

**North Star Charter School**  
**K-5 Student Handbook**  
**2020-2021**



North Star Charter School  
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**NORTH STAR CHARTER SCHOOL**  
**Home and School Contract**

**Administration: To support and encourage student/parent/teacher partnerships, I will:**

- Provide an environment that permits positive communication between the student, parent and teacher(s).
- Encourage teachers and parents to provide regular opportunities for practicing academics at school and at home.
- Provide equal and fair opportunities to access staff and the opportunity for parents to volunteer time to NSCS.

**Teachers: We understand the importance of the school experience to every student and our position as a teacher and a role model. We agree to:**

- Be aware of your child's needs.
- Frequently communicate with parents about their child's progress.
- Teach basic concepts and skills to your child to meet academic core standards.
- Motivate and encourage your child to practice academics at home.
- Annually hold parent/teacher conferences.
- Deliver high quality curriculum and instruction.
- Provide resources and/or materials for home to enhance literacy and other academic subjects.

**Student: It is important that I do my best. I know my parents and teachers want to help me, but I am the one who has to do the work. So, I will:**

- Continue to believe that I can and will learn.
- Be responsible for my behavior.
- Give work and school papers to my parent/caregiver.
- Follow appropriate conduct throughout school including the use of technology.
- Pay attention and ask for help when needed.
- Complete class work on time and to the best of my ability.

**Parent/Caregiver: I want my child to succeed. I will encourage him/her to:**

- Maintain a positive attitude about school.
- Support the school discipline policy and school policies.
- Attend school regularly.
- Get enough sleep and to eat nutritious meals.
- Establish a place and time to study along with daily reading time.

**MEDIA/DIRECTORY PERMISSION RELEASE AND USAGE AGREEMENT CONTRACT**

**Field Trips:** At North Star Charter School we have many learning opportunities and extended school experiences which require your children to have written consent or parental permission prior to participating. If you choose to NOT have your student participate in these learning opportunities and extended school experiences, please contact each child's individual teachers as needed.

**Directory:** Due to FERPA (Family Educational Rights and Privacy Act) laws we are unable to share emails or phone numbers with other parents without written permission. Therefore, the staff would like to create class directories of student's emails and phone numbers. If you do NOT agree to share your child's information, please

contact North Star Charter School’s office via email or letter (see more information regarding FERPA on the following page) within 30 days of receipt of the Handbook.

**Media Access:** Throughout the year, our staff, students, and representatives of the media may be in our school or at school-sanctioned events to take pictures and write about the good news happening here for school newsletters and other print and electronic publications, as well as for newspaper, television, and radio coverage. These tend to be “human interest” or “good news” stories. We also understand that some parents have concerns. If you object to having your student participate in district media coverage, please contact North Star Charter School’s office via email or letter within 30 days of receipt of the Handbook.

### **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The *Family Educational Rights and Privacy Act* of 1974 (FERPA) is a Federal law that requires North Star Charter School (NSCS) to notify parents/guardians that Directory information about their child can be made public by the school without parental consent. ***If you do not want NSCS to disclose Directory Information about your child, you must notify a member of the Administration team in writing within thirty days from the distribution date of the Student Handbook that you do not authorize the school to disclose such information.***

At NSCS “**Directory Information**” includes the following:

- Student name, address, birthday, and grade level;
- The student’s parent/guardian name(s);
- Telephone listing;
- Major field of study/IB enrollment;
- Attendance dates, awards earned, honor roll data, and diplomas earned;
- Participation in officially recognized activities such as sports;
- Height and weight for members of athletic teams;
- Information typically found in school yearbooks, athletic programs, or graduation programs;
- Photographs or digital media of the student used by the School for recognition of student achievement and for community relations, school publications, or the school website.

“**Education Records**” are defined as those records directly related to a student and maintained by NSCS or by a party acting on behalf of NSCS. Any Educational Record concerning a student may only be disclosed in accordance with NSCS Policy, and are otherwise confidential. A parent/guardian may inspect and review their student’s educational records, and request that the school amend any record that is believed to be inaccurate or misleading. NSCS will comply with a request of access to records within a reasonable period of time, but in no case more than thirty (30) days after it has received the request.

## North Star Charter School Calendar 2020 - 2021

<b>August 18-19</b>	<b>K-5 Teacher In-service days, no school for students 1<sup>st</sup> – 5<sup>th</sup></b>
<b>Thursday, August 20</b>	<b>First full day of school for grades K-5</b>
	<b>Kindergarten AM                    9:15 – 12:15</b>
	<b>Kindergarten PM                    12:45 – 3:45</b>
	<b>1<sup>st</sup> – 5<sup>th</sup>                                    9:15 – 3:45</b>
<b>Monday, September 7</b>	<b>Labor Day - No School</b>
<b>October 12 - October 16</b>	<b>Fall Break - No School</b>
<b>October 29 - 30</b>	<b>Parent Teacher Conferences - No School for students 1<sup>st</sup> – 5<sup>th</sup></b>
<b>Friday, November 13</b>	<b>End of 1<sup>st</sup> Trimester 1<sup>st</sup> – 5<sup>th</sup></b>
<b>November 23 - 27</b>	<b>Thanksgiving Break - No School</b>
<b>December 18</b>	<b>1<sup>st</sup> – 5<sup>th</sup> Early Release at 12:45</b>
<b>December 21 - January 1</b>	<b>Holiday Break - No School</b>
<b>Monday, January 18</b>	<b>Civil Rights Day - No School</b>
<b>February 15 - 19</b>	<b>Winter Break - No School</b>
<b>Friday, February 26</b>	<b>End of Second Trimester 1<sup>st</sup> – 5<sup>th</sup></b>
<b>March 19</b>	<b>Parent Teacher Conferences 1<sup>st</sup> – 5<sup>th</sup> Early Release at 12:45</b>
<b>March 22 - 26</b>	<b>Spring Break - No School</b>
<b>April 23</b>	<b>Teacher In-Service - No school for 1<sup>st</sup> – 5<sup>th</sup> grade students</b>
<b>May 27</b>	<b>Last Day of School 1<sup>st</sup> – 5<sup>th</sup> Early Release at 12:45</b>

## **Introduction**

School is an important time in the lives of children, as they make critical and complex life choices and form attitudes, values, and habits that will guide them on their path to graduation. Many of the provisions in this handbook are required under state or federal regulations. Unfortunately, the sheer volume and character of some of the provisions may give the impression of an overly formal school system rather than a friendly, personal one. Therefore, in sharing this handbook, we would like you to understand we seek to cultivate an active partnership with you. The information contained here is to enrich this partnership through understanding of expectations. What is more important than these written provisions, however, is maintaining open communication with you on issues affecting the progress and growth of students.

