

North Star Charter School

**High School Handbook
2022-2023**



**North Star
High School Program**

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 commit to:

- 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 eat nutritious meals.
- Establish a place and time to study along with daily reading time.

Media/Directory Permission Release and Usage Agreement Contract

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 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 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.**

"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 2022-2023

August 22-24	9-12 Teacher In-service days, no school for students
Thursday, August 25	First full day of school for grades 9-12.
Monday, September 5	Labor Day- No School
Monday, September 19	Teacher Collaboration, early dismissal at noon.
October 10 - October 14	Fall Break- No School
Friday, October 28	End of First Quarter
Friday, October 31	Parent Teacher Conferences— No School for Students
Tuesday, November 1	Teacher Collaboration, early dismissal at noon.
November 21-25	Thanksgiving Break- No School
December 22 - January 4	Holiday Break- No School
Monday, January 16	Civil Rights Day- No School
January 17-20	Semester Finals. Early release at 10:50 on 1/19 and 1/20.
January 30	Teacher Collaboration, early dismissal at noon.
February 20-24	Winter Break - No School
March 20-24	Spring Break- No School
Friday, March 31	End of 3 rd Quarter, 9-12
Friday, April 28	Teacher Collaboration, early dismissal at noon.
Monday, May 1	Family Time Long Weekend, No School
May 29	Labor Day – No School
May 30	High School Graduation 6:00
May 30 - June 2	Semester Finals. Early release at 10:50 on 6/1 and 6/2
June 2	Last Day of School

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.

This mission represents our belief that all of our students will receive an education that prepares them to handle the issues of the 21st century world by equipping them to think critically and creatively, and gain confidence in their skills and knowledge, resulting in citizen leaders with virtue. They will achieve this through the “North Star Way”:

- **Students:** We believe all of our students deserve and can benefit from the educational programs we offer. We are a public, K-12, tuition free charter school.
- **World-Class:** We are an International Baccalaureate (IB) school. We engage students in exploration and discovery of their 21st century world through the IB Diploma program, learning a second language, surveying music or art, and investigating global entrepreneurship.
- **Safe, Supportive and Structured:** We help our students become virtuous citizens. Our elementary program prepares students both morally and in conduct, for the leadership, service and hard work of our secondary and IB diploma programs. We provide a safe learning environment allowing students to focus on a challenging curriculum and accelerated learning
- **High Academic Achievement:** We believe that all students can meet high expectations and overcome obstacles that seem insurmountable. We equip students to think critically and creatively and gain confidence in their skills and knowledge. All students in all grades strive to be “college-ready”.
- **Community:** We are students, teachers, staff, parents, and directors of the North Star Charter School community. We focus on a shared vision of educational excellence and character development. We strive to understand our unique roles in that common vision. We all have a responsibility to educate NSCS students.

Vision Statement

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

This vision guides North Star Charter School to:

- Forge “high performance” principles into a stellar public education.
- Ignite in our students a passion for critical and creative thinking balanced with a deep ability for self-reflection.
- Fuel a vision of perseverance, compassion and depth of character that empowers our students to flourish in their community, nation and world.

By “high performance” we mean having a universal and pointed focus on accelerated educational expectations for all students. In aligning curriculum from K through 12th grades, high standards for teaching and learning can be achieved. We promote and train effective teachers and leaders that use the powerful tools of collaboration and communication to unite the whole NSCS community.

International Baccalaureate Organization Mission Statement

The International Baccalaureate Organization (IBO) aims to develop inquiring, knowledgeable, and caring young people, who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the IBO works with schools, governments, and international organizations to develop challenging programs of international educations and rigorous assessment.

These programs encourage students across the world to become active, compassionate, and lifelong learners, who understand that other people, with their differences, can also be right.

Program Aims

- Provide rigorous and broad-based curricula and assessments.
- Maintain high academic standards common to schools worldwide.
- Allow students to develop individual talents.
- Foster critical and compassionate thinkers.
- Open the window between the classroom and the outside world.
- Foster a lifelong interest in learning as well as informed and responsible citizenship.
- Promote international understanding and a respect for a variety of cultures.
- Facilitate university entrance around the world.

