. A regular safety education program in each elementary classroom, grades K-5, and in each lab and shop classroom submitted to, approved by and supervised by the building principal.
5. An annual in-service bus safety program for all district bus drivers. The district transportation supervisor is responsible for developing and administering an appropriate bus driver safety program. Said in-service program is to be completed prior to the beginning of the school year. All drivers, including substitute and part-time drivers, must complete the safety training program each year prior to serving as a bus driver.
6. An annual safety in-service program, prior to the start of each school year, for all custodians. The custodial supervisor is responsible to plan and administer an appropriate in-service for employee and student safety.
7. An annual safety in-service program for all school nutrition personnel. The school nutrition supervisor is responsible for planning and administering an appropriate in-service for employee and student safety.
8. A requirement that all accidents resulting in injury to personnel be promptly reported to the central district office by appropriate supervisors. Each supervisor is responsible for preparing and submitting personnel accident reports to the central office. Building principals are responsible for preparing and submitting student, staff and visitor accident reports. Accident report forms will be distributed by the custodial supervisor.

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Date of Revision: April 26, 2005

Legal Reference:

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL

**SERIES 1000- SCHOOL – COMMUNITY RELATIONS**

**Policy No. 1000 . Statement of Guiding Principles**

It shall be the policy of the Board of Directors to keep the community informed of the objectives, achievements, needs, and conditions of the school system. The Administration shall be responsible for initiating and administrating a continuous program of communications within the community, and shall utilize needed school personnel and all media available in discharging this responsibility.

LEGAL PROVISIONS AND BOARD POLICY

1. There are no specific statutes in the Idaho Code pertaining to the absolute or restricted use of public school buildings. The Board of Directors shall make all rules and regulations pertaining to the use of school facilities for civic meetings or recreational activities.
2. Building and grounds may be rented to groups and organizations that operate for the betterment of the community. The school facilities are recognized as belonging to the community and should be used to stimulate and improve the cultural and economic condition within the community.
3. The instructional programs and school related activities have priority in the use of the facilities at all times.
4. State revenues provided for the regular instructional program are not sufficient to grant the use of school facilities to other groups without compensation. Rental fees represent a token payment to the school for maintenance and operation costs created by the additional use of the facilities.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1001.1. Public Relations**

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

The Administration shall establish and maintain a communication process within the school system and between it and the community. Such a public information program shall provide for news releases at appropriate times, arrange for news media coverage of school programs and events, provide for regular direct communications between individual schools and the citizens they serve, and assist staff in improving their skill and understanding in communicating with the public. The Administration will oversee keeping the school website current and user friendly

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

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1001.2. Public Participation in Board Meeting**

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

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. Idaho Code § 67-2345.

“A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.” Idaho Code § 33-512 (11).

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

1. Teacher or Staff
2. Department Head
3. Administrator/Administration
4. Board of Directors

At each regular and special meeting of the Board the agenda will provide time for public comment before the Board. Persons wishing to address the Board will be required to submit a “REQUEST TO APPEAR BEFORE THE BOARD” form. Forms are available from the Board Clerk and will be available at each meeting. **Roberts Rules of Order will be followed.**

Total time allotted for public comment will not exceed one (1) hour. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to two (2) minutes. All speakers will be allowed to speak at least once before a speaker is allowed to address the Board a second time. Public comment will be taken from the public on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select a representative(s) to summarize their position. Additionally, the Board Clerk will accept written comments for distribution to the Board.

Written materials for Board Members must be submitted to the Board Clerk. The written material must include the name, address and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members if received by noon the Friday preceding the Board Meeting. Materials should not be sent directly to Board Members. Materials may be presented or mailed to the Board Clerk at North Star Charter School administrative offices.

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

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

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

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Date of Adoption: February 26, 2015

Legal Reference: I.C. § 33-512 (11)

I.C. § 67-2345

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1001.3. Public Requests to Appear Before the Board**

REQUEST TO APPEAR BEFORE THE BOARD

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. Idaho Code § 67-2345.

“A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.” Idaho Code § 33-512 (11).

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

1. Teacher or Staff
2. Department Head
3. Administration
4. Board of Directors

If these channels have been exhausted, The Request to Appear Form should be filled out and handed to the Board chairman, Administration, or secretary prior to the beginning of the meeting. The Board of Directors follows a written agenda, a copy of which is available to assist you in participating in the meeting. If a patron has indicated on The Request to Appear Form a desire to speak, at the appropriate time, the chairman will announce the patron’s name.

Patrons/speakers will have the floor a maximum of two minutes.

The Board of Directors encourages input from the public. If a patron wants the Board to receive more information than time permits, he or she should express concerns in written form by the Friday before the board meeting and send them to the Board Clerk. Written Comments must include name, address and telephone number.

Date of Adoption: February 26, 2015  
Ratified by the Board of Directors on September 23, 2015

Legal Reference: NA

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

Appendix 1001.3a

**REQUEST TO APPEAR BEFORE THE BOARD**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
REPRESENTING \_\_\_\_\_

Brief Description of Reason to Appear Before the Board \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1001.4 . School Board Minutes**

The Clerk of the Board shall record the minutes of all meetings. All board minutes shall be available to the public within a three-week period after a board meeting. All board minutes will include specific agenda items, discussions, and actions of the Board of Directors.

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Date of Adoption: February 26, 2015

Legal Reference: I.C. §33-508  
I.C. §67-2344

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
SCHOOL - COMMUNITY RELATIONS

**Policy No. 1001.5. Network, Computer and Electronic Information Systems**

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 education 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 serves and discussion groups) should be mindful that communications originating within the school may be construed as representative of the school. 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 themselves (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 technology staff 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. Logins and passwords must be kept secure. Individuals are responsible for the contents of their network directories.
- Users will not use school internet or network resources to sell or offer for sale any goods or services without Board approval.

Network Filter

The school network is filtered and logged for content, sites visited, and duration of use. This includes all guests, students, classified, certified, and administration. These logs are reviewed by designated staff to ensure that the network resources are used for appropriate educational uses.

#### 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 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 shall 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 of NORTH STAR CHARTER SCHOOL. These devices include, but are not limited to, handheld calculators, PDA's (personal digital assistants), cell phones, pagers, electronic book devices, and laptop computers.

#### Software and Peripheral Devices

Only school approved software will be installed by designated personnel on network 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 conditions or activities not specifically listed above that are not consistent with the policies, purposes, and objectives of North Star Charter School are prohibited.

#### Wireless Guest Network

The school wireless network is an extension of the school network and may be accessed by using the Guest user ID and password, which is generated daily by the School Service Center Information Systems. This password will be emailed to each building administrator, or designee, and it is the building administration that will control giving out the password.

By using the school wireless network, the user agrees to the following:

- The wireless network will only have access to the Internet and not allow connection to any school or school server(s), printer, or other peripheral device.
- All Internet usage will be filtered and logged according to Network Filtering.
- No technical support will be provided to make a device work on the guest network.
- Personal devices connected to the wireless network may be monitored and reviewed at any time by designated technology staff.
- Personal web accounts visited while connected to the wireless network may be monitored and reviewed at any time by designated technology staff.