## **Mission Statement**

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.

### **Part of our mission is to help students develop the following academic and personal habits:**

- Curiosity
- Lifelong learning
- Clear oral and written communication
- Creative thinking
- Logical thinking and the ability to make informed judgements
- Effective use of technology as a tool
- Adaptability to new situations and new information
- Problem-solving skills
- The ability to make easy and flexible connections among various disciplines of thought
- Respecting others' individuality and creativity, as well as one's own, while seeking to work within teams to create common solutions
- Living our school values

### **In addition, we hope to help our students develop the following personal habits and actions:**

- Accepting responsibility for personal decisions and actions
- Academic honesty and the ability to face challenges with courage and integrity
- A healthy lifestyle
- Empathy and courtesy for others and respect for differences among people and cultures
- Self-confidence and a willingness to risk setbacks in order to learn
- Concentration and perseverance
- Managing time in a responsible manner
- Seeking a fair share of the workload
- Working cooperatively with others, which includes the ability to listen, share opinions, negotiate, compromise, and help reach a group consensus

## **Vision Statement**

North Star students will mature as confident architects of their future and thrive at every level of their education and careers.

### **Values**

- Acting with integrity in all we do
- Providing leadership as a school and as individual
- Regarding candor and transparency as essential in our communicating

- Collaborating as a team
- Focusing on an accelerated K-12 academic program of excellence
- Taking courage to stand up for what we believe
- Engaging in civic leadership
- Striving to continuously improve as a school
- Communicating openly and with respect

### **Reaching High Standards for Behavior**

Our goal is to provide an environment that is safe and fosters learning. We ask students to behave in a manner that will be a credit to our school. Our students:

- Are courteous during passing times and in interactions with other students and staff.
- Resolve differences agreeably and with positive intentions.
- Seek help from staff in difficult situations.
- Dress appropriately for the learning environment.
- Follow directions from school staff.
- Treat our campus and property with respect.

Our students are expected to maintain the same high standards of behavior at school-sponsored activities, either on-campus or away from the school premises. Students are expected to obey their school officials, maintain order and decorum, and conduct themselves in such a manner that reflects well upon themselves and their school.

We are dedicated to maintaining this learning environment. Specific policies to address situations when standards are not met include:

- Attendance
- Disruptive & violent behaviors
- Possession of weapons
- Possession of alcohol, tobacco & other drugs
- Discrimination
- Racial/ethnic/sexual/bullying harassment
- Discipline
- Dress code
- Cheating
- Any behavior that interferes with the education process of oneself or others

## **HOMEWORK**

It is our intent to require reasonable and constructive homework assignments that will encourage the student's success in the classroom. Research shows that the most successful students, regardless of family income level or ethnic background, are those who have regularly structured homework time. The primary responsibility of homework belongs to the students themselves. Administrators, teachers, and parents also play an integral role in a successful homework experience. The need for active communication is essential throughout the homework process.

Purposes of homework:

- **Practice/Review:** to reinforce and/or master basic skills already presented in class.
- **Responsibility:** develop organizational and time management skills as well as self-discipline.

- **Feedback:** to give teachers valuable feedback to monitor student progress.

**Testing – Our teachers use a variety of assessments, quizzes, tests, projects, portfolios and homework to measure student achievement. Idaho requires all students in grades 3-10 to participate in the ISAT in the spring. Additionally, students K-3rd participate in the Idaho Reading Indicator to measure their reading achievement.**

## **ELEMENTARY ATTENDANCE REQUIREMENTS**

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 semester. Elementary school students who do not meet the attendance standard may be assigned other consequences. School staff enforce daily attendance and initiate measures to correct attendance problems, which may include, but are not limited to any of the following:

- Conference with student.
- Phone or letter contact with parent or guardian.
- Makeup requirements.
- Counseling.
- Attendance contract.
- Referral to other governmental agencies.
- Court referrals.

To ensure student 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

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 1-5—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 Statute (I.C. 33-101 and IDAPA 08.02.01) is as follows:

- Full Day

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

*Grades 1-5* –A full day consists of at least 4 hours of instruction per day

- Half Day

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

*Grades 1-5*— Half-day consists of at least 2.5 hours, but less than 4 hours per day

If a student is excessively tardy, the administration and teacher will ask parents to meet to discuss solutions. We want to work together to ensure students arrive at school on time as core instruction begins promptly at 9:20.

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

The school shall establish clear procedures to implement this policy, including, but not limited to:

- Regular and accurate recording of attendance (am and pm attendance recorded)
- Parental access to current attendance records through PowerSchool
- Clear communication of school hours on the website and in the handbook
- Notification of attendance requirements in the handbook
- 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 semester 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. Many 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 student's name rises to the top of the waitlist 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, 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 semester, he or she may be dropped from school without verification of circumstances warranting the absences (i.e. doctor or court excuse).**

*\*COVID-19 verified absences will be considered an extraordinary absence, and will not fall under the normal policy of excessive absences.*

### 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 truancies 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 truancies 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 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 or compulsory attendance.

School administrator, as the authorized representative of the board, will submit documentation to the Board regarding the excessive absences/truancies. 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.

## **DISCIPLINE**

The role of discipline at North Star is to create a safe environment conducive to learning. Each student is an individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. Students learn best from their mistakes when they see a reasonable connection between their behavior and the resulting consequences.

**The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school, as borrowed from the Love and Logic Philosophy:**

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad. Possible consequences may include: think time, time out, lunch detention, in-school suspension (ISS), suspension

from school (OSS), or expulsion.

4. Misbehavior will be handled with natural and logical consequences instead of punishment, whenever possible.

5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students are encouraged to request a “due process” hearing whenever consequences appear to be unfair.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

North Star’s goal is to work closely with parents to uphold standards of courtesy, respect, and kind behavior. Our staff will apply corrective actions consistently. Consistency means that when there is a problem, it will be addressed; and that when there is misbehavior it will be addressed. Consistency does not mean that every situation or problem will be handled the same way.