What Is It?

- An internationally recognized program.
- A high quality curriculum that aims to encourage critical thinking by the study of traditional disciplines while encouraging an international perspective.
- A program designed for the academically motivated student who can function across the curriculum and who has learned to manage time well.

Why Do It?

- IB has an international acceptability, which allows for both flexibility and mobility.
- IB educates the “whole person.”
- IB encourages students to appreciate cultures and attitudes other than their own and to be informed, tolerant, and willing to communicate with others.

- The IB approach is education not encyclopedic. The emphasis is on helping students to learn how to learn and how to analyze.
- IB provides a broad general education while still allowing specialized study in areas corresponding to the individual's particular interests and plans for the future.
- The IB expands the mind and encourages independence.

The Six Academic Subjects

These are studied concurrently. Students are required to study both the humanities and the sciences. Diploma candidates must select one subject from each of the six groups. At least three exams and not more than four are taken at higher level (HL), the others at standard level (SL); HL courses represent a recommended minimum of 240 teaching hours, SL courses cover 150 hours. Students are, thus, able to explore some subjects in depth and others more broadly, a deliberate compromise between the early specialization of some national systems and the breadth found in others. The science-oriented student is challenged to learn an additional language and the natural linguist becomes familiar with laboratory procedures. Problem-solving, critical thinking, active citizenship and global perspectives are encouraged in each area of the curriculum. The subjects' curricula are continually reviewed, revised, and, updated to meet contemporary needs.

The Central Elements

Extended Essay

Diploma candidates are required to undertake independent and original research and write an essay of some 4,000 words. The project offers the opportunity to investigate a topic of special interest and acquaints students with the kind of independent research and writing skills expected by universities. The IBO recommends that a student devote a total of about 40 hours of private study and writing time to the essay. It may be written in one of 60 subjects, including many languages. The essay permits students to deepen their program of study, for example by selecting a topic in one of their higher level courses, or, they might add breadth to their academic experience by electing to write in a subject not included in their program choices.

