

EDUCATIONAL PROGRAM

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NORTH STAR CHARTER SCHOOL
EDUCATIONAL PROGRAM

Series 600

Policy Title: Statement of Guiding Principles

Code No. 600

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

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

Date of Adoption:
11/18/2010

Legal Reference:
Idaho Code

NORTH STAR CHARTER SCHOOL
EDUCATIONAL PROGRAM

Series 600

Policy Title Instructional Hours

Code No. 601.1

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

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

Lunch period shall be at least 25 minutes each day.

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11/18/2010

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Idaho Code

NORTH STAR CHARTER SCHOOL
EDUCATIONAL PROGRAM

Series 600

Policy Title Adverse Conditions and Emergency Closures

Code No. 601.2

North Star Charter School policy conforms to Idaho Code 33-512 regarding governance of schools when adverse weather, facility failures or other conditions interfere with normal operations. Policy is designed to keep the school in conformance with state law regarding the number of hours of instruction required in any school year.

Idaho Code 33-512 allows the board of trustees to reduce annual instructional hours required up to a total of eleven (11) hours for emergency school closures due to adverse weather conditions and facility failures. Eleven hours are the equivalent of two school days.

School emergencies will be declared after consulting with public safety authorities such as law enforcement, weather service and highway officials. When emergency conditions, such as hazardous roads make school closure necessary, the Head of School will make the modification decision prior to 6:00 a.m. and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out communication procedure to all staff.

Employees will not work on closure days unless otherwise directed by the Head of School or his/her designee.

WORK SCHEDULES AND RESPONSIBILITIES FOR SCHOOL CLOSURES

Head of School

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

Non-Teaching “Exempt” Personnel and Key Support Staff

Non-teaching “exempt” personnel shall report for duty per their normal shifts or as otherwise directed each day during the school closure, unless otherwise directed by the Head of School.

Exceptions include:

- Employees working less than four (4) hours/day
- Teacher aides
- Custodian

These employees will not work during emergency closures and will not be paid.

Responsibilities

In as much as it is safe to travel, the Head of School or designee shall ascertain that the building is adequately secured and that any child who mistakenly reports to school is properly and safely cared for and returned home. The Head of School and/or designee shall notify, as needed, other

staff and/or other support employees of the situation, and shall respond to telephone questions. When the situation has been stabilized, the personnel who reported to work may choose to return home. An exempt employee who does not work a normal day shall adjust his/her time card by the number of hours worked on the day or days of school closure.

Teachers (Teachers, Librarians, Psychologists, Counselors)

If schools are closed for weather or other emergency conditions, teachers are not expected to report for duty unless directed otherwise. Teachers do not need to submit an absence form. In cases of school closures, it is customary for the days to be made up at another time; thus teachers will typically still fulfill their contract days. Where emergency conditions extend beyond the time limitations covered in Idaho Code 33-512, the following procedures will be followed:

A third day of emergency closure occurring prior to January 10 will be made up by holding school on the Martin Luther King holiday. A third day of closure after January 10 will be made up by holding classes on the President's Day holiday in February. If the emergency closure causes school to be made up on a special day, all school building level personnel shall not work on the 3rd emergency closure day. Four days of emergency closure will be made up by holding class on both holidays,

Where conditions exhaust the number of hours which can be made up by utilizing the Martin Luther King Day and President's Day holidays, the board of trustees will extend each school day from February 1 to the end of the school year by an amount needed to allow each grade level to meet Idaho Code 33-512 requirements for instructional hours.

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11/18/2010

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Idaho Code

Date of Revision:
12/16/2010

NORTH STAR CHARTER SCHOOL
EDUCATIONAL PROGRAM

Series 600

Policy Title Class Size & Load

Code No. 601.3

The board of trustees of North Star Charter School recognizes the importance of a low teacher/student ratio and strives to decrease class size where appropriate when funding and facilities permit. It is important to provide a learning environment that is positive and productive for every child in the classroom. This can best be achieved if class enrollments are maintained at manageable levels.