## **Positive Behavior Interventions and Supports (PBIS) at North Star**

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at North Star Charter School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone’s beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Proactive Approach to School-Wide Discipline - Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

### **1. Behavioral Expectations Are Defined**

**S**afe and Ready

**T**omorrow’s Leaders

**A**spiring Leaders

**R**elationship Builders

### **2. Expectations are Taught**

The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid.

Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given an opportunity to practice the “right way” until they demonstrate fluent performance.

### **3. Appropriate Behaviors Are Acknowledged**

Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. This can be done both through words and through a tangible reward system such as character counts, class goals and rewards and elementary assemblies.

### **4. Behavioral Errors Are Corrected Proactively**

When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from

resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified. Student Behavior Referral forms (SBR's) are used to document and record incidents managed by school staff, teachers and administration. The forms clarify if the incident is minor or major, who was involved and where the incident took place in order to properly collect data, communicate and to address the situation.

#### **5. Decisions about Behavior Management Are Data Based**

One of the most important features of PBIS is the collection of data. The data from Student Behavior Referral forms are collected and studied so we can track what types of discipline incidents are occurring, where they are occurring what time of the school day and who is involved in them. Data collection eliminates guesswork from the decision making process about what is and is not working in a building's behavior management system. It allows decision makers to create reports that enable them to devote resources and time to the precise place, parts of the school day and people that need them.

## S.B.R Student Behavior Referral

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Referring Staff: \_\_\_\_\_

Grade: K      1      2      3      4      5

Location	
Playground	Lunch Area
Hallway	Bathroom
Arrival	Dismissal
Classroom	Other _____

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
<input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Physical Contact/Aggression <input type="checkbox"/> Defiance/Disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Property Misuse <input type="checkbox"/> Electronic/Tech Violation <input type="checkbox"/> Other _____	<input type="checkbox"/> Abusive Language/Profanity <input type="checkbox"/> Fighting/Repeated Aggression <input type="checkbox"/> Insubordination/Repeated Disrespect <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Electronic /Tech Violation <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Major Disruption <input type="checkbox"/> Forgery/ Theft <input type="checkbox"/> Vandalism <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid Task/Activity Other _____
<b>Administrative Decision</b>		
<input type="checkbox"/> Loss of Privilege _____ <input type="checkbox"/> Time in Office <input type="checkbox"/> Conference with Student <input type="checkbox"/> Parent Contact	<input type="checkbox"/> Individualized Instruction <input type="checkbox"/> In-school Suspension (____days) <input type="checkbox"/> Out of School Suspension (____days) <input type="checkbox"/> Other _____	

**Comments:** \_\_\_\_\_

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## Definitions of *MINOR* Discipline Terms

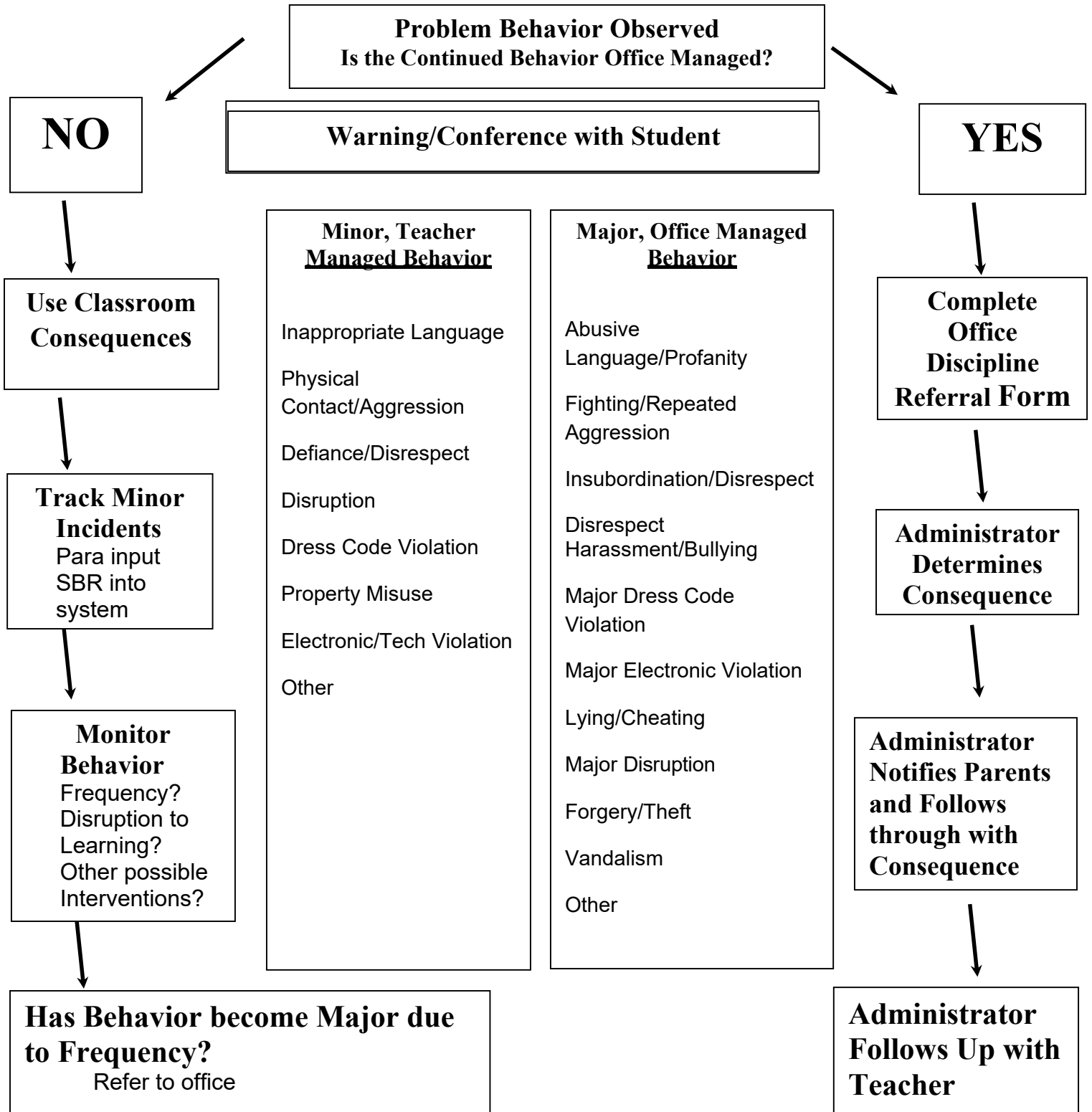
<b>Minor Problem Behavior:</b>	<b>Definition:</b>	<b>Examples:</b> to include but not limited to	<b>Handled by:</b>
Inappropriate Language	Low intensity comments made that take away from learning or make others uncomfortable	Minor: swearing, crude statements, rude statements, derogatory	teacher or staff involved
Physical Contact/Aggression	Non serious but inappropriate physical contact	In other's space, pushing, wrestling, aggressive play during recess or PE sports	teacher or staff involved
Defiance/Disrespect	Low intensity or brief failure to respond to adult request	Ignoring a request, not completing task, purposely late coming in from recess	teacher or staff involved
Disruption	Low intensity disruption of learning	Throwing paper, talking during instruction, making noises	teacher or staff involved
Dress Code Violation	Wearing a clothing item that is distracting to learning or makes others uncomfortable	Skirts or shorts that are too short, low cut shirt, tiny straps on tank tops or dresses, shirts with inappropriate messaging or pictures, baseball caps in classroom.	teacher or staff involved
Property Misuse	use something in the wrong way or for the wrong purpose	Ride in lunch wagon, climb on picnic tables to dunk balls, swing from soccer posts	Teacher or staff involved
Electronic/Tech Violation	Non- serious but inappropriate use of cell phones, internet, computer, and other technology devices	Cell phones out during recess, before or after school, bus commute, non-approved or unsupervised academic time. Use of inappropriate school websites such as social media	teacher or staff involved
Other	Students in any other minor problem behaviors that don't fall within the above categories		Classroom teacher or staff involved