Theory of Knowledge

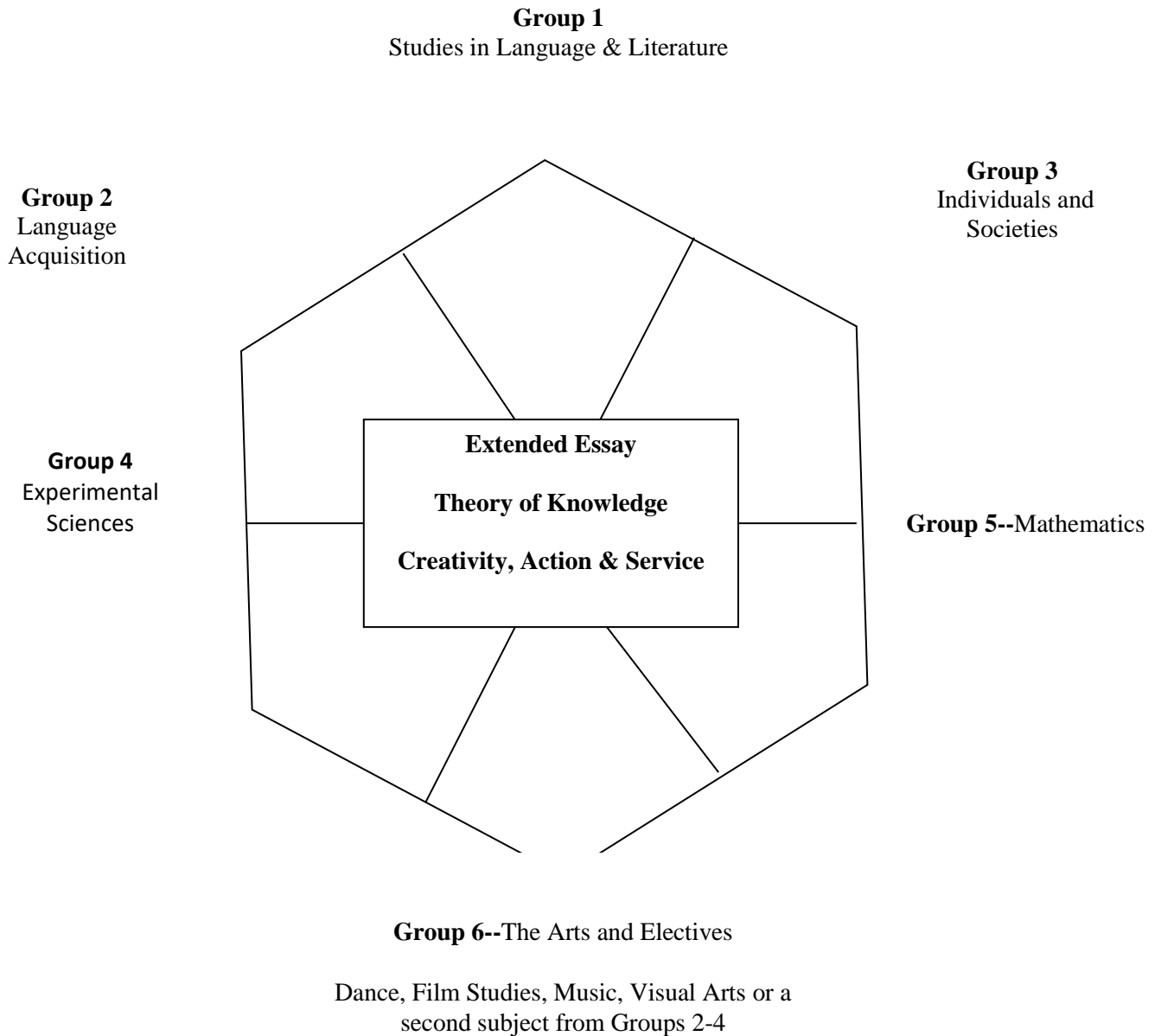
TOK is a required interdisciplinary course intended to stimulate critical reflection upon the knowledge and experience gained inside and outside the classroom. TOK challenges students to question the bases of knowledge, to be aware of subjective and ideological biases, and to develop a personal mode of thought based on analysis of evidence expressed in rational argument. Taught for a minimum of 100 hours during the two years, TOK examines various areas of knowledge, truth, logic, value judgments, and the role of language and thought in knowledge. The key element in the International Baccalaureate Organization's educational philosophy, TOK seeks to develop a coherent approach to learning which transcends and unifies the academic subjects and encourages appreciation of other cultural perspectives. Assessment of student performance is based on written and oral work. The student is required to submit an essay of between 1200 and 1600 words on a prescribed topic, which is externally assessed. In addition, the student is required to make an in-class oral presentation. The presentation is evaluated by the classroom teacher, and reviewed by IB Examiner(s).

Creativity, Action and Service (CAS)

CAS is a fundamental part of the Diploma Program curriculum. The CAS requirement takes seriously the importance of life outside the world of scholarship, providing a refreshing counterbalance to the academic self-absorption some may feel within a demanding school program. Over the two years, (11 & 12) students are urged to complete extracurricular activities evenly distributed among the components of creativity, action, and service. The emphasis is on the commitment of the experiences and the attainment of eight outcomes. As part of Pre-IB, students are asked to engage in 100 service hours. This IB Program recommendation also addresses the school district/state requirements for community service required for high school scholarship.

The IB Hexagon

International curriculum planners seek to ensure that the International Baccalaureate Organization's educational aims are embodied in the structure and content of the program itself. The diploma model is displayed in the shape of a hexagon with six academic areas surrounding the core. The program's core components complement a traditional liberal arts curriculum. Subjects are studied concurrently and students are exposed to the two great traditions of learning the humanities and the sciences.