#### *CONSEQUENCES OF INAPPROPRIATE USE OF NETWORK/INTERNET RESOURCES*

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 school 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

and/or loss of access to, or use of these resources and/or legal action. 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.

School 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 school system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data, or interruptions of service. The school is not responsible for the accuracy or the quality of the information obtained through or stored on the system. The school will not be responsible for the financial obligations arising through the unauthorized use of the system.

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Date of Adoption: February 26, 2015

Legal Reference: I.C. §§ 18-2201-2202

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
SCHOOL COMMUNITY RELATIONS

**Policy No. 1001.6. E-Mail and Electronic Communications Use**

The following policy outlines the position of the Board of Directors of North Star Charter School, with regard to access, use, monitoring, and disclosure of electronic mail (E-Mail) messages and communications created, sent or received by school employees using the school's electronic mail or communications systems.

1. The school maintains an electronic mail system. This system is provided by the school to assist in the conduct of business within the school.
2. The electronic mail system hardware and software is school property. Additionally, all messages or communications composed, sent or received on the electronic mail system are and remain the property of the school. They are not the private property of any employee.
3. The use of the electronic mail system is designed for the conduct of school business. Use for personal business shall be kept to a minimum and shall conform to State, Federal regulations and school policy.
4. The electronic mail system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
5. The electronic mail system shall not be used to create any offensive or disruptive messages. Among those considered offensive are any messages that contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, religious or political beliefs, national origin, or disability.
6. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, confidential information, proprietary financial information, or similar materials without prior written authorization.
7. The school reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the school without the permission of the employee. Further, the use of password for security does not guarantee confidentiality. All passwords shall be disclosed to the school or they are invalid and cannot be used.
8. The confidentiality of any message should not be assumed. Even when a message is erased, it may still be possible to retrieve and read that message.
9. Employees shall not use an encryption or pass code, access a file, or retrieve any stored information, unless authorized to do so. Employees shall not, without clearance by Administration, attempt to gain access to another employee's messages without the latter's permission. All computer pass codes must be provided to Administration or designee. No pass code shall be used that is unknown to the school.
10. School e-mail addresses will not be linked to personal/social networking accounts and social websites.

11. Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including discharge.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
SCHOOL COMMUNITY RELATIONS

**Policy No. 1001.7 Social Media Policy**

**1. PURPOSE**

This policy has been created to assure that information disclosed by North Star Charter School (“NSCS”) and its employees’ is timely, accurate, comprehensive, authoritative and relevant to all aspects of the North Star Charter Schools system. In accordance with the NSCS Belief Statement that there must be a clear alignment among curriculum, instructional practice and assessment, this policy will provide the framework for appropriate use of social media. Adherence to this policy will reinforce its current nondiscriminatory practices based on sex, race, color, national origin, religion, weight, marital status, handicap, age, political affiliation, sexual orientation or disability or any other status covered by federal, state, or local law.

**SCOPE**

This social media policy applies to all NSCS employees, teachers, students, and Board Members. This policy covers all social media and media platforms, social networks, blogs, photo sharing, wikis, online forums and video sharing.

**2. DEFINITIONS**

**Term:** Social Media Account

**Definition:** A personalized presence inside a social networking channel, initiated at will by an individual. YouTube, Twitter, Facebook, Instagram, SnapChat, and other social networking channels allow users to sign-up for their own social media account, which they can use to collaborate, interact and share content and status updates. When a user communicates through a social media account, their disclosures are attributed to their User Profile.

**Term:** Social Media Channel

**Definition:** Blogs, micro-blogs, wikis, social networks, social bookmarking services, user rating services and any other online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, email, or other existing or emerging communication platforms.

**Term:** Professional Social Media

**Definition:** Professional social media is a work-related social media activity that is either school based (e.g., a NSCS principal establishing a Facebook page for his/her school, school department of NSCS teacher establishing a blog for his/her class), or non-school based (e.g., a Michigan Department of Education establishing a Facebook page to facilitate the department’s administration of certain regulations).

**Term:** Social Media Disclosures

**Definition:** Blog Posts, blog comments, status updates, text messages, posts via email, images, audio recordings, video recordings or any other information made available through a social media channel. Social media disclosures are the actual communications a user distributes through a social media channel, usually by means of their social media account.

**Term:** Controversial Issues

**Definition:** Issues that form the basis of heated debate, often identified in political campaigns as wedge issues, since they provoke a strong emotional response. Examples include political views, health care reform, education reform and gun control.

**Term:** Inbound Links

**Definition:** An inbound link is a hyperlink that transits from one domain to another. A hyperlink that transits from an external domain to your own domain is referred to as an inbound link. Inbound links are important because they play a role in how search engines rank pages and domains in search results.

**Term:** Hosted Content

**Definition:** Text, pictures, audio, video or other information in digital form that is uploaded and resides in the social media account of the author of a social media disclosure. If you download content off of the Internet, and then upload it to your social media account, you are hosting the content. This distinction is important because it is generally illegal to host copyrighted content publicly on the Internet without obtaining the permission of the copyright owner.

**Term:** Copyrights

**Definition:** Copyrights protect the right of an author to control the reproduction and use of any creative expression that has been fixed in tangible form, such as literary works, graphical works, photographic works, audiovisual works, electronic works and musical works. It is illegal to reproduce and use copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

**Term:** Official Content

**Definition:** Publicly available online content created and made public by North Star Charter School, verified by virtue of the fact that it is accessible through North Star Charter School's website.

**Term:** Blog

**Definition:** An online journal that contains entries or posts that consist of text, links, images, video or other media and is usually between 300-500 words.

**Term:** Microblogging

**Definition:** Posting brief and often frequent updates online. Unlike traditional blogs, which are often hosted on a custom website, microblogs are typically published on social media sites like Twitter, Instagram, Tumblr and Facebook.

**Term:** Cyberbully

**Definition:** Cyberbullying is the electronic posting of mean-spirited messages about a person (such as a student) often done anonymously. The use of electronic information and communication devices for Cyberbullying, includes but is not limited to email messages, instant messages, text messages, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings and defamatory websites.

### 3. FACULTY AND STAFF GUIDELINES

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## Social Media, Blogs, Wikis, Podcasts, Digital Images & Video

### Personal Responsibility

- North Star Charter School (NSCS) employees are personally responsible for the hosted content they publish online. Be mindful that what you publish on social media channels will be public for a long time. Remember to protect your privacy.
- When posting online, please remember that you are an employee of North Star Charter School and representative of your colleagues, students, parents and the school community.
- Your online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face.
- Blogs, wikies, and podcasts are an extension of your classroom and considered *official content*. What is inappropriate in the classroom should be deemed inappropriate online.
- Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parental consent.
- There are many websites that allow users to share personally created movies. You are responsible for all you do, say and post online including videos. Anything posted online should represent you in a professional manner as others will see you as connected to NSCS. It disrupts learning when teachers, employees and staff post videos with questionable content.
- When posting online be sure not to post confidential student information.
- Cyberbullying is not to be tolerated. Any incidence of cyberbullying should be reported to the school Principal immediately. All cyberbullying incidents are to be taken seriously.

