



Parent/Student
Middle School Handbook

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Forrest Bird Charter Schools recognize its responsibility to provide a free and appropriate public education (FAPE) to eligible students with disabilities within its geographical boundaries. The District has a "child find" process that is designed to locate, identify, and evaluate children with disabilities residing within its geographical boundaries preschool age through grade 12 or through age 21 if they have not received a high school diploma. Child Find activities run throughout the year.

If you know a child who attends Forrest Bird Charter Schools and may be in the need of special education and/or related services, please contact FBC's Director of Special Education for further information regarding the referral and evaluation process.

The District's Child Find process extends to students with physical or mental impairments that substantially limit a major life activity. Such students may be eligible for services or accommodations pursuant to Section 504 of the Rehabilitation Act. Section 504 is a Federal civil rights statute that prohibits discrimination against persons with disabilities and programs receiving Federal financial assistance. Please contact your student's Educational Leader for more information regarding Section 504 eligibility and services.

The Forrest M. Bird Charter School is open to all children, on a space available basis. The school does not discriminate based on race, creed, color, gender, national origin, or ancestry. Students will not be denied enrollment due to a parent, guardian or sponsor declining involvement in the charter school. Special needs will not be a factor in admission decisions.

Welcome to your school: Forrest M. Bird Charter School! We look forward to getting to know you as our student and welcoming you into our community.

Each new school year means new beginnings, new opportunities, and new chances. I look forward to each fall because it is a clean slate in which each of us are able to create what we want from the year. I am very proud to work in a school which values each of you for the person you are. We want you to be the best version of yourself and will strive to help you obtain this goal.

At FBCMS, we believe that education needs to be more than worksheets and you are more to us than a test score. Our faculty work very hard and with a great deal of passion to create curriculum which incorporates all of the best elements of Project Based Learning (PBL). We endeavor to know you as an individual so we can help you with your learning as well as support you through each step. Our school is a community. It is important that we treat one another with respect, understanding and, at times, empathy. This will create a school environment that is safe and engaging; because, if anything, learning should be fun once in a while. There will be opportunities for you to participate in meaningful and relevant projects, field trips, life sports activities, and anything else we can dream up.

This handbook has been prepared for you and your parents. Please read it carefully. It will serve as a helpful guide to the opportunities and requirements that are part of an education in our school. If ever there is a time when you may have questions, please contact me. My door is open.

Welcome to the creativity, the rigor, the fun. Enjoy the year!

Jennifer Greve
Middle School Principal
Forrest M. Bird Charter School

FBCS Team

Forrest M. Bird Charter School Board

Mr Jim Zuberbuhler
Mrs Kate McAlister
Mrs Robin Ruppert
Mr Chris Warren
Mr Bill Hertzberg

Administrative Team

Middle School Principal:	Jennifer Greve
High School Principal:	Mary Jensen
Academic Advisor:	Mitzi Veseky
Office Coordinator MS:	Josh Bladzick
Office Coordinator HS:	Hillary DeCecchis
IT Director:	Ryan Zimmerle
Business Manager:	Greta Warren

Faculty

English:

Ben Evans, 6th, 7th
Wendy Thompson, 8th
Department Head: Michael Bigley (HS)

Social Studies:

Todd Claunch, 8th
Audra Mearns 6th, 7th
Department Head: Mark Webber (HS)

Science:

Department Head: Sarah Evans, 6th, 7th
Becky Bigley, 8th

Math/STEM:

David Lien, 6th
Department Head: Laura Maas, 7th
Krysten Harrison, 8th

Foreign Language:

Eric Fulgenzi, 8th

Art:

Amy O'Hara

Physical Education/Health:

Janenne Russell

Music:

Paul Gunter

Culinary Arts:

Hillary DeCecchis

Special Education:

Kenda Russell, Director

Shainnie Wade, Paraprofessional

Bonnie Jakubos, Paraprofessional

Academic Support:

Bonnie Jakubos, Title I

Support Staff

Building Maintenance:

Ray Smith

Tina Smith

Gary Tyler

About FBCS

Mission Statement

The mission of Forrest M. Bird Charter School, a public school incorporating middle and high school grade levels, is to create a community of learners equipped with two kinds of literacy.

1. The ability to read, write, speak and calculate with clarity and precision, incorporating technology.
2. The ability to participate passionately and responsibly in the life of their community.