IB LEARNER PROFILE

IB Programs aim to develop internationally minded people who are striving to become:	
Inquirers	Their natural curiosity is nurtured. They acquire the skills necessary to conduct constructive inquiry and research, and become independent active learners. They actively enjoy learning and this love of learning will be sustained throughout their lives.
Knowledgeable	They explore concepts, ideas and issues which have global relevance and importance. In so doing, they acquire, and are able to make use of, a significant body of knowledge across a range of disciplines.
Critical thinkers	They exercise initiative in applying thinking skills critically and creatively to approach complex problems and make reasoned decisions.
Communicators	They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication.
Risk-takers	They approach unfamiliar situations with confidence and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are courageous and articulate in defending those things in which they believe.
Principled	They have a sound grasp of the principles of moral reasoning. They have integrity, honesty, a sense of fairness and justice and respect for the dignity of the individual.
Caring	They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to action and service to make a positive difference to the environment and to the lives of others.
Open-minded	Through an understanding and appreciation of their own culture, they are open to the perspectives, values and traditions of other individuals and cultures and are accustomed to seeking and considering a range of points of view.
Well-balanced	They understand the importance of physical and mental balance and personal well-being for themselves and others. They demonstrate perseverance and self-discipline.
Reflective	They give thoughtful consideration to their own learning and personal development. They are able to analyse their strengths and weaknesses in a constructive manner.

PRE-INTERNATIONAL BACCALAUREATE PROGRAM

Sample course work and graduation requirements: Courses described below may vary but will remain true to the IB Program and Business/ Economics emphasis of the high school.

9th Grade

<i>1st Semester</i>	<i>2nd Semester</i>
English	English
US History	US History
Science	Science
Math	Math
Speech/PE	PE/Speech
Spanish 1	Spanish 1
Business	Business
Elective	Elective
Advisory	Advisory

10th Grade

<i>1st Semester</i>	<i>2nd Semester</i>
English	English
Science	Science
Math	Math
Economics	Economics
Health/Fitness	Fitness/Health
Spanish 2	Spanish 2
Government	Government
Elective	Elective
Advisory	Advisory

INTERNATIONAL BACCALAUREATE PROGRAM

11th Grade and 12th Grade

<i>1st Semester</i>	<i>2nd Semester</i>
IB Language and Literature SL/ HL	IB English HL
IB Biology or Chemistry SL/HL	IB Biology or Chemistry SL/HL
IB Math SL/HL	IB Math SL/HL
IB History of the Americas SL/HL	IB History of the Americas SL/HL
IB Spanish SL	IB Spanish SL
IB Elective	IB Elective
Theory of Knowledge (TOK)	TOK
Elective	Elective
Advisory*	Advisory*

* Students who are not in good academic standing will attend a mandatory advisory until they are back on track for graduation.

Students who complete the full IB DP Program will receive a North Star Diploma of Distinction.

VENTURE CAPSTONE PROGRAM (for students not pursuing the IB Diploma)

11th Grade and 12th Grade*

1st Semester

2nd Semester

IB Language and Literature SL/ HL	IB English HL
Science	Science
Introduction to Data Science	Introduction to Data Science
IB History of the Americas SL/HL	IB History of the Americas SL/HL
IB Elective	IB Elective
Venture Capstone Art, Tech, or Internship	Venture Capstone Art, Tech, or Internship
Business	Business
Elective	Elective
Advisory*	Advisory*

*All students who fulfill the requirements of their IB classes, may test at the end of senior year to earn an IB Certificate. Certificates can fulfill college course requirements, earning students college credit, depending on the university they attend.

*North Star Policy allows seniors in *good academic standing and have completed adequate graduation requirements* to have one free period per A/B day.

* Students who are not in good academic standing will attend a mandatory advisory until they are back on track for graduation.

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:

- **Preparation:** to introduce material to be presented in future lessons (6th-12th)
- **Practice/Review:** to reinforce and/or master basic skills already presented in class (All Grades)
- **Responsibility:** develop organizational and time management skills as well as self-discipline (All Grades)
- **Feedback:** to give teachers valuable feedback to monitor student progress (All Grades)
- **Application:** to enable students to connect skills and concepts to new situations within the subject matter (6th -12th)
- **Extension:** to provide students with opportunities to transfer specific skills or concepts from one subject to another (6th-12th)

ACADEMIC WARNING AND PROBATION

Step 1: Academic Warning

At the high school level, a student is placed on academic warning for receiving one F or two grades of D or lower at the end of a quarter or semester. Students will receive extra help during Advisory. A parent conference will follow.