### Personal use of social networking site, including Facebook, Twitter and Instagram

- North Star Charter School staff and employees are personally responsible for all comments/information and hosted content they publish online. Be mindful that things such as *Tweets* and *Status Updates* will be visible and public for a long time.
- By posting comments, having online conversations, etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings, what you ‘say’ online should be within bounds of professional discretion. Comments expressed via social networking pages under the impression of a ‘private conversation’ may still end up being shared into a more public domain, even with privacy settings on maximum.
- Comments related to NSCS, its employees, staff and/events related to NSCS, should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject were possible. This is especially the case where photographs of professional colleagues are concerned.
- Opinions expressed by staff on a social networking website have the potential to be disseminated far beyond the speaker’s desire or intention, and could undermine the public perception of fitness of the individual to educate students, and thus undermine teaching effectiveness. In this way, the effect of the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

## 4. BLOGGING and SOCIAL MEDIA GUIDELINES AND BEST PRACTICES

NSCS continues to explore how online discourse through social media channels can empower teachers, students,

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parent, and staff. NSCS understands the importance of these interactions in helping to communicate the highlights of academic collaboration and achievement. NSCS is committed to continuing to explore new technologies and their best practices.

These Blogging and Social Media Guidelines and Best Practices will help you to make appropriate decisions about your NSCS-related blogging, blog content curation, posts and your responses to comments and blogs. The lines between public and private, personal and professional are often blurred in the digital world.

By virtue of identifying yourself as a NSCS employee online, you are now connected to colleagues, students, parents, and the school community. You should make sure that content associated with you is consistent with your work at NSCS.

- All blogs and other media will be posted at the discretion of each school's Principal. Any blog or other social media involving NSCS can be posted and/or removed at the Principal's discretion.
- All NSCS blogs and other social media sites are a communication channel of North Star Charter School and are to be maintained consistently throughout the school year.
- NSCS employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time. Remember to protect your privacy.
- As with all online interaction, as a NSCS employee, your online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face.
- Remember that blogs are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- You may not share information that is confidential and proprietary about NSCS, its employees, students and/or staff.
- When blogging and posting, be respectful of your colleagues. Be thoughtful and accurate in your writing and respectful of how other NSCS members may be affected.
- Remember that blogs are *brief* and should not exceed more than 500 words. Be concise and know your audience.
- Do not comment on district or state-related legal matters, unless approved by your school's Principal. In addition, when blogging or posting about School Board decisions, financial information or other issues which may be controversial, please contact your school's Principal before publishing your post.
- When blogging or posting online, do not post confidential student information, including grades, awards and/or disciplinary action. If you are unsure of what is considered confidential, contact your school's Principal.
- NSCS employees should include disclaimers within their personal blogs that the views are their own and do not reflect on NSCS.
- Classrooms blogs do not require a disclaimer, but teachers are encouraged to moderate content contributed by students.
- Remember to respect copyright and fair use guidelines. Be sure not to plagiarize and give credit when it is due.
- Blogs and comments related to NSCS should always meet the highest standards of professional discretion. When posting or blogging, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.

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Date of Adoption: August 19, 2021

NORTH STAR CHARTER SCHOOL  
SCHOOL COMMUNITY RELATIONS

*Appendix 1001.5a*

**E-Mail Electronic Communications  
Acknowledgement Form**

As an employee of NORTH STAR CHARTER SCHOOL, I \_\_\_\_\_, recognize and understand that the School's e-mail / communication systems are to be used for conducting the School's business. I understand that use of this equipment for private purposes shall be kept to a minimum and shall conform to Federal, State, and School policy. Further, I agree not to use a password that has not been disclosed to the School. I agree not to access a file or retrieve any stored communication except where authorized or where there has been prior clearance by an authorized School representative.

I am aware that the School reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the School's e-mail systems at any time, with or without employee notice, and that such access may occur during or after working hours. I am aware that use of a School-provided password or code does not restrict the School's right to access electronic communications. I am aware that violations of this policy shall subject me to disciplinary action, up to and including discharge from employment.

I certify that I have read and that I understand the School's policy regarding email located in the School Policy Manual. I certify that I have read and that I understand this notice.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date signed

NORTH STAR CHARTER SCHOOL  
SCHOOL COMMUNITY RELATIONS

**Policy No. 1002.1. School-Support Organizations**

The Board recognizes that parent, teacher and student organizations are an invaluable resource to North Star Charter School and supports their formation and vitality. While parent, teacher and student organizations have no administrative authority and cannot determine school policy, their suggestions and assistance are always welcome. Membership to these organizations must be open and unrestricted.

Booster clubs, PTO and/or special interest organizations may be formed to support and strengthen specific activities conducted within the Charter School. All groups must receive the approval be recommended of the Administration to the Board in order to be initially recognized as a school organization. Staff participation, cooperation and support are encouraged in such recognized organizations.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015



NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1002.2. In-School Fund Raising Activities**

Fund-raising by school support groups is considered a usual and desirable part of the function of such groups. The general philosophy of fund-raising is to supplement and/or support curricular and extracurricular activities that are part of North Star Charter School. In general, fundraising efforts target a specified goal or purpose. The specific fund-raising activities must be approved in advance by the Fundraising Committee, including the Administration.

Funds are to be counted both by the school event organizer and the administrator in charge of the event before submission to the Administration or bookkeeper for receipt. No money is to be kept by staff members over-night. Funds from fund-raising events carried out by the PTO are handled based on the requirements of Federal Law 501(c)(3) specifications and are placed in their required separate bank account.

The Administration/ finance manager must be consulted prior to any expenditure of school accounts. All such funds raised by school adjunct groups are to be used for the direct or indirect support of school programs. Equipment purchased by support groups and donated to the school becomes the property of the charter school and may be used or disposed of in accordance with charter school policy and state law.

PTO follows proper procedures when issuing checks and funds according to IRS and 501(c)(3) statutes.

Guidelines:

- In general, fundraising efforts target a specified goal or purpose
- Fundraisers that are considered general, all school fundraisers shall be limited to three major activities a year regardless of the sponsor (i.e. PTO). Under extreme circumstances, additional fundraisers may be held with authorization from the Administration.
- School fundraisers shall be limited to a maximum of two weeks in duration unless otherwise decided upon by the Fundraising Committee.
- The school will not request or require students to take part in door-to-door school-sponsored fund-raising campaigns.
- North Star will not select fund-raising activities that promote a high level of individual student competition.
- Sales fundraisers shall only promote high quality, reasonably priced items.
- Any fund-raising activities on a lottery basis shall only be permitted with compliance to Idaho Lottery Code Title 67, Chapter 74.
- Fund-raising kick-off events and activities shall have a minimal effect on instructional time.
- Fund-raising companies must have a refund/replacement policy.
- All fund-raising must be in compliance with the sponsoring organization's bylaws or mission statement.