**\*\* Any minor problem can turn into a major problem if it becomes a pattern or if it happens more than once. \*\***

## Definitions of *MAJOR* Discipline Terms

<b>Major Problem Behavior:</b>	<b>Definition:</b>	<b>Examples:</b> to include but not limited to	<b>Handled by:</b>
Abusive Language/Profanity	Student delivers verbal messages that include major swearing, name calling, derogatory, sexual, racial, discriminatory	Comments about a person race, religion, sexual comments and comments that belittle and cut down others. Repeated offenses of profanity	admin
Fighting/Repeated Aggression	Student is involved in mutual participation in an incident involving physical violence	Fist fight, repeated offenses of aggression	admin
Insubordination/Disrespect	Refusal to follow directions, talks back, and or delivers socially rude interactions	Doesn't come around or give in to what is expected. Goes out of way to be rude and talk back. Repeated offenses of disrespect	admin
Harassment /Bullying	Unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated, over time	Repeatedly making fun of another student. Using intimidation to get something from another student i.e., food, supplies etc. Saying or writing mean messages (online or paper) and getting others to join in picking on peer	admin
Major Dress Code Violation	Wearing a clothing item that is distracting to learning or makes others uncomfortable	Repeated offenses of : minor dress code violation or seriously offensive clothing worn	admin
Major Electronic Violation	Seriously inappropriate use of cell phones, internet, computer, and other technology devices	Looking at inappropriate websites pictures or messages on electronic devices while at school or on the bus OR repeated violations of: minor technology violations	
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules	Cheating on test, lying to an adult when asked a question about a situation	admin
Major Disruption	Disruption that continues/sustains, Makes it difficult to teach and learn	Sustained loud talk, yelling, horseplay, roughhousing, noise with material, out of seat disruption	admin
Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without the person's permission	Stealing money, stealing school supplies, signing permission slips or h.w. logs	admin
Vandalism	Student participates in an activity that results in destruction or disfigurement of property	Carve on desk, write on wall, break/ruin school property	admin
Other	Students in any other major problem behaviors that don't fall within the above categories		admin

# Student Behavior Flow Chart





## UNACCEPTABLE BEHAVIORS

1. **Threats of Violence:** An action or behavior that disrupts the educational process or that threatens harm to students, staff or property may lead to suspension or recommendation for expulsion. This may include the pulling of school fire alarms.
2. **Demeaning Language:** Any language that demeans others will not be tolerated. Specially, the use of racial slurs is prohibited and considered a severe misbehavior. This behavior, profane language, or inappropriate gestures could all result in suspension from school.
3. **Sexual Harassment:** Sexual harassment shall be defined as conduct involving any unwelcome sexual advances or request for sexual favors or comments of a sexual nature. It is North Star Charter School's policy to have an environment free from sexual harassment. It shall be a violation of this policy for any member of North Star staff or student body to harass another staff member or student through conduct or communications of a sexual nature.
4. **Discrimination:** No student or employee of North Star Charter School shall, because of race, color, creed, national origin, sex, disability, or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by or sanctioned by North Star Charter School. North Star Charter School recognizes that different treatment because of race is prohibited under Title 42 §2000d, United States Code, in all programs and activities. Students and parents are encouraged to bring formal and informal concerns of race discrimination by school staff or students to school administration. These concerns should be made in writing.
5. **Bullying:** Bullying occurs when one or more students repeatedly hurt another student through words or actions. In bullying incidents there is an imbalance of real or perceived power, such that the victim has a hard time defending himself/herself against the tormentors. State and Federal laws and North Star Charter School board policy prohibit any form of racial or ethnic harassment by any student or staff member that is meant to demean, degrade, embarrass or cause humiliation to any student or staff member. Any student found to be in violation of this policy may be suspended. Consequences for staff members are defined by existing board policy for similar offenses.
6. **Cyberbullying** is an aggressive, intentional act carried out by a group or individual using electronic forms of contact. These include but are not limited to:
  - a. Text-message bullying involves sending unwelcome texts that are threatening or cause discomfort.
  - b. 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.
  - c. Phone-call bullying via mobile phone uses silent calls or abusive messages.
  - d. Email bullying uses email to send bullying or threatening messages
  - e. Chat-room bullying involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
  - f. Bullying through instant messaging (IM) is an Internet-based form of bullying where students are sent messages as they conduct real-time conversations online.
  - g. Bullying via websites includes the use of defamatory blogs (web logs), personal website etc.
7. **Fighting:** Fighting will not be tolerated under any circumstances. Students who fight may be suspended for up to five (5) days and/or recommended for expulsion. Students who either encourage a fight or incite a fight through teasing, harassing, posturing, staring, “dogging”, or intimidating another student will be subject to the same consequences as those who are physically fighting. Students involved in any way will be referred to the city or county police officer for possible citation.