The standard used to determine maximum enrollment in regular classrooms is as follows:

Kindergarten	24
Grade 1	28
Grades 2, 3	30
Grades 4, 5, 6	33
Grades 7, 8	34
High School	190 teacher load

Date of Adoption: 12-16-2010

Legal Reference:
Idaho Code

NORTH STAR CHARTER SCHOOL
EDUCATIONAL PROGRAM

Series 600

Policy Title Curriculum & Learning Resources

Code No. 602.1

CURRICULUM DEVELOPMENT and LEARNING RESOURCES:

Curriculum development and the selection of learning resources are based on the Idaho Achievement Standards, scientifically based research, school policy for Selection of Learning Resources (602.21) and community standards. Learning resources can include but not be limited to supplemental educational resources, teacher generated resources, Internet resources, software and textbooks that directly or indirectly affect student achievement. Curriculum guides will be developed by school personnel under the supervision of the Head of School and the Education Director, will be approved by the Board of Trustees, and will be used by all school personnel delivering instruction.

School adopted texts and resources shall be used as core texts and/or resources to support the established curriculum. Teachers should use the intervention materials provided for students that are working below and/or above grade level.

Committees will be utilized for the development of curriculum and will be made up of teachers, administrators, patrons, and appropriate staff and specialists, under the direction of the Head of School. The Head of School has responsibility for obtaining approval from the Board of Trustees for the implementation of the curriculum. Curriculum guides, textbooks, software and other curricular materials will be reviewed at regular intervals by an appropriate committee under the direction of the Head of School. It is essential to have a cohesive and consistent approach to curriculum review and evaluation in order to improve student achievement. The head of school shall:

- Facilitate the development, scope, alignment and evaluation of the written curriculum in all subject areas.
- Provide a systematic plan which links the budgetary process to review and revision of curriculum.
- Report to the board at least once a year on the status of the school curriculum, including assessment data and an evaluation of the effectiveness of existing curricula per school vision, goals and state expectations.

Those seeking reconsideration of learning resources should follow policy 602.22.

While it is recognized that teachers will interpret information and often craft individualized presentations in their role as instructors, teachers shall at all times follow the School's curriculum which adheres to state standards.

USE AND RESPONSIBILITY FOR TEXTBOOKS AND LEARNING RESOURCES:

Textbooks and learning resources that are used in our school are loaned or checked out at no cost to the students. Texts and learning resources checked out from the library on a temporary basis are subject to library policies and overdue fines. Fines may be assessed against the students by the Head of School or designee for school texts and/or learning resources that may be lost or damaged beyond normal use. Such fines (e.g., replacement costs of the text and/or learning resources or cost of rebinding) shall be deposited to the book fine account. No teacher may adopt a different system of fines. School personnel must maintain adequate security of resources to prevent loss.

MULTI-MEDIA LEARNING RESOURCES:

All software installed to a local hard drive or to the school network must follow North Star Charter School software approval process. Software delivered electronically (e.g., Internet games or applications) must be directly related to the school curriculum. Audio visual materials (school owned, teacher-owned, rented or delivered electronically) are not to be shown unless they are directly related to the school curriculum, are necessary to complete the lesson plan, and all copyright laws are followed. As outlined below, some films or videotapes would need pre-approval by the Head of School or his/her designee. If a video is used in its entirety then it must be pre-approved.

Video materials rated:

G -	Can be shown at all levels
PG -	can be shown at all levels, but pre-approved at elementary
PG-13 -	can only be shown at the secondary levels, but must be pre-approved for students under the age of 13
R -	Cannot be shown at any time at any level in the schools
NC-17 -	cannot be shown at any time at any level in the schools
Un-rated -	can be shown at all levels if they are instructional, or have been produced for educational use, and have been pre-approved.

The rating assigned to a video tape or film should be a guide as to whether student viewing is appropriate, regardless of the content. (Note: Pre 1978 PG ratings are now considered to be R ratings.) If appropriateness is uncertain a teacher should seek counsel and approval from the Head of School or his/her designee.

NORTH STAR CHARTER SCHOOL
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Series 600

Policy Title: Teaching Controversial Issues

Code No. 602.2

Teachers shall present both sides of political issues in an objective manner. Supplemental teaching materials that are used should be used objectively. If only one side of an issue is presented; assignments should be made in publications showing another author's view. Students should be educated, and not indoctrinated.

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NORTH STAR CHARTER SCHOOL
EDUCATIONAL PROGRAMS

Series 600

Policy Title: Selection of Learning Resources

Code No. 602.21

PHILOSOPHY

The policy of the Board of Trustees of North Star Charter School is to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and different points of view. Library resources should provide for the interests, information and enlightenment of the learning community. In the fulfillment of their responsibility to provide information and enlightenment, libraries should not engage in censorship and should resist abridgement of free expression and free access to ideas (see policy 602.22). The school supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States.