The fund-raising Committee

This committee will consist of the Administration and representatives from school groups and boosters who engage in fund-raising for North Star Charter School.

Date of Adoption: February 26, 2015  
Ratified by the Board of Directors on September 23, 2015

Legal Reference: I.C. § 18-4901

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1002.3. Advertising and Commercial Activities**

**A. General**

School-business relationships based on sound principles and community input can contribute to high quality education. However, compulsory attendance creates an obligation for the school to protect the welfare of students and the integrity of the learning environment. Therefore, when working together, schools and businesses must ensure that educational values are not distorted in the process. Positive school-business relationships should be ethical and structured in accordance with the following principles:

1. Consistency with School and School Academic Standards and Goals. All corporate support or activity shall be consistent with State and school academic standards and goals. Commercial involvement shall also be structured to meet identified educational needs, not commercial motives.
2. Consistency with North Star Charter School Non-discrimination Policies and Age- appropriateness. All corporate support or activity shall be consistent with school policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, handicap, age or sexual orientation, and shall be age-appropriate for the students involved.
3. Certain Corporate Support or Activity Prohibited. No corporate support or activity will be permitted in the school that:
  - a. Promotes the use of illicit drugs, alcohol, tobacco, or firearms
  - b. Promotes hostility, disorder, or violence
  - c. Attacks or demeans any ethnic, racial, or religious group
  - d. Is libelous
  - e. Promotes any specific religion
  - f. Promotes or opposes any political candidate or ballot proposition
  - g. Inhibits the efficient functioning of any school
4. School Must Control the Curriculum. School personnel shall retain the discretion on how or whether to integrate commercially sponsored or provided material or programs into the curriculum. Also, school activities shall not be about a commercial sponsor, e.g., students shall not be required to make art projects or write essays primarily about sponsors.

**B. Specific Limitations on School Based Advertising**

1. Students Shall Not Be Required to View Advertising. Students shall not be required to observe, listen to or read commercial advertising in the school building except as follows:
  - a. Advertising is permitted in connection with courses of study which have specific lessons related to advertising. It will be up to the administrator to decide whether the lessons related to advertising are appropriate.
  - b. Advertising is permitted in yearbooks, school newspapers, and event programs.

- c. Advertising is permitted in such supplementary classroom and library materials as newspapers, magazines, television, the internet, and similar media where they are used in a class such as current events, or where they serve as an appropriate research tool.
  - d. Information concerning educational activities or opportunities of interest to students and others in the school community, such as flyers and brochures regarding such things as sports camps, music lessons, and tutors, shall be permitted provided that the Administrator/Administration or designee reviews and approves the material in advance.
2. Limits on Promotional Information in Curriculum Materials. The school shall not purchase or use any sponsored educational materials that contain promotional information about a product, service, company, or industry that is inappropriate to the lesson being taught in the content of the curriculum.
  3. Advertising Permitted on Score Boards, Reader-Boards, Building, or on School Athletic Fields. Advertising will be permitted on score Boards, Reader-Boards, gymnasium, and athletic field.
  4. Students Shall Not be Required to Advertise. No corporate relationship shall be permitted which requires students to advertise a product, service, company, or industry. This prohibition on student advertising includes athletic uniforms and equipment, although uniforms and equipment may display the name or logo of the uniform and equipment manufacturer or supplier.

#### C. Logos and Sponsorship

1. Logos for Identification Only. All company logos appearing on school property, including logos on materials, supplies, or equipment purchases, rented, or leased by or donated to the school, shall be for product or sponsor identification purposes only and shall conform to Idaho High School Activities Association regulations. Logos for sponsor identification purposes shall not be permitted on school property, materials, supplies, or equipment for the purpose of advertising to students. School-based personnel shall be the primary decision makers in the schools regarding whether a sponsor identification logo is for identification or advertising purposes. In determining whether the logo is for identification or advertising, the following criteria should be used; the size and location of the logo, the attention drawn to the logo compared with the intended use of the material, and the age of the students who will view it.
  - a. Vending machine facades may be used for advertising. The name and logo of product manufacturers, such as the soft drink makers, may appear on their machines.
2. Sponsorship Recognition. It is appropriate that corporate sponsors and donors receive recognition for their support. Such recognition can be in the form of the corporate name or a logo for identification purposes on the product or materials provided, or a written acknowledgement in an appropriate school publication. Corporate recognition in the form of name plates or donor walls is appropriate and authorized.

#### D. Definitions

1. Advertising. Advertising is an oral, written or graphic Statement made by the producer, manufacture, or seller or products, equipment, or services which calls for the public's attention to arouse a desire to buy, use, or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising. Also, nothing in this policy or procedure is intended to limit announcements, information, or logos of school related non-profit corporations, such as the PTO, other parent teacher organizations.

2. Commercial Activities. Commercial activities are those designed to provide profit for a private business enterprise.
3. Sponsorship. Sponsorship is an agreement between the school, and individual school, or a site based or parent based group with an individual group, company or community-based organization in which the sponsor provides financial or resource support in exchange for recognition.
4. School / Business Relationship. A school / business relationship is an agreement between the school and a private entity, wherein the basis and the terms of the relationship are set by the school, and agreed upon by the private entity, or reached mutually. Frequently a partnership is less formal than a contractual relationship. The school should not be required by the partnership to sell products to students, expose students to advertisements during school time, or place advertising on school property. A school / business relationship shall not adversely affect or distract from the instructional mission of the school.
5. Sponsored Educational Materials. Sponsored Educational Materials, are educational materials and programs developed and/or funded by commercial enterprises, trade organizations, or non-profit organizations with significant corporate backing. These materials are intended for use or distribution at schools, and can be intended for use as either primary or supplemental curriculum.
6. Electronic Media. Electronic Media is any type of instruction that happens during school time, or any program shown during school time that requires the use of electronic equipment, such as televisions, video equipment, computers, movie projectors, **reader boards** etc.

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Legal Reference: NA

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1002.4. Advertising in Schools/Revenue Enhancement**

Revenue enhancement through a variety of North Star Charter School approved marketing activities, including but not limited to advertising, corporate sponsorship, signage, etc., is a Board-approved venture. These opportunities are subject to certain restrictions as approved by the Board in keeping with the contemporary standards of good taste. Such advertising will seek to model and promote positive values for the students of the school through proactive educational messages and not just traditional advertising of a product. Preferred advertising includes messages that encourage student achievement and the establishment of high standards of personal conduct. All sponsorship contracts will allow the school to terminate the contract at least on an annual basis if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

The revenue derived should:

1. Enhance student achievement;
2. Assist in the maintenance of existing school programs and activities;
3. Provide scholarships for students participating in athletic, academic and activity programs who demonstrate financial need and merit.