8. **Reporting All Types of Harassment:** A student may choose to report the complaint of harassment to any teacher, school counselor or administrator. The teacher or counselor will forward the complaint immediately to the Principal. If the student chooses not to report the complaint to a teacher or counselor, the student should report the complaint to Administration. In the event an allegation of harassment or bullying involves a member of the Administration, and if the student has not chosen to report the complaint to any other teacher, administrator or counselor, the student may report the complaint to the Board of Trustees.

A student should be made aware that in reporting such complaints of harassment, while it is the intent to maintain discretion and confidentiality, that in certain instances or circumstances, North Star Charter School is required by law to report the incident either to Idaho Department of Health & Welfare, Law Enforcement Agencies or other persons. All reports of harassment or bullying should be summarized in writing by either the student or the person receiving the complaint, and then signed by the student.

Due to the sensitivity of these complaints, no specific period is instituted for reporting sexual harassment and a late reporting of any harassment will not preclude any remedial action.

It is expected that any investigation will be thorough, with an attempt to ascertain all relevant facts. The person conducting the investigation, at his or her discretion, may interview the student, the student who is accused of harassing, other students and/or employees who may have knowledge of the incident. All interviews should be documented as thoroughly as possible.

At the conclusion of the investigation, the person conducting the investigation will make a report of the findings and recommended actions to the Elementary or Secondary Administrator. Students determined to have improperly harassed another student or teacher, or a teacher harassing a student will be subject to disciplinary procedures in accordance with the discipline policy and procedures of North Star Charter School.

If an investigation determines that no harassment occurred, and that a student falsely accused another of such harassment, either knowingly and/or maliciously, that student may be subject to discipline under North Star Charter School policy and procedure for discipline.

9. **Gangs and Hate Groups:** Gangs, hate groups, and similar organizations or groups, which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin, or handicap, are inconsistent with the fundamental values and educational environment at our school. The activities of such groups and their members are prohibited on school property and at all school functions. Such prohibited activities include, but are not limited to:

- the congregation of members that block building entrances, hallways, or otherwise disrupts campus;
- the solicitation or recruitment of members;
- the possession of group paraphernalia and materials;
- the intimidation of others;
- the advocacy of discrimination; and any other behavior, (such as wearing clothing with gang colors or insignia, or the use of language, codes, or gestures) that provoke violence or seeks to advocate the purpose and objectives of such groups.

10. **Possession of weapons:** Weapons are described as any object, which can be used to cause either temporary or permanent harm to a person or property. Weapons include, but are not limited to:

- Guns
- Knives of all types
- Spikes of any type
- Mace or pepper spray or any similar product
- Water and toy guns that resemble real weapons

- Lead pipes, bats, chains, chuck-sticks, throwing stars, darts
- Metal knuckles, black-jacks
- Screwdrivers, slingshots
- Explosives
- Any instrument that could injure another person

Any violation of this policy or rules and/or regulations to administer this policy, may result in expulsion from school for a period of not less than one semester.

Suspension is a prerequisite to expulsion, pending investigation and hearing.

11. **Possession of alcohol, tobacco, or other drugs:** All school property is a Drug-Free Zone. State law prohibits students from possessing, using, distributing, or being under the influence of illegal or controlled substances including, but not limited to, amphetamines, barbiturates, marijuana, narcotics, tobacco, hallucinogenic drugs, inhalants, alcohol, or intoxicants of any kind while at school. This includes attending a school activity or event, and/or while being transported in a contracted or school vehicle of any kind or at any location, public or private, where students are attending as representatives of North Star Charter School.

The school recognizes that student involvement with drugs, alcohol, or tobacco causes problems in their daily lives. We also recognize that in many instances a student's involvement may lead to addiction. Therefore, we support prevention, early intervention, disciplinary action and appropriate referral. This may include counselors, drug education classes, assessment referrals and/or other interventions.

The school will make every effort to identify, intervene, and refer for possible treatment, students who experience chemical abuse problems. North Star Charter School will not be responsible for any expenses incurred by the students at treatment facilities. Assessment and treatment must be conducted by appropriate outside agencies.

12. **Items Inappropriate for School:** Items that are inappropriate for school are those items that can cause a disruption to the learning environment and serve no educational purpose. The following are examples of items that may be deemed inappropriate for school:
  - Sunflower seeds, gum, toothpicks, rubber bands, squirt guns, etc.—these items are not permitted because of the problems caused by misuse.
  - Riding skateboards, bikes, roller skates, scooters, shoes with wheels, and roller blades— these items are prohibited from all school property.
  - Trading cards, toys or other items of value.
  - Animals, unless brought with administrative approval.
  - Large chains.
  - Laser pens, shock pens.
  - Selling of candy or other items as part of a fund-raising project for another school or organization on the school campus.
13. **Public Display of Affection:** Students are to keep their hands and feet to themselves at all times. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving or bumping into each other. Dependent upon the severity, PDA violations can be minor or major violations of the school discipline policy.
14. **Dress Code:** Our students strive to dress for success in a manner appropriate for the school setting. Students may not wear clothing that is disruptive to the educational process. Some examples in which clothing is considered disruptive are:

- Gang attire of any kind (i.e., hair nets, bandanas, garments that are suggestive, colors or belts that have gang symbols on them).
- Garments/items that advertise illegal substances or display obscene statements.
- Pants not worn at the waist and show undergarments.
- Stretch pants, such as leggings and tights, unless they are covered with a shirt, skirt, shorts or dress that reaches the mid-thigh dress code.
- Brief garments such as halter-tops, shirts that don't cover the stomach when sitting (bare midriffs), tube tops, net tops, tank tops, spaghetti straps and plunging necklines (front or back), off the shoulder shirts, skirts and shorts that are shorter than mid-thigh.
- Hats that are distractions.

