



**IDAHO ARTS
CHARTER SCHOOL**

“Engaged Learning through the Arts”
STUDENT HANDBOOK
2017-2018

www.idahoartscharter.org

Jackie Collins, Executive Director
Marie McGrath, Secondary Principal
Anthony Haskett, Intermediate Principal
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Secondary Campus 1220 5th Street North
Nampa, ID 83687

Primary Campus 525 N. Broadmore Way
Nampa, ID 83687

Primary Office hours: 8:00-4:15 p.m.

Secondary Office hours: 7:15-3:30

Phone number: 463-4324

School hours:

7:45 AM- 2:50 PM (Grades 5-12)

8:45 AM- 3:45 PM (Grades 1-4)

8:45-11:50 12:30-3:45 (Half day kindergarten)

Important Dates:

Aug.23- First Day of School

Sept. 4—No School: Labor Day

Sept. 29--No School: Teacher Inservice

Oct. 20- End of 1st Quarter

Oct. 26--No School: Student Led Conferences

Oct. 27--No School

Nov. 20-24—No School--Thanksgiving Break

Nov. 27—No School: Teacher Inservice

Dec. 25-Jan. 5—No School: Winter Break

Jan. 19—End of 2nd quarter

Feb. 16--No School: Teacher Inservice

Feb. 19—No School: President's Day

March 23- End of 3rd quarter

March 26-30—No School: Spring Break

April 2--No School: Teacher Inservice/Targeted student led conferences

May 11--No school for KINDERGARTEN ONLY

May 28—No School: Memorial Day

June 1—Last Day of School

Middle/High School daily schedule

1st period—7:45-8:35

2nd period—8:40-9:30

3rd period—9:35-10:25

4th period—10:30-11:20

Middle School Lunch—11:20-11:45

High School Advisory—11:25-11:40

High School Lunch—11:40-12:05

Middle School Advisory—11:50-12:05

5th period—12:10-1:00

6th period—1:05-1:55

7th period—2:00-2:50

Middle/High School

Assembly schedule

1st period--7:45-8:30

2nd period--8:35-9:10

3rd period--9:15-10:00

4th period--10:05-10:50

5th period--10:55-11:40

(No Advisory)

Lunch--11:40-12:10

6th period--12:10-1:00

7th period--1:05-1:55

Assembly 2:00-2:50

Expectations

“IACS will provide a community which emphasizes positive personal habits and attitudes including a healthy lifestyle, integrity, empathy and courtesy for others, respect for differences among people and cultures, and academic honesty.”

(From IACS Mission and Purpose Statement)

In an arts environment, students will be facing new challenges and acquiring new skills. To create a safe, enriching, and nurturing atmosphere that is in line with our school’s mission, *all students are expected to encourage each other and treat each other with respect and kindness.* Discipline is the process of training students so that the desired character traits and habits are developed. In order to ensure academic success, IACS requires all parents, teachers, and students to comply with the following learning agreement:

Students will:	<ul style="list-style-type: none">● Be respectful to my classmates and teachers● Put my best efforts into my schoolwork● Obey all school rules and uniform policy● Communicate with my parents and teachers if I have a concern about school
Parents will:	<ul style="list-style-type: none">● Monitor my child’s schoolwork and progress● Ensure that my child follows the uniform policy● Communicate with my child’s teacher if I have a concern about their schoolwork● Attend all parent-teacher conferences● Volunteer at least 10 hours of time toward school related activities● Be respectful to IACS staff
The teachers and staff IACS will:	<ul style="list-style-type: none">● Provide a safe environment for students that is conducive to learning● Provide time for students to receive help before or after school● Enforce school rules and the uniform policy consistently● Provide students with clear and concise expectations● Be respectful to students and parents

Unacceptable Behavior

Students need to know what behaviors are not allowed in order to make good choices. The following is a list of unacceptable behavior:

- Harassment, including teasing, name-calling, and bullying
- Profanity or vulgar language
- Violence or threatened violence
- Disrespect, disobedience, or defiance of authority
- Destruction to property/vandalism (Students will be expected to replace or pay for replacement of any damaged items. Report cards and/or transcripts may be withheld until fees or fines are paid.)
- Excessive classroom problems
- Cheating, including plagiarism
- Stealing, including borrowing without permission
- Inappropriate display of affection or inappropriate touching
- Using the following items while on school grounds:
 - cell phones, IPODS, headphones, tape/CD players, or cameras (Grades 7-12 can use these items before school, during passing periods, lunch, and after school). These items cannot be used during class time or in after school room unless approved by teacher.
 - rollerblades, skateboards, or scooters (If these items are used to get to school, they must be removed and/or carried once the student reaches school.)
 - toys, games, recess equipment, trading games or other items of value (unless approved by teachers or administrators)
 - food or drink in classroom other than at lunch time (unless approved by teachers or administrators)
- Use of illegal drugs, tobacco or alcohol—