Appropriate opportunities for these marketing activities include but are not limited to:

1. Fixed signage
2. Banners
3. Charter School publications
4. Television and radio broadcasts
5. Athletic facilities, to include stadiums, high school baseball fields, and high school gymnasiums
6. School projects
7. Expanded usage of facilities beyond traditional use (i.e., concerts, rallies, etc.)
8. Individual school publications (when not in conflict with current contracts)

Advertising will not be allowed in classrooms, and corporate-sponsored curriculum materials are subject to the requirements of Board policy.

The following restrictions will be in place when seeking revenue enhancement. Revenue enhancement activities will not:

1. Promote hostility, disorder or violence
2. Attack ethnic, racial or religious groups
3. Discriminate, demean, harass or ridicule any person or group of persons on the basis of gender
4. Be libelous
5. Inhibit the functioning of the school
6. Promote, favor or oppose the candidacy of any candidate for election, adoption of any bond/budget issues or any public question submitted at any general, county, municipal or school election
7. Be obscene or pornographic as defined by prevailing community standards throughout the school

8. Promote the use of drugs, alcohol, tobacco, firearms or certain products that create community concerns
9. Promote any religious or political organization
10. Use any school logo without prior approval

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1002.5. Volunteer Assistance**

North Star Charter School recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, school staff shall clearly explain the volunteer's responsibility in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

Definition of Volunteer

Volunteers are persons who assist in school or school programs. Volunteers are encouraged to use their time and effort to support school and school programs.

A volunteer shall be an individual who:

- Has not entered into an express or implied compensation agreement with the school;
- Is excluded from the definition of “employee” under appropriate State and federal statutes;
- Is not employed by North Star Charter School in the same or similar capacity for which he/she is volunteering.

Volunteers who have unsupervised access to children are subject to the school's policy mandating background checks.

The Administration or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 1002.6.

The final decision to accept or reject a volunteer applicant rests exclusively with the Administration.

Volunteer Procedures

North Star Charter School supports and encourages volunteers. Volunteers work in cooperation with the school to help in meeting the needs of children and staff. The final decision to accept or reject a volunteer applicant rests exclusively with the Administration. The following procedural guidelines are being set with regard to volunteers.

Qualifications and Requirements.

The qualifications and requirements of a volunteer include:

- a. Be community member of good standing and possess an aptitude/interest for working with students and teachers.
- b. Be dependable and of appropriate character to work with students and teachers.



- c. Complete a Criminal History Records Check. All volunteers must complete a Criminal History Records Check supplied by the school prior to service and may be subject to a background check. Any volunteer applicant who does not disclose his/her criminal background will not be eligible for service.
- d. Read the North Star Charter School's policy and procedure regarding volunteers.
- e. Complete a Volunteer Application provided by the North Star Charter School.

Fair Labor Standards Act. Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of State and local governments will not be regarded as "employees" under the statute if several criteria are met:

- The employee must perform the voluntary service without promise, expectation or receipt of compensation for services rendered.
- Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, from any employer.
- The individual may not be employed by the same school to perform the same type of services as those for which the individual proposes to volunteer.

#### Additional Requirements.

- a. Any volunteer who falsifies information on his/her application will not be eligible for service.
- b. Volunteers will work with students in areas designated by school staff.
- c. Volunteers will treat all students equally regardless of gender, race, religion or culture and refrain from any comments that can be construed as racist, sexist or bigoted.
- d. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products.
- e. Disciplinary issues should be referred to the student's teacher.
- f. Volunteers may not be in possession of or under the influence of alcohol or illegal substances.
- g. Smoking or the use of tobacco products is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of North Star Charter School's policy and procedure regarding volunteers, the Administration will inform the applicant that he/she may not perform volunteer services in the school.

#### Background Check.

The School may conduct a State criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at the school or on school-sponsored trips. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Administration and the volunteer has undergone the required records check.

If the background check reveals evidence of convictions as identified in the paragraph below or other concerns regarding past behavior, the candidate will not be recommended.

- a. Convicted of any crime against persons.

- b. Found to have sexually assaulted or exploited any minor or to have physically abused any minor.
- c. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.
- d. Found in any disciplinary Board final decision to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.

If the criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the application form, his/her application for volunteer assignment may be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made, in consultation with legal counsel, whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

#### Selection and Placement of Volunteers.

Placement of volunteers shall be the responsibility of the building Administration who shall base placement decisions on data regarding staff needs. Volunteers shall not correct or make decisions regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the building Administration.

#### Supervision.

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and teaching staff. Volunteers who assist on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

If a volunteer is injured while on school premises or providing volunteer services, he/she will report this injury to the building Administration as soon as reasonably possible.

#### Relationship Between Schools and Volunteers.

When arriving at school during regular school hours, volunteers will sign in at the school office and be issued a badge.

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will extend courtesy and respect to school staff. Any issues that may arise will be referred to the Administrator/Administration as appropriate.

All volunteers will be under the direct supervision of an accountable member of the school's staff. Periodic assessments should be made to ensure volunteers are working productively with students.

#### Orientation and Training.

The Administration shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures. Volunteers shall be provided appropriate training consistent with their tasks and existing Charter School standards. This training shall be developed under the leadership of the Administration. Exceptions would be school-wide programs established by the administration whereby general volunteer programs would be defined.

#### Duties and Responsibilities.

A volunteer's assignment shall be limited to assisting staff members with duties such as routine tutorial, clerical, housekeeping and material preparation tasks. The assignment shall be limited to situations which may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting. Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor, or Administration.

Additional specific areas in which a volunteer may be used are as follows:

- Reading stories to students
- Assisting in supervising the loading and unloading of buses
- Helping in learning centers, computer labs, libraries, cafeterias, offices, gymnasium playing fields etc.
- Lecturing on special topics
- Assisting in technology
- Helping set up science experiments
- Acting as host for school functions
- Providing exhibits
- Arranging and assisting in field trips
- Assisting in supervising playgrounds
- Tutoring
- Contacting groups of parents by telephone
- Organizing parents for special projects
- Mentoring
- Participating in business and community partnerships

Volunteers will supplement and enrich programs and services in the school but will not substitute for employee activities and functions.

#### Orientation.

The school should thoroughly orient volunteers to the duties they will perform. Volunteers also should be acquainted with the overall operation of the school, including what is expected of all employees and volunteers. They should be cautioned to discuss school matters outside of school in a responsible manner.

- a. Training should not be held simultaneously with school-sponsored functions. Volunteers should not have to choose between attending a school function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a school-sponsored event.
- b. Each volunteer supervisor will provide all volunteers with a handout of expectations, guidelines and procedures specific to the school.
- c. All volunteers will be oriented on the following:
  - Volunteer guidelines, policies and procedures
  - Expectations for creating positive school climate
  - Safety and security issues

- Confidentiality: All communications are to be kept strictly confidential. Information about the student may be shared only with the teacher, Administration, Education Director or guidance counselor of the school.
- Transportation
- Dress Code
- Sexual Harassment
- Blood borne pathogens

Termination.