For the purposes of this statement of policy, the term “learning resources” will refer to any material (whether acquired from commercial sources or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include but are not limited to books, supplementary reading and informational materials, video recordings, sound recordings, software, online information, electronic media, electronic subscription services, periodicals, pictures, charts, diagrams, filmstrips, microfilms, slides, transparencies, flash cards, games, globes, kits, maps, models, realia (i.e. “show-and-tell” items), community resource people, and agencies and organizations. Textbook selection is described in Policy 602.30.

OBJECTIVES

The primary objective of learning resources, whether in the classroom or the library, is to support, enrich and help to implement the school curricula including independent reading, and support the educational and personal interests of members of the school community. Learning resources should provide a wide range of learning experiences at varying levels of difficulty, with diversity of appeal and points of view. To this end, the Board of Trustees of North Star Charter School affirms that it is the responsibility of its professional staff:

1. To provide access to materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, needs, learning styles and maturity levels of the students served;
2. To provide access to materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, intellectual and social development, and ethical standards;
3. To provide access to age appropriate materials on various sides of current, historical, and controversial issues so that students may have an opportunity to develop the practice of critical reading, critical thinking and critical analysis, and to make informed judgments in their daily lives;
4. To provide access to materials representative of the many religious, ethnic, and cultural groups and their contributions to our national heritage and the world community.

CRITERIA FOR SELECTION OF LEARNING RESOURCES

The following criteria will be used as they apply:

1. Learning resources shall support and be consistent with the general educational goals of the state, and the aims and objectives of North Star Charter School curriculum. The resources shall also support individual studies and specific courses.
2. Learning resources shall meet high standards of quality in authoritativeness, accuracy, artistic quality, literary style, authenticity, integrity, educational significance, factual content, physical format, presentation, technical quality, and readability. Learning resources shall be selected for their overall strengths rather than rejected for their weaknesses.
3. Learning resources shall be appropriate for the subject area and circumstances of use, and for the age, emotional development, ability level, learning styles and social development of the students for which the materials are selected.
4. Learning resources shall be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior; to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society; and to make informed judgments in their daily lives.
5. Learning resources shall be designed to help students gain an awareness of our pluralistic society as well as an understanding of the many important contributions made to our civilization by diverse groups.

GIFT RESOURCES

Gift materials, including materials donated by teachers, parents and students, free materials, commercially sponsored materials and materials donated as a result of a grant, shall be judged by the selection criteria outlined and shall be included in library collections or used as classroom resources based on those criteria.

TEXTBOOKS AND CLASSROOM RESOURCES

The Board of Trustees is responsible for all materials relating to the operation of North Star Charter School. While selection of resources involves many people, selection, deletion and disposal of classroom resources is ultimately subject to trustee approval in compliance with policy 602.10.

LIBRARY RESOURCES

Responsibility

The Board of Trustees is responsible for all materials relating to the operation of North Star Charter School. While selection of library resources may involve many people (librarians, administrators, teachers, students, community members, resource center personnel as appropriate), selection and deletion is ultimately subject to trustee approval in compliance with the following guidelines.

The responsibility for coordinating the selection of school library learning resources and making the recommendation for purchase is delegated to the professional library personnel.

The librarian, working with the teachers, is responsible for recommending selection and/or deletion of library materials to the Head of School.

Collection Development

The library media center at North Star provides materials that support curriculum and enable and encourage independent study, personal reading and research. The success of the library program depends on the quantity, depth, breadth and quality of the resources available in the collection.

The major criterion for any resource is whether the resource contributes to the fulfillment of the curriculum and meets the individual needs of the students and staff of the school. Requests and suggestions from the staff shall be seriously considered and when appropriate, requests from the students shall be considered.

Evaluation tools

In selecting learning resources, library personnel will evaluate existing collection and curriculum needs utilizing professionally recognized current and retrospective selection and review tools, bibliographies, and other appropriate sources. Library personnel will consult with Head of School before making a final decision on selection and purchase of learning resources.