Drugs/Alcohol

IACS recognizes that students need to be healthy in order to learn and that IACS is responsible to make the teacher and the learning environment conducive to the achievement of educational excellence. IACS also recognizes the responsibility to protect the right of all students to a quality education in a

chemical free environment. *Therefore, IACS does not allow any drugs, alcohol, or tobacco in a student's possession on school grounds at any time.* Any students violating Drug-Free School Board Policy will be subject to disciplinary procedures

Zero Tolerance

Idaho Arts Charter School is committed to maintaining a learning environment that is safe for students, personnel, and patrons, and to ensuring an optimum learning environment. It is the policy of the IACS board of directors that:

1. Student misconduct that jeopardizes the safety and welfare of students, personnel, and/or the educational process **will NOT be tolerated**. Appropriate measures will be used by building administrators to maintain a safe learning environment; law enforcement officials may be contacted in order to assist school administrators in maintaining a safe school environment.

2. Organizations, groups, or individuals that initiate or advocate activities which threaten the safety and well-being of persons or property on school facilities or at school-sponsored events are detrimental to the educational purpose of Idaho Arts Charter School and the Nampa School District and **will NOT be tolerated**. Law enforcement officials may be contacted in order to assist school administrators in maintaining a safe school environment.

To maintain a safe, secure learning environment in our school, possessing and/or exhibiting the following items are prohibited in school, on school property, or at school-sponsored events:

- Drugs, narcotics, alcohol, cigarettes, tobacco related products, electronic cigarettes, lighters, or matches
- Gambling devices
- Noise-making or explosive devices
- Any kind of weapon, including toys that simulate weapons
- Laser pointers
- Gang identification paraphernalia including, but not limited to, beepers, gloves, rags, bandanas, and gang symbols
- Pornographic material

Any of the above listed items or clothing depicting these things may be confiscated from students, and not returned, at any time. The school will not be responsible for replacing confiscated items that become lost or stolen.

To maintain a safe, secure learning environment in our school, the following activities are prohibited in school, on school property, or at school-sponsored events. **Immediate and appropriate corrective action will be taken against students who participate in any of the following:**

- **Arson or reckless burning** (intentional setting or causing fire/explosion)
- **False fire alarm** (sounding an alarm without cause)
- **Assault** (making threats of harm or causing injury)
- **Burglary** (illegally entering premises with intent to commit crime)
- **Theft** (stealing property)
- **Firearms or other dangerous weapons** in possession
- **Explosives** (including fireworks)
- **Bomb threat** (communicating a threat falsely with intent to alarm others)
- **Extortion, blackmail, or coercion** (obtaining money or property by the threat of violence or threatening to force someone to do something against his/her will)
- **Malicious mischief** (defacing or injuring property)
- **Fighting** (including inciting a fight or encouraging it)
- **Robbery** (unlawfully taking property of an individual by force or threat of force)
- **Trespassing** (being present in an unauthorized place or refusing to leave when ordered to do so)
- **Disturbing school activities or meetings** (creating disturbance at school)
- **Any behavior that could be construed as life threatening** (e.g. peer challenges)
- **Harassment** of any kind (see below)

Harassment

It is the policy of this school to maintain a learning environment that is free from any type of harassment; therefore, it will not be tolerated. Harassment includes but is not limited to ethnic slurs, racial jokes, verbal or physical abuse, or other offensive or persistently annoying conduct directed at someone's gender, race, skin color, national origin, age, religious beliefs, ethnic background, sexual orientation, or disability. Harassment also:

- has the purpose or effect of creating an intimidating or hostile environment
- unreasonably interferes with an individual's educational performance
- adversely affects an individual's educational opportunities
- has unwelcome, personally offensive overtones

Sexual Harassment

It is the policy of IACS to provide an educational environment free of any kind of sexual harassment. To accomplish this purpose, the policy is designed to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual harassment. **Sexual harassment is unlawful and will NOT be tolerated**; it is a violation of this policy for any employee, student, or party with which the school has a cooperative agreement, to engage in sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and/or any verbal, visual, or physical contact of a sexual nature, made by someone in the educational or work setting. Examples may include, but are not limited to:

- **sexually suggestive or obscene** words, notes, e-mails, invitations, gestures, or jokes
- **derogatory** comments, slurs, jokes, epithets (swearing), or name-calling
- spreading sexual rumors about others

- display of sexually suggestive pictures, cartoons, or objects
- continuing to express interest after being informed that the interest is unwelcome
- discussion or asking about others' personal sexual experiences
- **unwelcome** touching, leering, impeding or blocking movement, sexual bullying, assault, and/or rape

Sexual harassment includes conduct by student to student, adult to student, male to female, female to male, male to male, or female to female.