Although the school is not limited to the reasons below, a volunteer can be terminated for the following:

- a. Breach of confidentiality concerning student or other privileged information.
- b. Unlawful conduct or breach of the school rules and regulations.
- c. Physical or emotional stress which incapacitates the volunteer.
- d. Inability to cooperate and work effectively with site staff and students.
- e. Activities that threaten the order or security of the school or the safety of the volunteer.
- f. Erratic or unreliable attendance or behavior.
- g. Unsatisfactory service.
- h. Sexual misconduct.
- i. Providing falsified information on the application.
- j. Establishing inappropriate relationships with youth served.
- k. Criminal charges or conviction of a crime.

A volunteer may be asked to terminate his/her services when circumstances which in the judgment of the Administration necessitate termination.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
SCHOOL COMMUNITY RELATIONS

*Appendix 1002.5a*

**NORTH STAR CHARTER SCHOOL  
VOLUNTEER APPLICATION**

Thank you for your interest in serving as a school volunteer. The application procedure helps us to provide the safest environment for our students. Prior to completing the volunteer application, it is required that you read the school's policy regarding volunteers. A criminal history/ fingerprint check may be obtained. The school's volunteer coordinator or HOS's designee will contact you upon the application process being completed.

Personal Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Security  
Number or Driver's License Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: (208) \_\_\_\_\_ Business Phone: (208) \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1. List all areas/classrooms where you wish to volunteer:

\_\_\_\_\_  
\_\_\_\_\_

2. If you have children attending the school, list the child's name, grade and school:

Child's First & Last Name: \_\_\_\_\_  
Grade: \_\_\_\_\_

Child's First & Last Name: \_\_\_\_\_  
Grade: \_\_\_\_\_

Child's First & Last Name: \_\_\_\_\_  
Grade: \_\_\_\_\_

Volunteer Availability:

I am available at the following times:

	Morning	Afternoon
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>

Education Information:

Provide highest level of education completed: \_\_\_\_\_

Employment Information:

Current Employer \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Years with Employer: \_\_\_\_\_

Past Volunteer Experience:

Name of Organization: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Can we contact Supervisor? Yes  No   
 Name of Supervisor & Supervisor's Position: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 When did you volunteer? From: \_\_\_\_\_ To: \_\_\_\_\_

References:

List two references that have known you for at least one year and are not related to you.  
Please notify your references to expect us to contact them.

Name # 1: \_\_\_\_\_ Name # 2: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Email: \_\_\_\_\_

Background Security Information:

To safeguard the children, we serve, North Star Charter School screens volunteer applicants. All information is confidential and will not be shared.

Yes  No  I will cooperate with North Star Charter School  
in obtaining fingerprint background check.

Yes  No  Have you ever been convicted of a felony? If yes, explain:

\_\_\_\_\_

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Yes  No  Have you ever committed any criminal offenses against a minor?

Yes  No  Have you ever been arrested, found guilty, entered a plea of no contest or had adjudication withheld in a criminal offense other than a minor traffic violation?

Statement of Understanding & Signature (Required):

I have read the school's policy and procedure regarding volunteers. I fully understand the policy and procedure and agree to abide by them.

I affirm that all of my responses are true, complete and correct to the best of my knowledge and are made in good faith. In addition, I certify that I have reviewed the above criminal history information and responded truthfully. I understand that all involvement with students is restricted to approved school activities. In exchange for the benefit I receive from being allowed to volunteer within the school district I agree to indemnify North Star Charter School from any and all responsibility of liability that they may incur as a result of volunteering my services to the school.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date



**IDAHO STATE POLICE  
BUREAU OF CRIMINAL IDENTIFICATION**



**NON-CRIMINAL JUSTICE CRIMINAL HISTORY RECORDS  
FINGERPRINT CHECK REQUEST  
of the Idaho Central Repository of Criminal History Records**

*A completed fingerprint card must be attached to this request. Submit a separate form for each request.  
Please print clearly in blue or black ink.*

<b>REQUEST</b> (check one)	
<input type="checkbox"/> I am requesting an Idaho criminal history check on the subject named below..	
<input type="checkbox"/> I am requesting a copy of my Idaho criminal history check..	
Name	Date of Birth
Requester Name (if different)	Reason for Criminal History Check
Address of Requester (Results will be mailed to this address.)	
<b>RESULTS</b>	
Record Attached <input type="checkbox"/>	No Record Found <input type="checkbox"/>
BCI Initials _____	Date _____

**General Information: An individual may obtain a copy of an Idaho record through the following procedures.**

Submit a set of rolled fingerprints of the subject of the check on an applicant fingerprint card. These will be used to search the BCI database of fingerprints. BCI will return the fingerprint card with the search results. Fingerprints provide a positive method of identification. The fingerprint card must be completed and include: name (print), alias names (including maiden and previous married names), current address, sex, date of birth, and (optionally) social security number. The subject of the check must also sign and date the card. The date must be within 180 days of the fingerprint card submission.

A check made payable to Idaho State Police must accompany the fingerprint card. **The fee is \$10 for each fingerprint check.** A \$20.00 processing fee will be charged for any returned checks.

This request may be hand delivered or mailed to the address below. The bureau does not telephone or fax responses. Please allow ample time for processing this request. Requests are processed on a first come basis.

The records maintained by the Idaho Bureau of Criminal Identification (BCI) are based upon the felony and serious misdemeanor arrests reported to BCI from other Idaho criminal justice agencies. If a person disputes the accuracy of information obtained, that person may challenge the information by writing to the address on this form.

Idaho code 67-3008 (6) states, "A person or private agency, or public agency, other than the department, shall not disseminate criminal history record information obtained from the department to a person or agency that is not a criminal justice agency or a court without a signed release of the subject of record or unless otherwise provided by law."

**P.O. BOX 700 MERIDIAN, ID 83680-0700 - (208) 884-7130 - FAX 884-7193**



NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1002.6** Charitable Fund Drives

There shall be no collection of money, food or clothing, except as recommended and authorized by the Administration.

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NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1002.7. Public Gifts/Donations to the Schools**

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

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

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

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

Propositions giving funds, equipment, or materials to the school with a "matching agreement" or restriction are generally not acceptable. Acceptance of donated equipment or materials will depend upon the compliance with the Board's policy of standardizing materials and equipment in the school. The acceptance of a gift indicates the Board's approval of the use the benefactor specified.

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

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

Gifts Acceptance (Regulations)

The following basic principles shall apply to all gifts accepted by the North Star Charter School:

1. Gifts to employ "regular" full- or part-time personnel shall be discouraged.

2. Gifts that involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be discouraged.
3. Gifts to individual members of the staff by students, parents, or organizations shall be discouraged.
4. Gifts on a matching basis requiring money, property, or services by the Charter School shall be discouraged.
5. Gifts to the school become the property of North Star Charter School and are subject to the same controls and regulations that govern the use of all school-owned property.
6. Any purchased to be funded by a cash donation must be processed in accordance with school policy.
7. Gifts that meet the definition of a fixed asset as outlined in the school policy on inventories must be added to the school's fixed assets inventory.
8. Gifts with a value of \$1,000 or less will be accepted by the authority of the appropriate program manager and/or the Education Director. Gifts with a value in excess of \$1,000 but less than \$10,000 will be accepted by the authority of the Administration. Contributions with a value in excess of \$10,000 will be presented to and acted upon by the Board of Directors.
9. At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift. It is the responsibility of the Administration or program manager to approve and accept the gift, process the appropriate forms to update inventory, and to send an acknowledgement letter to the donor.