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

16. **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. The following are examples of instances of plagiarism:

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

17. **Academic Dishonesty:** When a student fraudulently gains access to knowledge for the purpose of assignments, etc. The following should be used as a guide to help students understand academic dishonesty:

- Seeking aid from another student during a test.
- Preparing any academic work with another student, unless permitted by an educator.
- Possessing or using material or notes not authorized by an educator during a test.
- Plagiarism and academic dishonesty can be avoided by the following:
  - Proper documentation
  - Clear communication between student and teacher
  - Integrity, through personal and social responsibility

18. **Trespassing/Loitering:** Idaho State Code Section 33-512 (11) authorizes officers and school officials "...to prohibit entrance to each schoolhouse or school grounds, to prohibit loitering in school houses or on school grounds, and to provide for removal from each schoolhouse or school grounds of any individual or individuals who disrupt the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils. A person who disrupts the educational process or whose presence is detrimental to morals, health, safety, academic learning or discipline of the pupils or who loiters in school houses or on school grounds, is guilty of a misdemeanor." This policy includes students who have been suspended, expelled from school, or students not enrolled in a class or classes. Persons who do not leave when asked to do so, or who return after having been told to leave, will be remanded to local law enforcement authorities.

**Students not involved in school activities, or who do not have a scheduled meeting with a teacher, are expected to be off school grounds within 15 minutes after the dismissal bell. After an activity, students are expected to be off school grounds within 30 minutes.**

19. **TEXTBOOKS:** Students are responsible for textbooks assigned to them. Textbooks that are lost, stolen or show excessive wear or damage are charged to the pupil. It is recommended that students keep all texts covered with heavy wrapping paper or a commercial cover. Students must pay fines for missing or damaged books before their transcripts are issued.

20. **Student Behavior at School Activities:** Students in school or involved in school-sponsored activities either on or away from the school premise are expected to obey their school officials, protect property, maintain order and decorum, and conduct themselves in such a manner as to reflect credit upon themselves and their school. Any student who does not meet these standards is in violation of the discipline regulation of North Star Charter School and will be subject to disciplinary consequences.

**LOST, STOLEN OR  
CONFISCATED ITEMS**

**Personal property:**

The best method for students to protect their personal property is to **leave valuables at home**. Items brought to school should be secured in lockers. The school is not responsible for items lost or stolen.

**Confiscated materials:**

Items that may disrupt classroom instruction or our safe environment will be taken away. Any weapons, drugs, alcohol, inappropriate material confiscated from a student will not be returned. The school is not responsible for confiscated items that are lost or stolen.

**21. Spectator Code of Ethics:**

- Spectators are an important part of the game and should conform to accepted standards of good sportsmanship and behavior.
- Spectators should at all times respect officials, coaches, and players as guests in the community and extend all courtesies to them.
- Enthusiastic and wholesome cheering is encouraged.
- Booming and other disrespectful gestures, activities, or remarks should be avoided at all times.
- Bells, whistles, or noisemakers of any kind are not acceptable at athletic activities and/or spectator events.

22. **Bus Rules:** The students are to conduct themselves in an orderly manner when waiting for or riding the bus. It is important not to distract the bus driver. Misbehavior on the bus or at the bus stops can deprive a student of the privilege to ride the bus and may result in additional school consequences.

- Students transported are under the authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.

- Students will use the emergency door only in case of an emergency.
- Students will remain seated while the bus is in motion.
- Students will not bring animals, firearms, weapons, skateboards, or potentially hazardous material on the bus.
- The bus driver may assign students seats.
- When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
- Students will not extend their hands, arms, or heads through the bus windows.
- Students will converse in normal tones: loud or vulgar language is prohibited.
- Students who refuse to obey promptly the direction of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
- Students will be financially responsible for any damage to the bus.

## COMPUTER USE

The purpose of North Star Charter School Internet and local network access is to facilitate communication in support of research and education. To remain eligible as a user, access must be in support of and consistent with the educational objectives of North Star Charter School. Access is a privilege and not a right. Users should not expect that the files stored in the district's systems would always be private. Electronic messages and files on school-based computers may be treated like school lockers. Administrators and faculty may review files and/or messages to maintain system integrity and ensure users are utilizing the system responsibly.

**North Star Charter School Appropriate Use Policy for Computer and Computer Systems:** Computers and computer networks, including Internet access, provide valuable tools that support the education of students at North Star Charter School. The student and his/her parent (s) should read and discuss the school policies concerning computer use.

**Unless a parent has contacted North Star, in writing, within 30 days of receipt of the Handbook, all students will be given access to the Internet.** In many cases, library research resources, such as databases of magazine, journal and newspaper articles, are only available through Internet access. In addition, 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. Improper use of the internet will result in disciplinary consequences.

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

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

Students are expected to follow the guidelines and policies expressed in the handbook and the school's NETWORK, COMPUTER AND ELECTRONIC INFORMATION SYSTEMS Policy. If the guidelines and/or policies are violated, administrators will determine consequences based on the severity of the incident. This may

include disciplinary action, loss of Internet access, loss of all computer privileges, removal from appropriate classes with an F grade, and/or legal action according to school policy and Idaho State Code (sections 18-2201 and 18-2202).

**\*Idaho Code States:** Section 18-2202. Computer Crime

- Any person who knowingly accesses, attempts to access or uses, or attempts to use any computer, computer system, computer network, or any part thereof for the purpose of: devising or executing a scheme or artifice to defraud, obtaining money, property, or services by means of false or fraudulent pretenses, representations, or promises, or committing theft, commits computer crime.
- Any person who knowingly and without authorization alters, damages or destroys any computer, computer system, or computer network commits computer crime.
- Any person who knowingly and without authorization uses, accesses, or attempts to access any computer, computer system, or computer network described in section 18-02201, Idaho Code, or any computer network, commits computer crime.
- A violation of the provisions of subsection (1) or (2) of this section shall be a felony. A violation of the provision of subsection (3) of this section shall be a misdemeanor.