Fiction

Fiction has assumed an important role as an educational medium. The treatment of significant historical, social and personal problems in fiction can contribute to the understanding of human problems and relations. Fiction is acquired to support curricular areas as well as to develop the reading interests of students. Complementary to the criteria established for selection of other media, the following criteria should also be considered:

- Readability and effectiveness in sustaining reader interest;
- A well-organized plot which is credible within its own framework;
- Convincing characterization;
- Skilled use of language;
- Valid representation of the aspect of life chosen by the author;
- Honest presentation of emotions, problems, values or ideas;
- Originality, contribution to literary appreciation or aesthetic values.

Controversial subject areas

The selection of learning resources on controversial issues in the library will be directed toward maintaining a balanced collection which represents various views. Resources on controversial issues may be representative of particular points of view. The work must be judged as a whole, not on the basis of isolated passages. For some topics, biased or slanted resources may be included to meet specific curriculum objectives (e.g. to recognize propaganda and its purpose in a given context). Materials should not be excluded because of origin, background or views of those contributing to their creation.

Weeding

Selection is an ongoing process that should include the removal of materials no longer meeting the selection criteria and the replacement of lost and worn materials still meeting the selection criteria. Weeding is a necessary aspect of selection, since every library will contain materials which may have answered a need at the time of acquisition, but which, with the passage of time, have become obsolete, dated, unappealing, or worn out. Conversely, older materials may be considered for retention in the collection if they are a work of historical significance, have historically or artistically significant illustrations, or are works of local significance.

Disposal

Items weeded from the collection should be clearly marked as discarded, boxed, labeled “Discarded Library Materials for Donation” and donated to a charity.

NORTH STAR CHARTER SCHOOL
EDUCATIONAL PROGRAM

Series 600

Policy Title Reconsideration of Learning Resource

Code No. 602.22

GUIDING PRINCIPLES

Any resident or employee of North Star Charter School community may formally challenge a learning resource used in the school's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.

1. Any resident or employee of the school community may raise objection to a learning resource used in a school's educational program, despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure, and observed the criteria for selecting learning resources.
2. The Head of School or designee should review the selection and objection rules with the teaching staff annually. The staff should be reminded that the right to object to a learning resource is one granted by policies enacted by the Board of Trustees.
3. A parent has the right to request an alternative learning resource for his/her own child. No parent has the right to determine reading, viewing, or listening matter for students other than his or her own children.
4. When learning resources are challenged, freedom to read/listen/view must be considered.
5. Each challenged resource shall be considered on its own individual merits or flaws.
6. Access to the challenged material shall not be restricted during the reconsideration process.
7. The final decision should be based on the appropriateness of the material for its intended educational use.
8. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection and/or use of the material.

REQUEST FOR INFORMAL RECONSIDERATION

The school receiving a complaint regarding a learning resource shall first try to resolve the issue informally.

1. In an informal meeting, the Head of School and other appropriate staff shall explain to the complainant the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
2. The Head of School or other appropriate staff shall explain the particular place the questioned resource occupies in the education program, its intended educational usefulness, and additional information regarding its use.
3. If an agreement is reached about the scope of the resource's use in the school, then the parent(s) and school need to clearly state, in writing, the terms of the agreement.
4. If an agreement is not reached, and the complainant wishes to file a formal challenge, then procedures for formal reconsideration should be followed.

REQUEST FOR FORMAL RECONSIDERATION

If a complainant wishes to file a formal challenge, a dated cover letter requesting a response from the complainant within two weeks, a copy of the school Selection of Learning Resources policy and a Request for Reconsideration of Learning Resources form shall be handed or mailed to the party concerned by the Head of School. All formal objections to a learning resource must be made on these forms, signed by the complainant and filed with the Head of School or someone so designated by the Head of School.

THE RECONSIDERATION COMMITTEE

Within five days of the receipt of a request for formal reconsideration of a learning resource, the Head of School or his/her designee shall:

1. Appoint a reconsideration committee. At the secondary level the committee shall include the following membership: the Head of School or other administrative designee, the teacher(s) and department head(s) directly involved with the learning resource, the school counselor (as needed), the library coordinator and 5 parents. At the elementary level the committee shall include the following membership: the Head of School or other administrative designee, the teacher(s) directly involved with the learning resource, the school counselor (as needed), the library coordinator and 5 parents. Parent members of the committees will be selected from a pre-determined list (determined by board members).
2. Arrange for a reconsideration committee meeting within 10 working days after the complaint is received, giving the committee members an appropriate amount of time to read or examine the work in its entirety before the meeting. The reconsideration committee may consult additional staff and/or community persons or parents with related professional knowledge.
3. The reconsideration committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the school's Selection of Learning Resources policy. At the first committee meeting, the committee shall:
 - a. Determine professional acceptance by reading critical reviews of the resource if available;
 - b. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
 - c. Discuss the challenged resource in the context of the educational program;
 - d. If the committee feels that no more discussion or information is needed, and the complainant has not requested permission to make a presentation to the committee, the committee may come to a decision at the first meeting.
4. At a subsequent meeting, the complainant and other interested persons may be given the opportunity to share their views. The final decision will be made at that meeting.
5. The decision will be made within the scope of the complaint and will include one of the following:
 - a. The resource is compatible with the philosophy and criteria of this policy and should not be restricted or removed.
 - b. The resource is compatible with the philosophy and criteria of this policy, but should be restricted to conditions specified by the committee.
 - c. The resource is not compatible with the philosophy and criteria of this policy and should be removed.

RESOLUTION

1. The reconsideration committee shall prepare a written report. The written report shall be retained by the Head of School, with copies forwarded to each member of the Board of Trustees. A minority report also may be filed by any member of the committee who disagreed with the final outcome. Written reports, including minutes, individual committee member notes, and/or comments, once filed, are confidential and available for examination by trustees and appropriate officials only.
2. The Head of School will notify the complainant of the decision. A summary of the written report shall be provided to the complainant.
3. The decision of the reconsideration committee is binding for the individual school.
4. Notwithstanding any procedure outlined in this policy, the complainant shall have the right to appeal any decision of the reconsideration committee to the Board of Trustees as the final review panel. A written request to Appeal to the Board of Trustees, if desired, must be filed by the Complainant within five school days of the final decision by the committee. Within five school days after the receipt of the appeal, the Board of Trustees shall notify the complainant of the date of the meeting at which the appeal will be addressed.
5. Materials which have undergone a challenge and final determination may not be re-challenged until one calendar year after the final determination.

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11/18/2010

Legal Reference:
Idaho Code

NORTH STAR CHARTER SCHOOL
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Series 600

Policy Title Textbook Hearing Process

Code No. 602.3

As textbook adoptions are being considered, interested patrons will be given opportunities to provide input and recommendations. Input will be received at the school level, at a public hearing, or at the public board meeting when the textbooks are considered and adopted by the board of trustees.

Publishers will be asked to provide sample textbooks when a text is being considered for adoption. The public will be notified when the texts are under consideration and will be invited to review texts at the school's administration office. Review comments can be left with the Head of School or with the Chair of the Board to become part of the record at the public hearing.

A textbook review committee consisting of a maximum of two stakeholders selected by each Trustee will be asked to review proposed textbooks. This review may be provided by written comments or by oral testimony at the textbook public hearing. The committee will be appointed as needed and will receive an orientation from the Head of School and/or Board of Trustees.

A public hearing will be publicized and held at the school to receive comments and suggestions regarding textbook adoptions. The results of this hearing will be made available to the board of trustees prior to school adoption of a textbook.

When a book used in the classroom is questioned by a stakeholder, the following procedure is to be followed:

1. A written complaint must be filed. The complaint should state the specific objection and cite examples.
2. A conference will be held with the Head of School, department head and patron (s) questioning the book/material. If the problem cannot be resolved, an advisory book review committee will be asked to review the book/material in question.
3. An advisory book review committee will be appointed by the board of trustees. Size of the committee will be determined by the number of books to be reviewed.
4. Appropriate staff members will meet with the advisory committee to inform them on how the book is being used and to share other information pertinent to the classroom use of the book/material.
5. Alternate books/materials may be reviewed as part of the process.
6. The committee recommendation will then be forwarded to the board of trustees for a final decision on the matter.

Date of Adoption:
11/18/2010

Legal Reference:
Idaho Code

NORTH STAR CHARTER SCHOOL
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Series 600

Policy Title Health Education

Code No. 602.4

GENERAL POLICY:

It shall be the goal of North Star Charter School to strive to meet the needs of students by providing instruction in the area of HIV/AIDS, sexually transmitted infection and sex education, while not infringing upon the individual beliefs of the students and parents.