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NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1002.8. Donations of Material/Equipment Affecting Building Structure or Maintenance (Regulations)**

Organizations desiring to donate equipment or material that will affect the physical structure of the building, either in appearance or in operating maintenance expense, must have the project approved by the Administration. Items to be donated must meet the technical specifications and standards of similar equipment or materials purchased by the school. If items are not new, the condition or the equipment or materials must be evaluated by qualified persons other than the organization making the donation.

The following procedures shall apply to filing a project request:

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

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1002.9 . Lists of Names**

Lists of school employees shall not be given to any person or agency not officially connected with the education community. Persons representing legitimate business firms that are educationally related may be given permission to distribute advertising material in accordance with school policy 1002.11 titled Solicitors and Visitors.

Upon request of admissions officers, class lists will be sent to the State supported institutions of higher learning. Class lists shall not be given to salesman or admission counselors associated with private institutions.

All post-high school institutions shall be encouraged to distribute information and recruitment materials through the guidance and counseling department.

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Date of Adoption: February 26, 2015  
Ratified by the Board of Directors on September 23, 2015

Legal Reference: NA

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1002.10. Outside/Community Speakers**

It is the policy of NORTH STAR CHARTER SCHOOL that the use of outside/community speakers will be encouraged when the following conditions have been met:

Selection of speakers and topics must be appropriate to the age and grade level of the students. Teachers will ensure that guest speakers and topics will relate directly to the curriculum. Approved request forms should be used and school procedures governing guests should be followed for all speakers. Material in written or visual form should be previewed by the teacher before distribution. If the teacher is uncertain if the topic of the speaker and/or their materials is appropriate, they should seek council and approval from the administration.

Approval of the Administration is required before scheduling an outside presentation of any materials. Students will be informed about upcoming guest speakers as soon as the teacher receives approval. Signed participation/permission slips will be required from all students for guest speakers dealing with “Family Life and Sex Education.” Any topic deemed sensitive\* or controversial\* by the Administration **or** Education Director will also require parental permission forms to be signed in advance and returned to the classroom teacher.

\* A sensitive or controversial topic is defined as one that is debatable, contestable, in dispute or questionable and in which there is a clearly recognized community division.

Requests must be submitted to the Administration on the approved Guest Speaker Form no less than seven working days prior to the scheduled visit. Requests for clearly non-controversial topics may be approved on shorter notice at the discretion of the Administration or designee.

The Administration must respond in writing to a teacher’s request within three working days after receiving a completed Guest Speaker Form. When dealing with controversial issues or candidates for public office, both sides will be presented. Alternative educational experiences that relate to the course of study will be provided for those students opting not to hear the guest speaker(s). When using an outside speaker, primary responsibility for the instruction and supervision of students is retained by the teacher. Any teacher-directed follow-up activities/lessons will be consistent with the approved curriculum, teaching contract and School Policy.

Following the speaker presentation, if a parent finds the presented material offensive, a parent/teacher conference will be held with the supervising administrator before any further actions are taken. In the event an outside/community speaker is denied access to the classroom, the teacher will meet with the Education Director within three working days of the denial to discuss the reason(s) for the denial. If the teacher is not satisfied with the reasons presented for the denial, he/she may appeal the decision to the Administration. If consensus is not reached at this level, the teacher may forward his/her appeal to the Board of Directors.

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Date of Adoption: February 26, 2015

Legal Reference: NA

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1002.11 . Solicitors, Visitors, and Service of Subpoenas**

Agents and solicitors are prohibited from promoting their wares or soliciting sales through schools except by permission of the Administration.

Visitors to a school must obtain the permission of the Administration or Education Director to visit with students and teachers. Every attempt will be made not to interrupt classes nor to take students out of class.

Non-students are not permitted to loiter on school grounds. Persons who do not leave when asked to do so, or who return after having been told to leave shall be remanded to local law enforcement authorities.

Service of Subpoenas

Service of Process for third parties will not be allowed on school property.

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Date of Adoption: February 26, 2015  
Ratified by the Board of Directors on September 23, 2015

Legal Reference: I.C. § 33-512

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1002.12. Investigations and Arrests by Police**

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

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

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Date of Adoption: February 26, 2015  
Ratified by the Board of Directors on September 23, 2015

Legal Reference: NA



NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1003.1. Use of School Facilities**

Requests for the use or rental of the building and grounds are to be approved by the Administration. Approval will require that the activity be deemed appropriate and in the best interest of the students involved and the school. The users of the facilities will be required to abide by school policies and procedures.

The school reserves the right to deny or cancel any agreement with an individual or organization if any of the requirements set by the school are not met.

A contract will be executed between the school and the group using the facility on all rental agreements. A refundable deposit of 50% of the rental fee with a minimum of \$100 will be paid to NORTH STAR CHARTER SCHOOL when the Rental Fee Agreement is signed. If the conditions of the agreement are not met, the deposit will not be refunded. The renter may waive inspection rights, but in the event the building, or any portion thereof, or any fixtures or equipment located on the premises are damaged, sold, taken or destroyed as a result of the use of the building, the approved individual or organization will at his/her own expense repair and/or replace all such damaged or destroyed property. The amount of damages and acceptable method of restoration shall be determined by the Administration. Completion of the school's "Hold Harmless & Indemnity Agreement" along with a certificate of insurance will be required upon rental. Rental checks, deposits, and agreements shall be given to the Administration, and a receipt will be issued to the renter.

The Administration or designee has the authority to charge rates where applicable, establish priorities, determine frequency of use, and grant or deny requests. School related activities such as P.T.O./booster's meetings and any other activity sponsored, supervised, or financed by the school will be exempt from a rental fee. Government agencies, organized non-profit groups with 501(3)c status, and non-commercial groups that are not seeking or producing a profit shall pay a nominal usage fee. Non-school, public, non-profit, organized Board approved youth organizations may use school facilities with a waiver of rental fees, but must sign and meet the qualifications of the school's "Hold Harmless & Indemnity Agreement." City recreation programs shall pay fees as established by a separate Memorandum of Agreement. If deemed necessary by the Administration, custodial and other related use fees may be required even though other rental fees are waived.

Only certified technicians will operate auditorium sound and lighting equipment.

Individuals and organizations are allowed to rent the facilities on a weekly basis, but are limited to a period of ten (10) weeks at a time. If an extension of the agreement is desired, a written request must be made to the Administration prior to additional use. Religious groups that use facilities on a regular, on-going basis will be allowed to use the facility for a period of 12 continuous months before a written request for an extension is needed. Priority should be given to: a) Individual building needs, b) needs of students from said building are met, c) events that are in season should receive higher priority, d) out of season requests will be met on a space available bases.