Step 2: Academic Probation

A student is placed on academic probation after being placed on Academic Warning and:

1. Receiving two F's or three or more grades of D or lower at the end of a quarter or semester, or
2. Being placed on Academic Warning for two consecutive quarters.
3. Student will have mandatory tutoring time during lunch.
4. A parent conference with the teachers, student, and administration will occur at the end of the quarter.

Idaho Digital Learning Academy Classes

The Idaho Digital Learning Academy (IDLA) is a statewide, web-based, educational program set up to provide Idaho students with greater access to a diverse assortment of courses. This virtual high school was created to address the educational needs of all Idaho students: traditional, home schooled, at-risk, gifted, and adult learners. North Star Charter School will use IDLA classes to supplement the curriculum and to provide remedial academic support. Teachers, counselors, and administrators will identify those students who will benefit from IDLA 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 IDLA courses if their behavioral record does not indicate the self-discipline needed to succeed in on-line classes.

MONITORING STUDENT ACADEMIC PROGRESS

Our school provides 24/7 online access to student grades, assignments, and other information through web-based programs such as **PowerSchool and a Google Portal**. Please contact the student's teachers for further information.

Parent Conferences – Our school hosts at least one conference session for students, parents and teachers to meet face to face and discuss progress.

Report Cards – Report cards can be accessed on PowerSchool at the end of each semester.

Grade Point Average (GPA) – The total number of points divided by the number of counted class's equals the GPA.

The point system is as follows:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

IB HL courses use the 5.0 point system:

A = 5.0 B = 4.0 C = 3.0 D = 2.0 F = 0

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 ISAT 2.0 in the spring.

FAST FORWARD FUNDING

Fast Forward Funding is an Idaho state program which allocates \$4,125 to each student. These funds can be used to cover the cost of overload courses, dual credit courses, as well as IB exams. Students can use up to \$225 per overload course. This course must go above and beyond the student's regular academic day. Summer courses do apply. Students can use up to \$75 per credit for dual credit courses. At North Star we have partnered with CWI to provide dual credit options to our students. Fast Forward is able to cover the full cost of IB exams. If a student is considering an overload or dual-credit course, please contact Mr. Pettit so he can advise you regarding which courses will best help you meet your academic goals.

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 and harassment
- Discipline
- Dress code
- Cheating
- Any behavior that interferes with the education process of oneself or others.

ATTENDANCE

Students, parents, and educators recognize the importance of attendance and punctuality at all grade levels. Key reasons for regular and punctual attendance are employability, educational benefits and success in school.

- **Employability-** Punctuality and attendance are important skills for employment identified by employers. Developing these skills is critical whether students plan to work during the school year, after graduation, or after college.
- **Educational Benefits-** Regular attendance helps to assure that students are learning to their highest potential in each content area.
- **Success-** Students must be present in order to experience success. Further, each student's presence enhances success of the entire class.
- **Financial Solvency of our School-** The schools funding is based on obtaining an average of 96% attendance in Kindergarten through grade 12. Average daily attendance is determined on a weekly basis. It is critical to the financial viability of the school that parents/guardians adhere to their commitment of at least 96% attendance.

All absences, excused, or unexcused, count towards the 96% attendance criteria.

HIGH SCHOOL ATTENDANCE REQUIREMENTS

ATTENDANCE REQUIREMENT

This policy section applies to all students grade 6-12. North Star Charter high school students must attend 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. 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 (9th) through eleventh (11th) grade required credits, and must have proficient scores on all portions of the state mandated achievement test.

At the 9-12th grade level, students are allowed five (5) absences in a block schedule class period during the semester. Students who receive 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 acceptable school setting such as with a counselor or administrator. A North Star secretary will have the responsibility of keeping accurate attendance and checkout procedures.