To fulfill this mission we:

- Limit our community to approximately 50 students at each of the middle and high school grade levels, 6-12 (prospective enrollment of 350 students, not to exceed 400 total). Actual grade level enrollments may vary.
- Provide each student with at least one positive adult adviser/advocate to support student success.
- Provide students access to innovative pathways, maximizing their post-secondary academic and career opportunities.
- Facilitate a positive and safe community culture by fostering accountability through high behavioral standards and academic success through integration and project-based learning.
- Focus on student-family-teacher relationships.
- Embrace the needs of the student body as the primary focus of our school; therefore encouraging individuality.
- Work in collaborative relationships within and outside of the school to promote leadership and mentoring partnerships, and service the greater community.
- Actively encourage creativity and fun within our school.

Philosophy of Education

Beliefs: *It is not possible to change significantly what happens in the schools unless you change significantly the nature of the human relationships that form the educational process. (Olds & Pearlman, Designing the New American School)*

The truly educated person is one who understands relationships, both academic and personal. By providing a more personal school with smaller class sizes, students can develop relationships with peers, parents, teachers, and community members. By implementing engaging teaching methods, students will have access to their own knowledge and be enabled to integrate their thoughts thus achieving higher levels of thinking.

We are committed to the belief that education is a life-long process in which the classroom is only one arena. Learning best occurs in a creative but disciplined environment, and through the involvement of parents and community members, we can develop a larger community of learners.

Procedures

Admissions

In January of each school year, a letter will be sent to currently enrolled families asking them to indicate whether they will be returning or not to FBCS. From these numbers, FBCS then determines availability for new students in that coming school year. An Open Enrollment period will begin in February and run through the end of March. Families are asked to submit an ‘application’ within this time frame. Early submission does not necessarily guarantee admissions to the school. At the end of March, families with guaranteed enrollment will be notified. Sometimes there is a need to hold a lottery for student enrollment in certain grade levels; specifically, this occurs when there are more applicants than there is availability in that grade level.

If a lottery does need to be held, three lottery pools and three waiting lists will be established per grade level if needed. List 1 will contain all students who have a sibling currently enrolled with FBCS. List 2 will be those students residing within the authorized district (LPOSD). List 3 will be those students residing outside the district. The lottery will be open to all, will not rely on computers, and will be easily understood and followed by all observers. All students whose applications received by the application deadline entered into the lottery. A drawing of names by grade will be held until all spaces are filled. Once all spaces are filled the drawing will continue to establish a waiting list. Students whose applications are received after the deadline will be placed on the list in the order their applications were received.

Once a student is notified of their enrollment, the following forms must be completed and received by the school office for the enrollment to be finalized:

- Student Application
- Student Records/ Transcripts from Previous School (if applicable)
- Birth Certificate
- Immunization Records/ Exempt of Immunization Form

If these forms are not received by the designated time/date, the student risks forfeiting their enrollment with FBCS.

Academics

Curriculum

Our curriculum is comprised of 5 components

Core Curriculum

This area of the curriculum contains all course work that is consecutive in nature. English (written, verbal and reading), Math, Science and Social Studies are included in this category.

Grade level curriculum and standards are defined by the State of Idaho although students may be placed at different levels.

Project-Based Curriculum

This area integrates classes as needed to create meaningful and relevant projects. These classes are designed to be active, participatory and engaging. Students may be placed in working groups and be tasked to work together to create projects. Most evaluation of these projects will be through portfolio development and presentation.

Elective Curriculum

Elective offerings are dependent on staff availability and student interest. Classes may include Foreign Languages, Art, Band, Drama, Journalism, Photography, Technology, Cooking, Science and Social Studies based electives. Independent Electives are also an option for high school students. Please contact the school for more information on electives as the offerings change each year and each trimester.

Advocacy

All students and faculty will meet in Advocacy groups at the beginning of each day. This class is used to establish relationships with the students as people; learning communication and organizational skills, appropriate behavior, accountability and school culture. This class is also used for reading time, checking on homework and college planning. Forrest M. Bird Charter School devotes this time each day to nurturing a positive school culture and helping our students succeed. Your student's advocacy teacher serves as the primary communicator for questions about your student.

Early College Access

All students attending Forrest M. Bird Charter School will have the opportunity to become Dual Credit students in high school. Dual Credit students take college courses for high school credit as well as allowing students to have a jump start to their college education while in high school. Various programs offered by the Department of Education are utilized in order for students to reach their advanced opportunity goals.