TEACHER DIRECTED INSTRUCTION & PARENT CONSENT

In the area of teacher directed instruction, it shall be school policy to adhere to the following:

1. Parents will be informed in advance of topics to be presented regarding: HIV/AIDS, sexually transmitted infection and sex education. (e.g.: Health Education classes, units in Biology, Sociology, Personal Safety, etc.)
2. Offer parents an opportunity to preview materials and films. This could be in the form of a parent preview meeting and/or a central location where materials would be available for preview.
3. Parents will sign a form at registration that gives their child permission to participate in a particular health class based on the course description.
4. An Opt-Out letter will be available online for the following areas of instruction: HIV/AIDS, sexually transmitted infection and sex education.
5. All planned instruction in the area of Health Education will be approved by the Board of Trustees upon recommendation by the Head of School.

STUDENT INITIATED DISCUSSIONS

In the areas of sensitive student questions or student presented topics where it is difficult to give advance notice to parents, it shall be school policy to have the teacher make only brief statements in answering questions or discussion and encourage students to discuss these topics at home with their parents.

*Because sexually transmitted infections (STIs), sexual activity and the AIDS epidemic present a serious risk to the general population, particularly to youth, parents who opt out of the STI/HIV prevention curriculum will be directed or given resources and encouraged to follow up at home.

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NORTH STAR CHARTER SCHOOL
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Policy Title International Baccalaureate Programme

Code No. 602.5

Date of Adoption:
11/18/2010

Legal Reference:
Idaho Code

NORTH STAR CHARTER SCHOOL
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Series 600

Policy Title Special Education

Code No. 602.6

North Star Charter School will maintain an approved special education program utilizing State Board of Education adopted rules created through the Idaho Administrative Procedures Act (IDAPA) process and through the establishment of State Department of Education Policies and Procedures pertaining to special education.

All students of school age with disabling conditions, ages three (3) through the semester the student turns 21, will be provided a free appropriate public education, which includes the variety of programs and services available to non-disabled students. The school will provide identification, evaluation, placement and service activities for eligible students.

Written Individual Education Programs (IEP's) shall be developed for each eligible student placed in special education for a handicapping or disabling condition.

Date of Adoption:
11/18/2010

Legal Reference:
IDAPA 08.02; Idaho Code
Selections 33-2001; 2002; 2003
2005 and 2005A; Federal Regs.
34 CFR Part 300 and 34 CFR
Part 104; Title II of PL 99-457.

NORTH STAR CHARTER SCHOOL
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Series 600

Policy Title Special Education – Gifted & Talented

Code No. 602.61

North Star Charter School shall provide instruction and training for children between the ages of five (5) and eighteen (18) years of age who are gifted/talented. These services will be provided in the regular classrooms to meet identified students' needs. Gifted/talented children are those identified as possessing demonstrated or potential abilities that give evidence of high performing abilities in the five areas of intellectual, specific academic, leadership, creativity and visual/performing arts. To be identified as gifted/talented students shall meet the criteria established by North Star Charter School.

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11/18/2010

Legal Reference:
Idaho Code
33-2001 (Chapter 20), 33-2003

NORTH STAR CHARTER SCHOOL
EDUCATIONAL PROGRAM

Series 600

Policy Title Section 504 of the Rehabilitation Act of 1973

Code No. 602.63

It is the responsibility of the school to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the school will establish and implement a system of procedural safeguards. The safeguards will cover students' identification, evaluation, and educational placement. This system will include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure.

North Star Charter School does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or other activities. If any person believes that North Star Charter School or any of the school's staff has violated the principles and/or regulations of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, a complaint may be filed with the school. If discrimination is determined to have occurred, the school will take prompt steps to correct any effects of the discrimination and prevent further occurrence. This complaint procedure does not preclude informal solutions or restrict the right of the complainant to file formal complaints with state and federal agencies or seek private counsel for complaints alleging discrimination at any time.

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11/18/2010

Legal Reference:
03/17/09 Rehabilitation Act of 1973,
Section 504, 29 U.S.C. § 794
34 C.F.R. 104.36

NORTH STAR CHARTER SCHOOL
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Series 600

Policy Title: Accreditation

Code No. 602.7

North Star Charter School will be state accredited. Accreditation will consist of using one of the options listed below:

1. Idaho Elementary/Secondary Accreditation Standards.
2. Northwest Accreditation Standards.
3. Idaho School Accreditation School Improvement Models.

In conjunction with the selected option, the school must conduct an on-site evaluation every five (5) years utilizing a community visiting team comprised of at least five (5) stakeholders. A report of the visiting team's commendations and recommendations will be submitted to the board of trustees.