### **PERSONAL ELECTRONIC DEVICES**

*Students in grades K-5 shall not use, at any time during the school day, any personal electronic device including a cell phone unless approved and supervised by the classroom teacher for academic use. This includes the school bus going to and from NS each day.*

Students who have an extenuating or special circumstance, such as, but not limited to, personal or family health related situations, may, upon the parent(s)/guardian(s) request, or request of the student, if over eighteen years of age, be in possession of a cellular phone, pager/beeper, or other emergency electronic device. Except for situations involving bona fide health or safety emergency, these electronic devices are not to be used during class or instructional time.

Students found to be using an electronic device in any way to send or receive personal messages, data, or information that would contribute to or constitutes cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent phone call or conference has been held.

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

### **PERSONALLY OWNED COMPUTER USE POLICY**

Use of personally owned computers, laptops, tablets at North Star Charter School is considered a privilege, not a right. All electronics at North Star will be used for school related work only, whether they are lab/classroom computers provided by the school or personally owned devices brought from home.

1. All rules that apply to school computers and their usage also apply to personal computers/laptops that a student may bring to school.
2. Personal computers/laptops may be used in class only with the teacher's permission.
3. The teacher may, at any time, for any reason, have the students turn off personal computer/laptops and disallow them in the classroom.

4. North Star Staff will NOT be responsible for providing tech support for personal computers/laptops.
5. North Star Charter School will NOT be held responsible for any damage, loss or theft of any personal/laptop computer. It is brought to school at the student's own risk.
6. If a student fails to follow the directives of a teacher, the personal computer/laptop will be sent to the administrator's office and held there until the end of the school day, at which time the student may take the computer home.
7. Any use of a computer for criminal behavior including: threats, obscenity, bullying, harassment or fraud will be reported to the proper authorities.
8. Any attempt to circumvent school policies using a personal computer will result in loss of use of a personal computer/laptop at school.
9. Any violation of these terms will result in loss of the privilege of using a personal computer/laptop for a time specified by the Administrator.

### **LIBRARY**

**Hours:** The library is open from 9:15 to 3:45 on school days. K-3 students are allowed to check out 1 book at a time. Students in grades 4-5 are allowed to check out 2 books at a time. Materials are renewable if not reserved by another student.

**Care and Fees:** It is extremely important that the parent, teacher, student, and librarian work together to teach students respect for books and their content. Here are a few guidelines to keep in mind when handling a book:

- Carefully turn the bottom or top corner of pages one at a time to avoid accidental tears. If you do happen to tear a page, please bring it to the librarian to fix with special book tape.
- Use a **paper** bookmark instead of turning down page corners to remember where you stopped reading.
- Avoid using pencils, crayons, glue, or pens anywhere near books.
- You never know when a drink may spill. Please don't have food and drinks when you read a book
- Provide a designated safe place for your library book at home.
- Students will be charged for lost or damaged books

Remember, reading is the most important activity you can share with your child to help him/her be a successful, life-long learner!

### **ARRIVAL & DISMISSAL CAMPUS**

Attending school every day is essential to student success. Our school provides free bus transportation to eligible students. Once they arrive, in order to leave campus for any reason, students must have verified parent approval via a note or phone call prior to checking out from school. The student must check out and in through the office. Students who do not follow this procedure will be considered unexcused (truant) in all classes missed and will be subject to disciplinary action. Students may not leave campus prior to the end of the school day without parent permission. Students must follow this procedure to avoid being listed as truant. North Star Charter School is a closed campus.

For their safety, students are to arrive at school no earlier than 15 minutes before school starts. **North Star does not have supervision on the playground before 9:00 except for students who ride the bus and begin arriving at 8:45.** Upon arrival K-5 grade students should proceed to the playground.

Students must be off school grounds 15 minutes after school is dismissed unless participating in an extracurricular activity under the direct supervision of a teacher/coach.



Our goal is for your child to be safe. Please make thoughtful arrangements to assure that the arrival and dismissal procedures are followed.

## TRANSPORTATION

### Visitors

As part of our effort to keep students safe, we require visitors to check in at the office and obtain a visitor's pass. Visitors may also be required to show ID.

We welcome parent visitors, but ask that you schedule appointments with teachers or staff so classroom teaching will not be disrupted.

Visitors who are not authorized on campus are considered to be loitering and may be charged with trespassing.

To protect students and school property, our school has a "No Loitering/No Trespassing" policy. School administrators must have immediate knowledge of any unauthorized persons inside the building or on its grounds.

Children who are not students enrolled in our school are not allowed on campus unless authorized by Administration. Unauthorized visitors are trespassing.

**Family-provided transportation:** Parents are welcome to transport their children to school. We ask that the entrance and exiting paths be followed to ensure a smooth flow of traffic during peak times. Students are welcome to walk, bike, skate or scooter to school. Once they arrive at school, bikes should be locked in designated racks. Skates, skateboards, and scooters need to be carried into the school and locked into the student's locker. To ensure the safety of all students, these transportation devices cannot be used in the school or during school hours.

**Bus transportation:** Students who live more than 1-½ miles from school are eligible to ride an assigned school bus without charge. Out-of-district students are responsible for their own transportation. North Star Charter School provides bus transportation for all qualifying students through Brown Bus Company. Contact Brown Bus at 466-4181 for individual bus stop locations and bus numbers.

## BUS RULES

- **SWEARING OR OBSCENE LANGUAGE IS NOT ACCEPTABLE.**
- **ALWAYS REMAIN SEATED.**
- **FOLLOW DRIVERS DIRECTIONS THE FIRST TIME.**
- **EVERYONE WILL BE HELD RESPONSIBLE FOR THEIR ACTIONS.**
- **TREAT EQUIPMENT AND OTHERS WITH RESPECT.**
- **YOU MUST KEEP YOUR HANDS TO YOURSELF AND INSIDE THE BUS.**
- **K-5 STUDENTS ARE NOT ALLOWED TO USE CELL PHONES or other electronic devices with internet access.**

**Designated Bus / Permission Slip:** Each student is required to ride their designated bus to and from school. Your child must have a written permission slip to ride a different bus home or to get off the bus at a bus stop that is not their regular designated bus stop? Permission slip forms can be obtained from the bus driver or from the school office.

**Seating:** Each driver has the authority to assign seats or establish seating arrangements as they see fit, in order to manage the students on their bus.