Other examples in the educational environment may include using the following as a condition for receiving sexual favors: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied. Other examples are engaging in sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

If there is sufficient evidence to support the allegation of harassment, the harasser will have disciplinary action, which may include expulsion. If the investigation shows the complaining student has falsely accused another student of harassment knowingly and in a malicious manner, that complaining student will also be subject to disciplinary action, which may include expulsion. Procedures for law enforcement reporting will also be followed when necessary.

Bus Behavior Expectations

The school bus driver is considered to be the ultimate authority on the bus. The bus is considered to be an extension of the school grounds, so any

behavior unacceptable at school is also unacceptable on the bus. In addition, students are expected to follow special rules specific to bus transportation as established by the bus company. These rules are in place to provide the safest environment for all children riding the bus. The bus company reserves the right to issue citations for misbehavior. When a student receives a citation, parents will be contacted and conference with the school principal will occur. Continued infractions (or any infraction listed under the IACS no tolerance policy) will result in the loss of the privilege of riding the bus. The IACS will consider the loss of bus privileges to be grounds for suspension and/or expulsion from school.

Consequences for Unacceptable Behavior

Individual teachers will have in place a classroom management plan to deal with unacceptable behavior; most minor infractions will be resolved between the student, teacher, and parent/guardian (if necessary) before resorting to the following measures. A teacher may choose to send a student to the “Student Focus Room” for incidents in the classroom. Suspension or expulsion will be considered only as the final option in a series of efforts including, but not limited to, the following steps:

- Step 1:** Student sent to student focus room to reflect on their actions. Student and teacher conference regarding that action and how the student can repair any harm that has been done.
- Step 2:** Principal intervention in addition to Step 1.
- Step 3:** In school suspension as determined by the principal with parental notification.
- Step 4:** One to five day out of school suspension with parental notification; re-admission after a conference with student, parent/guardian, principal and, if necessary, the IACS Board of Directors.
- Step 5:** Expulsion with readmission determined by availability subject to the approval of the IACS Board of Directors.
- Step 6:** The IACS Board of Directors has the right to deny enrollment for disciplinary or attendance reasons.

The administration has the option to choose other consequences than stated here, or to skip steps, as deemed appropriate to specific situations.

Lockers

Students are assigned lockers at the beginning of the year and are responsible for keeping them clean and free from damage. Lockers are equipped with combination locks. To avoid theft, students should not share their locker combination with other students. Students are discouraged from bringing valuable personal property to school other than normal school supplies and personal clothing. The school cannot and will not assume liability for personal property loss due to fire or theft, nor for damage or destruction due to accidents, acts of vandalism, or any other cause, including natural causes. Students who choose to bring personal items do so at their own risk. Lockers may also be inspected by the administrators as deemed necessary, and this may occur randomly. Students may not place any items on the outside of their locker, unless approved by the administration. Students should check their lockers frequently to ensure that there is no rotting food or other materials that may create a hazard. A \$2.00 locker fee will be assessed to the student each

school year, and a \$25.00 cleaning fee will be assessed to students if at the end of any school year the lockers are excessively dirty.

Cell Phones

Grades K-5: Classroom use will be permitted only at teacher discretion during school hours. Cell phones are not allowed during lunch or recesses.

Grades 6-12: Cell phones are allowed on campus, but need to be turned off or on silent during class time. If a cell phone is seen or used without staff approval it will be taken from the student and given to administration. Cell phones can be used by students when not in class (before school, during passing periods, at lunch, and after school).

First offense – Phone is kept until the end of day and student must do lunch detention.

Second offense— Student will have lunch detention for one week and parent must pick up the phone.

Third offense— Parent must pick up the phone and pay a \$25 fine.

Fourth offense—Phone will be kept till the next Board meeting and Parent/Student will be requested to appear before the Board

Homework

The education of today's children must be considered a team effort by both parents and teachers. Research has shown that, regardless of ethnic background or family income level, the most successful students are those who have regularly structured homework and instrumental practice time. Parent-assisted homework time serves a dual purpose:

- It allows the student extra practice time to reinforce and advance the skills taught in school.
- It communicates to the child his or her priority in the parent's life. The contact time develops more than academic skills; it develops a sense of self-value and builds memories.