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, 9-12th 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, and approved by administration
- 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 trancies 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 trancies 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 six (6) absences in a block schedule may be dropped from school without verification of circumstances warranting the absences (i.e. doctor or court excuse) and placed at the bottom of our waitlist. When the student's name is at the top of the waitlist 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 six (6) unverified absences in a block schedule, whether consecutive or accumulative, may be referred to the Board of Directors as a habitual truant.

TRUANCY

Truancy is defined as a student being absent without approval of his/her parents, guardian, or school officials. Truancy occurs when:

1. An unauthorized phone call is made.
2. An unauthorized note is sent to school.
3. The parent refuses to excuse an absence.
4. The student leaves school without permission to leave.
5. The student is in the building, but is out of class without permission

PERMITS TO LEAVE CAMPUS

Parents need to call or email the attendance office for students to obtain a permit to leave. Hand written notes are not accepted. ***Permits to Leave will not be issued 20 minutes prior to lunch or 20 minutes prior to the end of the school day.*** Any student leaving campus without a PTL will be issued truancy.

CLOSED CAMPUS

Secondary students, grades 9-10, are not permitted to leave campus upon arrival and must remain on campus in designated areas. Violation of the closed campus policy will result in truancy. Junior and senior students are permitted to leave during lunch only as long as they are in good academic standing, and on track for graduation.

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.**

North Star Student Behavior Expectations

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.
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.

POSSIBLE CONSEQUENCES

POSSIBLE CONSEQUENCES

Think Time – Form completed by student outlining his/her thinking error.

Time Out – Student is removed to another classroom and allowed back when s/he is ready to learn.

Lunch Detention - Students must be on time, prepared with reading or study materials enough to occupy the detention time.

In School Suspension (ISS) - Provided daily during school hours. Students may be assigned for a portion of a day, up to 10 days of ISS.

Suspension from school (OSS) Students may be suspended from school and all school-related activities for a period of 1 to 5 days, with an extension of up to 10 days for violent or severe behavior.

Expulsion - Any student who is continually disruptive of school discipline, disrupts the instructional process, or whose presence is a detriment to the health and safety of other students may be denied attendance by expulsion. Only the Board of Trustees can make this decision.

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. A small number of clearly defined behavioral expectations are defined in positive, simple rules. Students and Staff will have:

- Positive Attitude
- Respect
- Integrity
- Determination
- Excellence

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. Specific behavioral examples are:

- Positive Attitude
- Respect
- Integrity
- Determination
- Excellence

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. North Star has designed a formal system that rewards positive behaviors. North Star Reward Tickets are immediate rewards used by the individual teacher, at their discretion, as a tool of encouragement and a student motivator, to encourage and reinforce positive behaviors demonstrated on a consistent basis. Teachers can award Reward Tickets to students, whether they teach them or not. Reward tickets are also turned in to the office to enter students and teachers in drawings for tangible rewards.

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 Incident Reports (SIRs) are used to document and record incidents managed by the teacher in the classroom. Office Discipline Referral forms are used to refer major incidents or chronic disruptions to the administration. The Student Behavior Management Process Flowchart is used to help teachers distinguish major from minor behavioral incidents.

5. Decisions about Behavior Management are Data Based. One of the most important features of PBIS is the use of the web-based data management system called SWIS. The SWIS database tracks what types of discipline incidents are occurring, where, what time of the school day and who is involved in them. SWIS 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.

North Star Charter School Suggested Teacher Interventions

The following are intervention suggestions that may be utilized in correcting student behavior. The list is not comprehensive or hierarchical within each level and not all intervention strategies for each level need to be used.

Level 1: Behavior causes minimal interference with instructional process.

- Proximity control
- Nonverbal cues
- Verbal warning
- Conference with student
- Modified seating

Level 2: Interference with instructional process and/or repeated level 1 behaviors.

- Complete Think Time
- Referral to guidance
- Out of class time with another teacher
- Parental contact (phone call, letter, email)
- Detention
- Participation grade deduction

Level 3: Behaviors requiring parent notification, including repeated level 2 behaviors.

- Parental contact (phone call, letter, email)
- Parent/student/teacher conference
- Parent/student/team conference
- Parent/student/team/administrator conference

Level 4: Office managed (Major Offense) behaviors.