**Bus Stops:** Have your child ready to board at the designated bus stop 5 minutes before the buses regularly scheduled time. While waiting at the bus stop each student should stay out of the roadway and be respectful of other people's property. For the SAFETY of each student, there should not be any horseplay, pushing, shoving, or harassing at the bus stop.

**Late Buses:** Routes can be delayed for a number of reasons and most of them are out of the control of the driver. Some examples of delays that cause buses to be late are trains, road construction, weather, student discipline during the route and field trip buses returning late.

## COUNSELING SERVICES

The North Star Charter School counselor is available for student advocacy and assistance. Student must consult the counselor to secure information and guidance in the areas of education, career interest or planning and social development. Do not hesitate to speak to counselor if you experience difficulties or problems. Request forms to see a counselor are available at the front desk. A request must be filled out and submitted to the office in advance. The counselor will send for the student when the schedule allows.

## HEALTH AND WELL-BEING

**Illness Guidelines:** The following are guidelines for keeping your child home from school to ensure his/her well-being and prevent the spread of illness:

- A 100-degree temperature or more.
- Nausea, vomiting, abdominal pain, diarrhea.
- Nasal discharge with a yellow/green color.
- Student is more lethargic than usual.
- Cough in combination with other symptoms.
- Contagious process- rash, pink eye, head lice, etc.

**Health and Emergency Policy:** If a student is injured or becomes ill at school, efforts will be made to notify the parent/guardian. If parent/guardian cannot be reached, the designated emergency contact will be notified. **Please advise the school of any changes in telephone numbers, places of work, or emergency contacts.**

In the event of serious illness or injury, the Ada County paramedics may be notified to assess the student's condition and transport to the emergency room if they determine it is necessary. Every effort will be made to contact the parent, who may then meet the student at the emergency room or at school. **It is the parent's responsibility to pay for medical services – including transportation to the emergency room.**

The school has personnel trained in performing CPR and first aid; these personnel along with the school administrators will be responsible for determining the need to call for further medical assistance. **If your student has a chronic or acute health condition that may affect them at school, please contact the office.**

**Immunizations:** Children must be in compliance with Idaho Immunization Laws in order to attend school. To be compliant, children must be up-to-date on immunizations (shots) or have a valid exemption form on file. Whenever children are brought into group settings, there is a potential for the spread of infectious diseases. Diseases like chickenpox, measles, and whooping cough spread quickly, so children need to be protected before they enter preschool and grades K-12.

You will need to present your child's immunization record or a valid exemption form to the school at the time of registration to enroll your child. The immunization record must show the date (month, day, and year) your child was given each shot. If you do not have an immunization record or your child has not received all required shots, call your doctor or local health department for an appointment.

**Children born on or before September 1, 1999** must have a minimum of:

- (4) Diphtheria, Tetanus, Pertussis (DTaP)
- (1) Measles, Mumps, and Rubella (MMR)
- (3) Polio
- (3) Hepatitis B

**Children born after September 1, 1999 through September 1, 2005** must have a minimum of:

- (5) Diphtheria, Tetanus, Pertussis (DTaP) 2
- (2) Measles, Mumps, and Rubella (MMR)
- (3) Polio
- (3) Hepatitis B

**Children born after September 1, 2005** must have a minimum of:

- (5) Diphtheria, Tetanus, Pertussis (DTaP) 2
- (2) Measles, Mumps, and Rubella (MMR)
- (4) Polio3
- (3) Hepatitis B
- (2) Varicella (Chickenpox)4
- (2) Hepatitis A

**Children admitted to 7th grade** must meet the following minimum immunization requirements in addition to school entry requirements:

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

Reference: Idaho Code 39-4801 and IDAPA 16.02.15 "Immunization Requirements for Idaho School Children"

### **MEDICATION (Policy 504.11)**

Students who require emergency medication to treat life threatening medical conditions may carry their medication with them and self-administer in accordance with school procedures. In case of life threatening medical conditions, a school 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.

**Medical Insurance:** Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

North Star Charter School does **not** provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parent(s)/legal guardian(s). North Star Charter School carries only legal liability insurance. Parents, please be prepared to pay for your child's possible medical expenses.

The office keeps a first aid kit to be utilized for small emergencies and mishaps.

## GENERAL POLICIES

**Student Records:** Any student, parent, or legal guardian may have access to records (cumulative folders), which pertain to them personally. Unless there is a court order prohibiting it, non-custodial parents are allowed to see these records. Administrators may disclose personal information about students without prior consent from the parent/guardian if it is deemed necessary by the administrator. Cumulative records are available to certified staff. Records of a confidential nature are not open and remain with the person responsible for them (i.e. administrators, counselor, etc.).

**Moving:** During the school year, please notify the school if there are any changes to your student's home address or phone number.

### **Withdrawal from School:**

- A parent/guardian must notify the school office as early as possible regarding the student's withdrawal. Notification can be a visit to the school (preferred), written note or phone call.
- The student will complete a check out form on their last day of attendance.
- **All schoolbooks and equipment must be returned on the student's last day of attendance.**
- Parent/guardians will be charged for all books or equipment that are not returned.

**Messages:** We are anxious to maximize students' uninterrupted learning time. We deliver emergency messages at the time of the call. **Balloons (no latex)**, flowers, and other special deliveries are kept in the office until the end of the day. The recipients will be notified during their final class period.

**Telephone Use:** An office phone is available in case of emergencies only before and after school, and during lunch. Students must obtain permission at the front office for using the school's telephone.

**Lunch Program: Students must bring a lunch from home.** All elementary students will be eating lunch in the classroom during a designated lunchtime.

**Closure Procedures for Weather Emergencies:** The decision to close school will be made as early as possible, preferably the night before. Tune into your local TV station (channels 2, 6, or 7) for closure information between 5:45 and 6:00 a.m. Please check our website and Facebook page. Please do not call the school.

**RECEIPT OF STUDENT-PARENT HANDBOOK:**

**I received the Student-Parent Handbook and accept the responsibility to review it and discuss it with my student. I read and understood the Home and School Contract on page 2, the PBIS behavior information on pgs. 11-15 and the guidelines regarding FERPA on page 3. I agree to ensure that my student/s abide by the information outlined in the Handbook.**

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**PARENT NAME**

**PARENT SIGNATURE**

**DATE**

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**STUDENT NAME**

**STUDENT SIGNATURE**

**GRADE**