The discipline of nightly homework creates a habit that will benefit the student throughout life. It is our intent to require reasonable and constructive assignments that will encourage the student's success in the classroom, and it is important that our parents share these beliefs about homework and will support this effort. It is also important to understand that we do not expect our parents to teach their child; that is our job. However, parental support and involvement is crucial to your child's long-term academic success.

How to help

- Establish a time and quiet place for homework to be done
- Follow through to ensure that homework is completed
- Encourage your child throughout the process

Homework time guidelines

- Kindergarten: 5-10 minutes per night
- Grades 1-2: 10-15 minutes per night
- Grades 3-4: 15-20 minutes per night
- Grades 5-6: 20-30 minutes per night
- Grades 7-12: Approximately 20 minutes per night/ per class

Attendance

We appreciate the value families place in ensuring that students attend school every day and the measures they take, such as scheduling medical appointments, activities, and events outside the regular school day. To aid our efforts to monitor attendance and identify students who struggle, our school has established rules and procedures listed in this section.

Regular attendance is a vital part of a student's educational preparation because student learning is enhanced by teacher-student contact time. If students do not attend regularly they are at risk of falling behind and dropping out. Students who are frequently absent or tardy disrupt classroom instruction and our campus climate. Attendance also impacts our school's ability to provide a comprehensive education program as we receive less state funding when students do not attend regularly. Therefore, every effort should be made by students, parents/guardians ensure that the student is in attendance and punctual every day.

Absence Reporting

To ensure that our school and parents know when a student is absent or truant as soon as possible, we ask that parents report absences to school within a day. Our school, in turn, will report to parents when a student has missed a class or school on the day of the absence.

Whenever a student is absent, **the parent should call the main office at 463-4324**, by no later than **10:00 A.M.** on the day of the absence. This timely notice is important because without it, a student may be incorrectly identified as truant. The phone call should include:

- 1.) The student's first & last name, spelling out the last name clearly.
- 2.) The date(s) of the absence(s).
- 3.) The reason for the absence(s).
- 4.) A phone number where parents can be reached.

In the case of an extended absence of two (2) or more days, we ask that you notify the school so we can inform teachers, provide make-up work (if requested), and verify that your student is safe. In reporting extended

absences, please give details as to the nature of the extended absence and an **expected date of return to school**. Extended medical illnesses **will** require documentation from your health care provider.

Make-up Work

Make-up work is allowed for students **who have excused absences only**. The teacher will provide the student or parent/guardian who requests make-up work with information about material covered during the absence, including a copy of all handout materials given. The student has the amount of days that they were absent to complete daily assignments and still receive credit. (*example, if a student was gone two days, then they would have two days from the time they returned to school to make that work up).

It is the student's responsibility to find out what assignments are due on the day they return to school. This needs to be done during non-instructional time. It is up to teacher discretion as to whether assignments can be provided in advance.

Excessive or Chronic Absences

Our goal is for all students to attend school every day. Attendance is monitored daily to identify students with difficulties. Administrators and teachers will work with students and their parents to identify strategies to address the behavior.

Students who receive six (6) absences, excuse or unexcused, in any class period within a semester will face consequences such as:

Loss of credit; summer school; referral to an attendance committee; making up lost time outside the regular school day (e.g. Saturday School), reduction in grade; or other action determined by the school administrator or designee based on the individual's situation and need.

***Absences which are included as part of the six (6) Excessive Absences are:**

Unexcused Absence (UA)—Absence not due to illness

Excused Sick (ES)—Absence due to short term illness or illness without a doctor's note

Bereavement (BE)—Absence due to death in family

Medical Excused (ME)—Absence due to long term medical issues or surgery

Medical Appointment (MA)—Absence due to medical appointment

Truancy (TR)—Absence due to skipping school

School Excused (SE) absences or absences due to field trips (FT) are not counted as part of the excessive absences.

The student will be notified after their fourth (4) absence that they face consequences for excessive absences and are in danger of losing credit. If a student obtains six (6) or more absences the above mentioned actions will be taken to deal with the students excessive absences. Students and parents have the right to an appeal process (See "Grounds for Appeal" section).

Denial of credit appeals process

Those students who have valid reasons to believe that all or part of their absences is the result of extraordinary circumstances may request a review of their case following the attendance appeal process below. Extraordinary circumstances may include but are not limited to verified illness or medical treatment, death in the family or of close friend, or medical/dental professional appointments. The appeal process starts with the principal.

At six (6) absences, the class credit is denied, and the student may file a petition to reinstate the credit.