Accreditation models or reports will be submitted to the state Elementary/Secondary Accreditation Committees on an annual basis.

Date of Adoption:
11/18/2010

Legal Reference:
Idaho Code

NORTH STAR CHARTER SCHOOL
EDUCATIONAL PROGRAM

Series 600

Policy Title K-12 Guidance and Counselling Programs

Code No. 602.8

North Star Charter School will provide a K-12 Guidance and Counselling Program that serves students at each elementary, middle, and high school. The K-12 Guidance and Counselling Program will include the following components:

1. A classroom instructional component that provides appropriate information and activities to assist students in their achievement.
2. An individual planning component that assists students in their educational and career development. Included within this component is a requirement that all students will maintain a parent-approved student learning plan for their high school and post-high school options. Any parent not wanting a plan developed for their child will need to submit a written request to the Head of School.
3. A responsive services component that provides immediate assistance to students in need of crisis intervention, personal counselling, or community referral services.
4. A system support component that consists of management activities which establish, maintain and enhance the effective delivery of guidance and counselling services.

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10/27/97 IDAPA 08.02.03; IC §33-1212 and 33-188

NORTH STAR CHARTER SCHOOL
EDUCATIONAL PROGRAM

Series 600

Policy Title: Progress Reports, Grade Placement

Code No. 603.1

Report cards, adapted to the various grade levels are used to report student achievement and attitude to the parents. Parent-teacher conferences shall be scheduled at the end of the first and third grading periods.

Reports to parents serve as useful instruments for personalizing education and for guiding students. Much thought must be given to the marks and the statements made on these reports. Records of student achievement should be kept by all teachers, and evidence should be accumulated to determine and substantiate final grades reported.

Guidelines for Retention

1. Grade placement is the responsibility of the Head of School but the wishes of the parents must be given serious consideration as retention is less likely to be successful in the absence of parental support.
2. Retentions are best accomplished in the lower grades and rarely effective in the upper grades.
3. Retentions are most beneficial for immature students who are likely to significantly increase their developmental aptitude for learning with an “extra year.”
4. Retention should be discussed with parents prior to the last month of school.
5. Retention shall not be used as a punishment.
6. Neglecting to retain a child who needs an extra year at the kindergarten or first grade level can be very detrimental to the youngster’s success throughout subsequent school years. Therefore, it may be necessary to retain kindergarten and first grade students despite parental preference.
7. A recommendation for retention requires the approval of the teacher, Head of School, and the school psychologist. Retention recommendations may be appealed to the board of trustees.
8. Each teacher will submit an annual report to the Head of School listing the retention recommendations by grade level.

Date of Adoption:
11/18/2010

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Idaho Code

NORTH STAR CHARTER SCHOOL
EDUCATIONAL PROGRAM

Series 600

Policy Title High School Credits & Graduation

Code No. 603.2

HIGH SCHOOL CREDIT REGULATIONS

One (1) unit of credit shall be granted for successful course work completion for each semester. One (1) semester equals one-half (1/2) year. If a student drops a subject after having been enrolled in class six (6) days, the subject will be recorded on the transcript with an automatic “F” grade for the semester with no credit (exceptions: staff approved changes for more appropriate student placement).

Credit will be accepted with the following provisions:

1. Credit will only be accepted for high school courses completed in an accredited high school.
2. Correspondence and/or online credits from regionally accredited schools will be evaluated for acceptance upon receipt of an official transcript. The Head of School must approve petitions for acceptance of correspondence or online credit outside the scope of the accredited program. Courses that do not meet standards may be accepted for elective credit. Online from the Idaho Digital Learning Academy (IDLA) have received prior approval - additional review is not required and no maximum credit limit will be imposed upon these courses. The final grade must be posted no later than graduation practice. Students who have completed all graduation requirements will be eligible to receive a diploma from North Star Charter School.
3. Credits from a non-regionally accredited public, private, parochial or home school, may be accepted based on demonstrated competency as a result of a school approved and administered test(s) in the area(s) listed above. School counselors have competency test procedures/information for students and parents.
 - a. Placement: The school counselor will tentatively place the entering student in the appropriate courses and grade level with consideration to:
 - i. Available documentation - transcripts, report card, test scores, work samples, etc.
 - ii. The student /parent/guardian’s assessment of his/her knowledge and abilities as well as courses believed to be successfully completed
 - iii. Instructional materials with which the student has had experience
 - iv. The student’s age
 - v. ISAT requirements for the grade-level/year
 - vi. The school counselor will determine final placement after competency tests have been completed. Appeals may be made to the Head of School. Head of School decision is final.