If any question arises as to this policy, rental fees or administrative guidelines, a conference with the Administration may be arranged for review.

In consideration for use of school facilities by non-school sponsored groups, it shall be our policy to review the nature of the program request. If it is not deemed appropriate to the best interests of the students involved, by the

administration and Board of Directors, the request will be denied. The Board of Directors does not normally recommend school facilities be used for funerals or memorial services. Upon request from the immediate family, schools may be used for funerals or memorial services on Saturday or Sunday, or when school is not in session during the summer or holidays.

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Date of Adoption: February 26, 2015  
Ratified by the Board of Directors on September 23, 2015

Legal Reference: NA

NORTH STAR CHARTER SCHOOL  
SCHOOL COMMUNITY RELATIONS

*Appendix 1003.1a*

**FACILITIES USE AGREEMENT**

Organization or Individual Requesting Facility Use: \_\_\_\_\_  
Facility Requested: \_\_\_\_\_  
Date and Hours of Requested Use: \_\_\_\_\_  
Purpose of Use: \_\_\_\_\_

**Premises and Conditions**

- I. Conditions of Facilities Use - Use of North Star Charter School facilities is conditioned upon the following covenants:
1. That no alcoholic beverages, tobacco or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
  2. No illegal games of chance or lotteries will be permitted.
  3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the Administration.
  4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of school facilities.

**Rent and Deposit**

The requesting organization or individual agrees to pay the Charter School, as rent for the premises and as payment for special services (if any) provided by the Charter School, the sum of \$\_\_\_\_\_, and this shall be due \_\_\_\_\_ days in advance. The requesting organization or individual shall be responsible for all actual damages, including costs, disbursements, and expenses, resulting while it has use of the premises.

**Insurance and Indemnification**

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend and hold harmless North Star Charter School and any of its employees or agents from any liability, expenses, costs (including attorney's fees) damages and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the school facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law.

The requesting organization or individual shall provide the North Star Charter School with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in an amount not less than \$1,000,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

**Non-Discrimination**

The requesting organization or individual agrees to abide non-discrimination clauses as contained in the Idaho Human Rights laws and federal anti-discrimination laws.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**North Star Charter School:**

**Requesting Organization/Individual**

By \_\_\_\_\_  
Administration

By \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Additional Obligations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1003.2. School Equipment**

School equipment is not intended for personal use by employees or patrons. Exceptions must be approved by the Administration. In addition, any person or group who borrows school equipment with approval must be knowledgeable as to proper operation of the equipment and shall be responsible for any loss or repair beyond normal usage.

An employee of the school may not remove equipment and/or materials without Administration approval. Equipment no longer in use at the school may be held in storage, sold or disposed of in accordance with state law and school procedures.

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Date of Adoption: February 26, 2015  
Ratified by the Board of Directors on September 23, 2015

Legal Reference: NA

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1003.3. Teacher Use for Tutorial Services**

Professional employees of North Star Charter School may rent classroom space for tutoring students during the summer months, under the following conditions:

1. Use of classrooms by North Star Charter School teachers will generally be restricted to their own regularly assigned classroom. Any exception must be approved by the Administration and board.
2. Teachers must receive the approval of the Administration and board, prior to scheduling specific pupils for tutoring.
3. A rental fee, payable in advance, shall be charged.
4. No heating or air conditioning, nor daily janitorial service will be provided.

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Date of Adoption: February 26, 2015  
Ratified by the Board of Directors on September 23, 2015

Legal Reference: NA

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1003.50. Service Animals in Schools**

Unless otherwise approved for academic purposes and approved through the NSAT team, it is Northstar's Charter School policy that all animals are prohibited from all Northstar facilities and premises. Exceptions to this policy are authorized service animals and working animals as defined below. In addition to providing a professional and conducive work environment, this policy responds to concerns for the health and safety of employees and animals. Further, it limits potential distractions and disturbances in the workplace.

- **"Facility"** means any Northstar Charter School owned or leased facility, including the parking lots, grounds and common areas.
- **"Service Animals"** refers to animals (primarily dogs) used to guide or provide assistance to persons with disabilities in the activities of independent living. The Americans with Disabilities Act (ADA) defines service animals as any animal individually trained to do work or perform tasks for the benefit of an individual with a disability. If an animal meets this broad definition, it is considered a service animal.
  - In order to accommodate individuals with disabilities, service animals are expressly permitted in all areas in the workplace.
  - Employees who are in need of a service animal must obtain authorization through the job accommodation process prior to bringing the animal to the workplace.
  - A school administrator may exclude a service animal if
    - The service animal is out of control and the handler does not take effective action to control it.
    - The service animal is not housebroken.
    - The service animal's presence would fundamentally alter the nature of the service, program, or activity.
    - The service animal presents an unreasonable risk to the health and safety of students, staff, or other individuals.
- **"Working Animals"** refers to those animals engaged in authorized service to the corporation (e.g., guard dogs, pest control animals, police dogs).
- In all cases, only clean, trained, well-behaved, non-aggressive animals are allowed, and they are to be leashed and kept under control at all times.

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Date of Adoption: June 21, 2011

Legal Reference: NA

Date of Revision: May 13, 2014

Ratified by the Board of Directors on September 23, 2015

NORTH STAR CHARTER SCHOOL  
SCHOOL – COMMUNITY RELATIONS

**Policy No. 1003.60. Student Data Privacy and Security**

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

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

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

Defined Terms

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

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

**Data Breach** is the unauthorized acquisition of PII.

**Logical Security** consists of software safeguards for an organization’s systems, including user identification and password access, authenticating, access rights and authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

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



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

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

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

### **Collection**

- School districts and public charter schools shall follow applicable state and federal laws related to student privacy in the collection of student data.

### **Access**

- Unless prohibited by law or court order, school districts and public charter schools shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.
- The Superintendent, administrator, or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.
- Access to PII maintained by the school district or public charter school shall be restricted to: (1) the authorized staff of the school district or public charter school who require access to perform their assigned duties; and (2) authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and (3) vendors who require access to perform their assigned duties.

### **Security**

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

### **Use**

- Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.
- School district or public charter school contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:
  - o Requirement that the vendor agree to comply with all applicable state and federal law;
  - o Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
  - o Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
  - o Prohibition against the vendor's secondary use of PII including sales, marketing or advertising;
  - o Requirement for data destruction and an associated timeframe; and
  - o Penalties for non-compliance with the above provisions.
- School districts and public charter schools shall clearly define what data is determined to be directory information.
- If a school district or public charter school chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory. If a parent does

not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

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Date of Adoption: August 14, 2014

*Legal Reference:* \* This Policy was Drafted by the Data Management Council and adopted by the Idaho State Board of Education. *See also.*, FERPA 34 CFR Part 99, Idaho Student Data Accessibility, Transparency and Accountability Act of 2014, Idaho Code Title 33 Section 133.

Ratified by the Board of Directors on September 23, 2015