Students will use the petition form to explain the reasons for the absences, how attendance or behavior change, actions taken, and why credit should be granted in the appeals form. The petition form can be obtained from the office. A credit petition committee consisting of a building level administrator, a counselor, and teachers will review the petition form and make a decision. If credit is denied, the student may ask the committee for a face-to-face hearing to appeal the denial. **All decisions of the committee are final.**

Academic Honesty

IACS is committed to helping our students assume responsibility for their own ethical behavior. Students are encouraged to value our atmosphere of trust, honesty, and respect. In pursuit of this goal, we have developed a policy for our students regarding cheating.

Cheating includes but is not limited to the following:

- Claiming credit for work that is not your own (i.e., copying homework or answers, using others' projects or papers, or plagiarizing documents from the Internet).
- Having parents, siblings, friends or any other source complete your homework.
- Allowing other students to copy your homework, assignments, or tests.
- Talking during a test or exam may be perceived as cheating.

Consequences include but are not limited to the following:

- Notification of parent/guardian
- Detention
- Poor grade or a zero for the work
- Work will be redone by the student
- Repeated offenses lead to suspension

Grading Scale
K through 2nd grades:
4=Advanced

3=Meets Proficient
2=Partially Proficient
1=Progressing/Limited

3rd through 12th grades:

94-100—A
90-93—A-
87-89—B+
84-86—B
80-83—B-
77-79—C+
74-76—C
70-73—C-
67-69—D+
64-66—D
60-63—D-
59 and below—F

Late Work Policy

All late work will be accepted for five school days after the due date. Late work is worth 75% of the grade earned. Some exceptions for the late policy will be made for assignments that are time bound/performance based (history, economic summit, concerts, etc...) Minimum number of grades: Each class must have at least 10 grades per quarter in the gradebook.

Honor roll

All students, grades 3-12, will be eligible to qualify for honor roll if their quarter grades equal a grade point average of 3.4 or above.

National Honor Society

Students can qualify for National Honor Society if they meet the requirements. National Honor Society induction takes place in May of each school year for the following school year.

Idaho Arts Charter School Dress Code

School uniforms may be purchased at any vendor as long as they comply with the guidelines below.

Embroidery services and shirts can be provided by an approved vendor. Approved vendors are:

- **TS Embroidery** 208-463-8852 tsservices@cableone.net.
- **Day & Night Embroidery** 208-874-9441 angelaksimmons@gmail.com
- **KNG – Clothing & Embroidery** 208-318-0188
- **Donavan Prince** 208-412-6557

- **Crafty Dragonfly by Emily** phone: [208-794-4447](tel:208-794-4447) email: emily@craftydragonfly.us website: craftydragonfly.us
- **ZipLine Strings** Danielle Park (208)-989-1924 Ziplinestrings@gmail.com
- **Rosalie Little** 861-7824
- **French Toast** www.frenchtoast.com Source Code QS5GYRK
- **Land's End** www.landsend.com

Uniform clothing must be of appropriate size (No excessive tightness or bagging) and meet the following guidelines:

- Khaki, black or navy pants, shorts, capris, skirts, jumpers, or skorts may be worn. Items may be no more than 4 inches above the knee and must be hemmed.
 - No more than two pockets on the front and two pockets on the back are allowed.
 - No leggings, jeggings or yoga pants worn as pants
 - Pockets must not have embellishments or oversized buttons.
 - No cargo or flared pants.
 - Fabric should be cotton, polyester, twill, or any blend of the listed fabrics.
 - No corduroy, velvet, denim, or fleece material will be allowed.
 - Color of khaki does not include white, brown or greenish khaki.
- Traditional polo shirts or collared/button-down shirts in any solid color
 - No secondary color is present on the shirt (no trim or stripes.)
 - Shirts embroidered with school logo (no patches allowed)
 - Polo shirt will have 2-4 buttons, polo collar, and appropriate sleeve length (short, $\frac{3}{4}$, or long sleeved). No cap sleeves, snaps, or Johnny collars.
 - Shirts must cover midriff.
 - No scarves
 - Shirts will be required to have all buttons fastened except for the top two.
 - Solid colored turtlenecks, tanks and long or short sleeved tees may be worn under approved polo or collared button-down shirt for warmth.
 - No lace camis.
 - All undershirts must be tucked in.
- Traditional Crew- or V-neck sweater, cardigan, or sweatshirt in solid colors with logo may be worn over polo or collared button-down shirts. **Only school jackets that are embroidered or school club related may be worn inside the building.**

- Traditional blazers, or sport coats, with IACS logo in black, navy, or khaki may be worn over polo or collared button down shirts. Fabrics should be cotton, poly, twill or any blend of the listed fabrics.
- No pullover hooded sweatshirts.
- Once entering the building all jackets should be removed. Only school approved and embroidered jackets can be worn.
- Socks, tights or stockings need to be a solid color.
- Shoes must be conducive to any school activity; No backless sandals/shoes will be allowed, includes clogs, flip flops, etc. Heels must be no higher than 1½ inch.
- No hats or head coverings (exception made for medical/religious purposes).
- No dangling or large jewelry, including chains. No belts over shirts.
- No makeup (elementary students only).
- No hair paint.
- No visible tattoos or body piercing, except earrings (*elementary students only*).