- Complete an Office Discipline Referral (ODR) form

Examples of Minor and Major Offenses

Minor Offenses	Major Offenses
<ul style="list-style-type: none"> • Language • Lateness • Blurting • Dress Code • Put Down • Throwing objects • Refusing to work • Minor dishonesty • Tone/Attitude • Inappropriate comments • Electronic devices • Food/gum/drink 	<ul style="list-style-type: none"> • Academic Dishonesty • Weapons • Fighting or aggressive physical contact • Chronic minor infractions • Aggressive/Demeaning language • Threats • Harassment of student/teacher • Truancy • Vandalism (significant) • Smoking/Alcohol/Controlled substances / Drugs

<ul style="list-style-type: none"> • PDA (Public Displays of Affection) • Running in hall • Not coming to class prepared • Missing homework • Defiance/disrespect/insubordination • Textbook abuse or loss • Inappropriate behavior at assemblies/school activities 	<ul style="list-style-type: none"> • Gambling • Theft • Lewd notes • Repeated backtalk • Dress code - 3 minors for same offense • Discrimination (race, color, creed, national origin, sex, disability, or religion)
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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:*

- *Garments/items that advertise illegal substances or display obscene statements.*
- *Any attire or grooming habit that disrupts the educational atmosphere.*

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.*
- *Booing 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.*

Parking Permits: *Students who have a valid driver’s license may purchase a parking permit during registration or from the front office. Parking permits must be visible. Only North Star students may park their cars in the parking lot during the school day. Parking on campus is a privilege. Unsafe driving on school property may result in the loss of a student’s parking permit.*

COMPUTER USE

The purpose of North Star Charter School Internet and local network access is to facilitate communications 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).

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.

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).

PERSONAL ELECTRONIC DEVICES

Students in grades 9-12 may use cell phones for research purposes ONLY during class time with the permission of the teacher. Cell phone usage at lunch is permitted.

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 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 laptops that a student may bring to school.
2. 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 laptops and disallow them in the classroom.
4. North Star Staff will NOT be responsible for providing tech support for laptops.
5. North Star Charter School will NOT be held responsible for any damage, loss or theft of any laptop. It is brought to school at a student's own risk.
6. If a student fails to follow the directives of a teacher, the personal 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 laptop at school.
9. Any violation of these terms will result in loss of the privilege of using a laptop for a time specified by the Administrator.

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 a 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. ***The doors are unlocked at 7:30 for secondary students. 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.

Secondary students cannot ride the Elementary buses.

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

TRANSPORTATION

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.**

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.

- **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.**

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/or field trip buses returning late.

COUNSELING SERVICES

North Star Charter School Counselor is available for student advocacy and assistance. Students 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 a 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 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

Students must be in compliance with Idaho Immunization Laws in order to attend school.

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.

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 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 pertains 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 is not returned.

Lockers: High School students are advised to keep their locker combinations to themselves. Locker combinations will only be changed or lockers exchanged for security reasons. Backpacks should be kept in lockers. Lockers and desks remain the property of the school. The school is authorized to open lockers and desks to examine their contents, including personal belongings of students, when officials have reasonable cause to believe that the contents threaten the safety, health, or welfare of students or include suspected stolen property or items, which are specifically prohibited by law, Board Policy, or school regulations.

Messages: We are anxious to maximize students' uninterrupted learning time. We deliver emergency messages at the time of the call. Balloons, 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.

Lunch Program: Students must bring a lunch from home.

Closure Procedures for Weather Emergencies: The decision to close school will be made as early as possible, preferably the night before. You will receive a text to the number you have provided during registration that we have in PowerSchool and an email to the email address we have on file. Please do not call the school.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

North Star Charter School is dedicated to offering an activities program to the young men and women of North Star Charter School. It is the school's belief that there should be a proper balance between the academic and activity programs. A properly balanced and well-supervised activities program will provide social, emotional, and physical opportunities for those wishing to participate. This school will take the responsibility for providing a program that represents the interests of the majority of its students.