PROFICIENCY TESTING

Students may petition to take proficiency tests for placement only. Upon successful completion of the adopted proficiency test for an individual course, the student will be granted a waiver from that course and may take an advanced course in its place. No credit will be granted for proficiency testing.

TRANSCRIPTS

Students that transfer to another school in the middle of a semester will have grades posted on their transcript with a W next to the grade earned at the time of the transfer. Grades given during the semester of the transfer to another school will be excluded from the GPA calculation. The withdrawal date, as well as the word *withdrawal*, will be recorded in the title section of the transcript just above the grades.

Students that withdraw from school without transferring to another school (drops) will have grades posted on their transcript with a WF. Grades given during the semester of the withdrawal will be included in the GPA calculation. The withdrawal date, as well as the word *drop* will be recorded in the title section of the transcript just above the grades.

Students that are expelled from North Star Charter School will have grades posted on their transcript with a WF. Grades given during the semester of the expulsion will be included in the GPA calculation. The withdrawal date, as well as the word *withdrawn* will be recorded in the title section of the transcript just above the grades.

GRADUATION REQUIREMENTS

To qualify for a high school diploma from North Star Charter High School, students must have completed the minimum required credits in the areas designated below:

GRADUATION EXERCISE PARTICIPATION

Full time students who have completed the required courses and who have met the necessary credit, attendance, and proficiency requirements as stated are eligible to participate in graduation exercises. Those students who have not fulfilled all graduation requirements as stated may not participate in the graduation exercise. Students who drop out of high school and complete the second semester of their senior year via night school, summer school, correspondence courses, or online courses will be eligible to receive a diploma North Star Charter School but will not be eligible to participate in the graduation exercise.

NORTH STAR CHARTER SCHOOL
EDUCATIONAL PROGRAM

Series 600

Policy Title Middle School Credits

Code No. 603.3

The goal of North Star Charter School is to ensure that each student exiting middle school demonstrates learning competencies prior to transitioning to high school.

CREDIT REQUIREMENTS

Each 7th and 8th grade student must attain a minimum of eighty percent (80%) of the total credits attempted in order to be eligible for promotion to the next grade level.

To be eligible for promotion to the next grade level, each 7th and 8th grade student must earn at least one credit from each of the year long classes.

7th Grade Classes	Credits		8th Grade Classes	Credits
Math	2		Math	2
Science	2		Science	2
Reading	2		Language Arts	2
Language Arts	2		Social Studies	2
Social Studies	2			
Total	10		Total	8

CREDIT RECOVERY

7th & 8th grades students who do not meet the minimum credit requirements will be given the opportunity to recover credits or complete an alternate mechanism in order to become eligible for promotion to the next grade level. Credit recovery options include, but are not limited to lab classes, scheduled intervention, summer school, online courses and after school intervention.

ALTERNATE MECHANISM

By the end of their current academic year 7th & 8th grades students may demonstrate proficiency of required content standards through an alternative mechanism to determine eligibility for grade level promotion. The alternative mechanism will include, but is not limited to: improved attendance; academic growth; improved grades; ISAT scores; and end of course assessments. The alternate mechanism will be determined on an individual basis and will assess current levels of performance. Students may petition for reconsideration and must show data to support the petition. A school review team comprised of the Education Director, teacher(s) and other school personnel will review each petition to determine if a student has demonstrated proficiency of the appropriate content standards. The decision of the school review team may be appealed to a school committee comprised of the Head of School, counsellor and one other school representative. The decision of the school review committee is final.

ATTENDANCE

North Star Charter School maintains that academic success is directly attributed to maintaining regular attendance throughout the school year. Students are allowed up to six (6) absences per class period during the semester. Students who receive seven (7) absences in a class will lose credit unless cleared by the attendance office as extraordinary within five (5) days of the absence. Students who lose credit due to absences will need to participate in credit recovery or demonstrate proficiency through an alternate mechanism to determine eligibility for grade promotion. When a student is absent from school, it will be the responsibility of the parent/guardian to notify the school with the reason for the absence (see policy 501-2 Middle School Attendance).

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