The administration has authority to allow an exception to the dress code/uniform policy - i.e.: special jean days, spirit days, etc.

Health Policy

It is important for your child to be healthy and not contagious while he/she is attending school. The following guidelines are intended to help parents/guardians determine when to keep their child home to insure his/her well-being and to prevent the spread of illness:

- Temperature of 100 degrees or above
- Vomiting or diarrhea
- Nasal discharge of yellow/green color
- Cough in combination with any of the above symptoms
- Any other contagious condition (e.g., “pinkeye”)
- An unidentified rash
- Head lice (see school district policy below)

If a child is ill with one of the above symptoms during the school day, parents are required to pick up their child as soon as the school contacts the parent.

Lice

It is the policy of IACS to exclude all students who are found to have head lice, including the presence of nits (eggs). If nits or live lice are still present the child will be sent home and will not be readmitted until all evidence of head lice is absent.

Asthma/ Allergies

Parents of students who have allergies or asthma must fill out an asthma information form or an allergy information form.

Immunizations

State Law mandates that children must be fully immunized to attend school; failure to comply results in an automatic exclusion from school. Parents/guardians must submit a copy of their child's immunization status to the office. Exemption forms for religious, personal, or medical reasons are available in the school office.

Medications

If a student must take medication during school hours, these guidelines will be followed:

1. A "Medication Request" form for giving medication at school must be completed and signed by a parent/guardian and a physician. This form is available in the school office.
2. The parent/guardian must submit a written request to the school if the medication is to be given during school hours. Specific directions for administering the medication and the parent/guardian signature must be received before any medication will be given to the student.
3. The medication must be in the original container with the student's name and directions for administering the medication on the label.
4. It is the student's responsibility to come to the office at the appropriate time to take the medication, unless the student has a disability and is unable to do so.
5. Non-prescription medication, such as Tylenol, will be provided to students upon request.

Acceptable Use of Internet, Computer and Network Resources for Students

The Idaho Arts Charter School recognizes the importance of providing positive, productive educational experiences through the school's Internet, computer, and network services. To promote this objective and protect its staff and students, the Board of Directors (Board) authorizes the Administrator or designee to:

1. Prohibit and prevent school computers and other school owned technology-related services from sending, receiving, viewing or

downloading materials that are deemed to be harmful to minors, as defined by Idaho Code Section 18-1514.

2. Prohibit and prevent unauthorized online disclosure, use, or dissemination of personally identifiable information of students.
3. Select and employ technology protection measures on the school's computers to filter or block Internet access to obscene materials, materials harmful to minors, and materials that depict the sexual exploitation of a minor, or other information that is determined to be in violation of IACS policies.
4. Establish and enforce appropriate disciplinary measures to be taken against persons violating this policy.
5. Handle complaints regarding the enforcement of the school's Internet use policies and procedures.
6. *Establish procedures to remove a user's files without prior notice after an account has been inactive for a specified period of time.*

IACS will limit Internet access to materials that enrich and support the curriculum and educational needs of users, contribute to the delivery of efficient and effective business or educational functions, and expedite professional school communications.

PRIVACY

Use of the school's technology resources is a privilege and not a right. Access has not been established as a public access service or a public forum. IACS reserves the right to monitor, inspect, copy, review, delete, and/or store at any time and without prior notice any and all results of usage of the Internet, computers, network resources, and any and all information transmitted or received in connection with such usage. All such information will be and remains the property of the school and users have no expectation of privacy regarding such materials. IACS has the right to place restrictions on the use of the school's Internet, computers, and network resources and may also deny access to staff and students who violate related policies and procedures.

INTERNET SAFETY FOR STUDENTS

The school's instructional program will include a component of Internet safety for students, *including interaction on social networking sites and cyberbullying awareness and response.*

IACS will take appropriate steps to protect all students from access, through the school's computers, to visual depictions that are obscene, contain child pornography, are harmful to minors, or depicting the sexual exploitation of a minor, as defined in Idaho Code Section 18-1507, by installing and utilizing specific technology that blocks or filters Internet access to such visual depictions.

The Administrator or designee may authorize the disabling of the Internet filter system only for the purpose of enabling access for bona fide research or other lawful purpose. Disabling of the Internet filter system by any other staff member or student will result in disciplinary action.