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. Participation in extracurricular and co-curricular activities is a privilege, not a right. *As representatives of our school, students participating in such activities are expected to meet high standards of behavior and maintain passing grades in all classes.* North Star Charter School will adhere to all rules and regulations of the Idaho High School Activities Association.

Definition of Extracurricular and Co-curricular Activities:

- Extracurricular activities are school-authorized activities, which take place outside of the regular school day and do not involve class credit, including, but not limited to athletics, student groups or organizations, and community activities.
- Co-Curricular activities are school-authorized activities held in conjunction with a credit class, but taking place outside of the regular school day including, but not limited to drama, band or choir.

Extra-Curricular Activities at North Star Charter School: The extra-curricular program consists of a variety of challenging activities designed to appeal to diverse interests and talents. To make the most of your school experience, get involved in one or more of the following:

*Basketball *Cross Country *Volleyball *Student Council *Track *Ski Team *Cheer *Golf *Baseball
*National Honor Society

Dances: Admittance to all school dances may require an admission fee or presentation of the Student Activity/Identification Card. Students must arrange for transportation to and home from the dance. Students cannot leave until the dance is over or their parents pick them up. Parents are reminded that students should be picked up within 15 minutes after the dance ends. (Students staying on campus after this time may lose privileges to attend other school activities.)

Student Government: The student government, or student council, consists of elected officers that may differ with each age group. There will be a president, vice-president, treasurer, secretary, and class representatives. The student council meets regularly, at which time business is transacted and student body activities are discussed. To become a candidate for office, a student must file an appropriate petition and satisfy the academic and citizenship requirements. A plurality of votes cast is necessary for election. Once elected, student body officers must maintain academic and citizenship requirements.

NORTH STAR IB HONOR CODE

The International Baccalaureate offers a quality education that not only ensures knowledge, but also cultivates the virtues of honor, courtesy, and perseverance. Of these virtues, honor is of great importance, for it is personal integrity that will influence and finally determine many of our actions and beliefs.

A North Star pre-IB or IB student is expected to maintain the highest standards of academic integrity, overall scholarship, school leadership and community responsibility.

So that the expectations of the NSCS IB faculty are clear, a list of behaviors that are forms of cheating follows:

1. Looking on someone else's paper during a test or quiz.
2. Plagiarizing another's words or ideas (including data downloaded from the internet) in a report, research paper, or extended essay.
3. Revealing to someone who has not taken a test or quiz what the questions or problems are.
4. Copying or conferring with other students or with adults on any independently designated assignment.
5. Writing notes in a convenient place and referring to them during a test or quiz.
6. Sliding your paper into viewing range of another student during a test or quiz.
7. Working out signals and using them to help someone on a test or quiz.
8. Looking at the paper of a student who is still working on a test when you come into the room from another class; checking out the teacher's desk to see what might be helpful.
9. Misrepresenting the submission of information (events, hours, or other data) regarding the CAS component of the program.
10. Unauthorized use of technological devices to complete or reveal information or answers to oneself or others.
11. Knowing of another IB student's plan or participation in "cheating" without confiding directly or anonymously to North Star faculty.
12. Any infraction that warrants a school referral, or violation of civil or criminal law.

Both IB and North Star treat cheating as a very serious matter. Student writing is submitted through Turn It In to check for plagiarism. Disciplinary action will be taken when an infraction of the Honor Code occurs and noted in Milepost. The student will receive a "zero" on the assignment. If a student has been found in violation of the Honor Code, he or she will not be recommended for the National Honor Society. If the student is already a member, the sponsor of the organization will be notified. In addition, letters of recommendation to colleges may be withheld and a student must notify colleges of the infraction. Finally, a violation of the IB Honor Code signifies that a student is not in "good standing" within the IBO. Repeated incidents of cheating will result in failure of the class and loss of credit.

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, and the guidelines regarding FERPA on page 3. I agree to ensure that my student abides by the information outlined in the Handbook and the North Star Honor Code.

PARENT NAME	PARENT SIGNATURE	DATE
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STUDENT NAME	STUDENT SIGNATURE	GRADE
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