As required by the Children's Internet Protection Act, IACS will hold annual public meetings to receive input from parents and other patrons regarding the school's Internet safety plan, including the use of an Internet filtering service.

Any staff member, student, parent, or patron may file a complaint regarding enforcement of this policy or request that IACS either block, or disable a block of, a particular website. The individual must file a *written* complaint with the Administrator. *The Administrator will appoint a five (5) member committee, including three (3) staff members and two (2) patrons. The committee will meet with the individual who filed the request in a timely manner, allow that individual to make oral or written arguments to support the request, and make a written recommendation to the Administrator regarding whether IACS should block, or disable a block of, a particular website. Upon reviewing the request and the committee's recommendation, the Administrator will render a written decision and notify the individual who made the request.* The Administrator's decision will be final.

PROHIBITED USES

The school's Internet, computers, and network resources may only be used for approved school activities and educational purposes. All users must fully comply with this policy and immediately report any violations or suspicious activities to the classroom teacher or Administrator. Prohibited uses of school technology include, but are not limited to:

1. *Causing Harm to Individuals or to Property*
 - a. *Use of obscene, profane, vulgar, inflammatory, abusive, threatening, disrespectful language or images.*
 - b. *Making offensive, damaging, or false statements about others.*
 - c. *Posting or printing information that could cause danger or disruption.*
 - d. *Bullying, hazing or harassing another person.*
 - e. *Deleting, copying, modifying, or forging other users' names, e-mails, files, or data.*

- f. *Disguising one's identity, impersonating other users, or sending an anonymous email.*
- g. *Posting personal information (e.g. phone number, address) about oneself or any other person, except to responsible agencies.*

2. *Engaging in Illegal Activities*

- a. *Participating in the sale, purchase or promotion of illegal items or substances.*
- b. *Accessing or transmitting:*
 - i. *Pornography of any kind.*
 - ii. *Obscene depictions.*
 - iii. *Harmful materials.*
 - iv. *Materials that encourage others to violate the law.*
 - v. *Confidential information.*
 - vi. *Copyrighted materials without authorization or as provided by fair use regulations.*
- c. *Attempting to disrupt the computer system or destroy data by any means.*

3. *Breaching System Security*

- a. *Sharing one's or another person's password with others.*
- b. *Entering another person's account or accessing another person's files without authorization.*
- c. *Allowing others to gain access to one's individual account.*
- d. *Interfering with other users' ability to access their accounts.*
- e. *Allowing student access to sensitive data.*
- f. *Attempting to gain unauthorized access to another computer.*
- g. *Using software or hardware tools designed to interfere with or bypass security mechanisms.*
- h. *Utilizing software or hardware applications that are not approved for business use.*
- i. *Attempting to evade the school's computer filtering software.*

4. *Improper Use or Care of Technology*

- a. *Accessing, transmitting or downloading large files, including posting chain letters or engaging in spamming.*
- b. *Attempting to harm or damage school technology, files or data in any way.*
- c. *Alteration of configured equipment, including the addition of unauthorized passwords and user accounts.*
- d. *Leaving an account open or unattended.*
- e. *Attempting to remedy a security problem and not informing a school official.*
- f. *Failing to report the abuse of school technology.*
- g. *Installing, uploading or downloading unauthorized programs.*

- h. *Copying school software for personal use.*
- i. *Using school technology for:*
 - i. *Personal financial gain.*
 - ii. *Personal advertising or promotion.*
 - iii. *For-profit business activities.*
 - iv. *Unapproved fundraising.*
 - v. *Inappropriate public relations activities such as solicitation for religious purposes.*
 - vi. *Inappropriate political purposes.*

CONSEQUENCES FOR INAPPROPRIATE USE

Failure to comply with this policy or inappropriate use of the school's Internet, computers, or network resources may result in usage restrictions, loss of access privileges, and/or disciplinary action up to and including expulsion. The Administrator or designee may also report the violation to law enforcement where appropriate.

Users are responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

NOTICE

IACS will inform staff, students, parents/guardians, and other users about this policy through posting on the school website and by publishing in the student handbook. A copy of this policy will be available for review at the school office and will be provided in writing to parents/guardians upon request. The school will also file this policy with the state superintendent of public instruction every five years.

By accessing the school's Internet, computers and network resources, users acknowledge awareness of the provisions of this policy and awareness that IACS uses monitoring systems to monitor and detect inappropriate use.

All students and staff are required to sign a technology user agreement (see Policy No. 519F1, Internet, Computer and Network Services User Agreement) that signifies their understanding and agreement to follow these regulations.

Library Use

Students are allowed to check out two books at a time. Students with overdue books will be issued a fine. Books must be returned before the end of each semester, or replacement fines will be issued. Fines may also be issued for damage or excessive wear on a book.

Textbook/Materials Use

Books or class materials must be returned before the end of each semester, or replacement fines will be issued. Fines may also be issued for damage or excessive wear on a book or materials.

Security

Visitor sign in

All visitors, including parents, are required to sign in at the office with the Keep N Track system and obtain a visitor's badge for the day. Students who do not attend IACS are only allowed to visit campus with prior approval from an administrator.

Check-out Policy

If a parent/guardian wishes to check out the student from school for an appointment, **the parent is to report to the office** and the student will be summoned by the staff (teachers are not allowed to release students unless parents/guardians have checked out their child through the office first). Only those listed on the enrollment form will be allowed to sign out a child from school; these individuals must be eighteen (18) years of age or older. If you need to pick up a student for an appointment, please do so at least 20 minutes before the end of the school day.

Identification cards

All students and staff of Idaho Arts Charter School will be issued a student identification card. This card will also serve as a lunch card. If a card is lost, it is the responsibility of the student to pay for a replacement card. Replacement cards cost \$5.00 and can be purchased in the office.

Closed campus

The campus is closed during all hours of school. Students are to arrive and stay for their entire school day. No student may go to a vehicle or leave school without permission from parents AND the school administration. Students are not allowed to leave campus at lunch unless accompanied by a parent/guardian after sign-out procedures have been followed. Leaving campus without checking out is treated as an unexcused absence and/or truancy. **Once a month juniors and seniors may eat off campus if they fulfill the requirements outlined by the administration and with parent approval.**

Driving/parking

Students with a valid driver's license are welcome to drive to school and park in designated areas as long as they are careful of the health, safety, and welfare of their fellow students, faculty, and staff, and the general community. Driving privileges may be revoked if students in any way endanger others. Police citations will be issued for violation of public law. The car registration and a

driver's license are required to obtain a parking sticker. Parking in unauthorized locations is not permitted and vehicles may be towed and/or driving privileges revoked. (Students are not allowed to drive to outside school events where bussing is provided, such as field trips, unless they have permission from the administrator and a parent).

Pets

Pets are not allowed on campus, unless there is administrator approval.

Emancipated Students (Adult at 18)

Although a student may turn 18 while still in high school, the school is still required to inform parent(s) or legal guardians in matters of attendance, discipline, and reporting. Proof of an 18-year-old student living independently from their parents is needed for emancipation status. Any possible exceptions to this rule must be approved by an administrator.

Student drop off/ pick-up

Students in grades K-2 may not be dropped off at school earlier than 8:30 a.m. Students in grades 3-6 may not be dropped off earlier than 8:15 a.m. Students in grades 7-12 may not be dropped off at school earlier than 7:15 a.m. Students in grades 7-12 must be picked up (if not involved in an after school activity) no later than 3:00. Students in grades 3-6 must be picked up no later than 4:00. Students in grades K-2 must be picked up no later than 4:15 p.m. If a parent does not show up or contact the office by 4:00, the school resource (police) officer will be called to transport the child home.

If you need to change how your student is getting home, please make a phone call to the school office before 2:45 p.m. We cannot guarantee that your child will be notified of any changes in how they are getting home for phone calls made after 2:45 p.m.

Weather Emergency Closures

In the case of extreme weather conditions, the parent should listen to local TV (i.e. Channels 6 & 7) and radio stations between 6:00-7:00 A.M. to find out if conditions warrant school closure. Parents will be informed when weather conditions warrant a "Late Start" school day; all buses will then run ninety (90) minutes later and school will begin ninety (90) minutes later. Dismissal will be on the regular schedule and times.

Interscholastic Activity Eligibility

To be eligible to participate under Idaho High School Activities Association rules, a student must:

1. Pass and receive credit in five (5) full-credit classes the semester previous to participation.
2. Be enrolled in and attending six (6) classes.
3. Have a physical and/or interim questionnaire on file.

4. Have proof of medical insurance or waiver.

Transfer students must meet additional requirements for eligibility.

Student Behavior at School Activities

Students in school or involved in school-sponsored activities either on or away from the school premises are expected to obey their school officials, protect property, maintain order and decorum, and conduct themselves in such a manner as to reflect credit upon themselves and their school. Any student who does not meet these standards is in violation of the discipline regulations of Idaho Arts Charter School and will be subject to disciplinary consequences.

Discrimination Policy

Idaho Arts Charter School does not discriminate on the basis of race, skin color, national origin, religion, gender, age, disability, or status in admission to its educational programs/activities and employment practices as prescribed in Federal State laws and regulations.