Conferences & Communication

Student Led Conferences: Each Middle School student will, by the end of Trimester 2, develop an overview with faculty of his/her educational experience thus far. This overview will stem from student generated educational goals and incorporate examples of work, lessons learned, and identified strengths. These conferences are student driven and students and parents must attend.

4 Year Plan: Each 8th grade student will, within their 3rd trimester, develop an educational plan with his or her parents/guardian and a faculty member. These plans will stem from student generated educational goals and post-secondary goals. The purpose of the 4 year plan is to help guide the student towards post-secondary goals. These conferences are student driven; students and parents must attend.

Parent/Teacher Conference: A parent/teacher conference is held mid-way through Trimester 1. Parents are encouraged to come and meet each of their student's teachers to

ask questions, discuss progress, identify any possible issues, and hear positives. These conferences are round-robin style with parents traveling to each teacher.

Communications: Parents have access to their student’s Canvas pages, where they may check grades and communicate with the teachers through the Canvas communication tool. All of the teachers are available via email or by phone. Teachers may call, email or talk with you about specific subjects or issues. Our teachers are generally available after school hours until 3:30 pm if you need to meet with them. If you need to schedule a meeting with a group of teachers, ask your Advocacy teacher to help set this up.

Grading

Scale

We believe in students reaching a proficiency level in their work. Students receiving a score less than 70% will receive a No Credit [NC] or Incomplete [I] mark on their report cards. D’s and F’s are not acceptable. Every effort will be made to assist students who are not reaching proficiency levels.

100-98% A+

97-94% A

93-90% A-

89-87% B+

86-84% B

83-80% B-

79-77% C+

76-74% C

73-70% C-

69-0% NC

Incomplete

Our teachers are committed to ensuring that our students gain the knowledge they will need for life outside our walls. If a student is struggling to show mastery of a subject, their grade will reflect this struggle. In an effort to allow students time to work towards mastery, the teacher has the option of issuing an “Incomplete”. If the student receives an “Incomplete”, he/she will then receive a certain amount of time to either finish or master course work. Once the student has completed the work, the teacher will then issue the appropriate grade and the student will earn credit for the class.

No Credit

At Forrest M. Bird Charter School, ‘below average’ grades (anything below 70%) will not earn a student credit. The grade the student receives in this case is a “No Credit” or NC. If a student receives an NC for a class, the student will need to take the class again in order to earn credit for the class. Unfortunately, every attempt a student makes to earn credit in a class is factored into the calculation of the student’s overall GPA and can have a negative effect on the student’s high school transcript.

Student Retention

The administrator and teacher may consider retention when a student does not meet the stated academic requirements for grade promotion. Students must obtain passing grades in 80% of their courses for a year. A student may not fail a whole year of a single course. If either issue occurs, the family, in coordination with the Educational Leader and primary teacher(s), will decide upon retention or an alternative path.

Report Cards

Report cards will be issued approximately one week after the end of each trimester.

Academic Integrity/Dishonesty

Forrest M. Bird expects all students to abide by ethical academic standards in order to help prepare students for real world college and work situations. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Academic Integrity covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, ever encourage, students to work on assignments collectively. Collaboration is encouraged at FBCS, as long as whose work being presented is clearly relayed.

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing. For the most part, FBCS uses the MLA citation style.
- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.
- **Forgery or stealing** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties. Teachers may have the discretion to the consequences of the first

offence, which may include a zero on the assignment or In School Suspension (ISS). On the second offense, the student will be referred to administration and may face earning a zero on the assignment or the class and spending at the least one day ISS. Parents will be notified in all academic dishonesty incidents.

Extra activities / Athletics

Participation

Although Forrest M. Bird Charter School does not have formal extra-curricular activities, FBCS recognizes the importance of learning activities outside of the regular classroom day. Students will be permitted to participate in school athletics with another school district with the permission of that school district.

Forrest M. Bird Charter School will follow all current and subsequent eligibility requirements for participation in interscholastic activities, as set forth by the Idaho High School Activities Association (IHSAA). All students wishing to participate in extracurricular activities must meet the eligibility requirements for that activity, as established by the Idaho High School Activities Association (IHSAA).

Student participating in LPOSD extracurricular activities, including athletics and competitive clubs, will comply with LPOSD extra-curricular policies, which are designed to allow the maximum benefit from participation in the extracurricular activities, as well as FBCS's additional eligibility requirements.

In addition to the IHSAA academic requirements, students who participate in competitive extra-curricular activities will need to have passing grades during designated school-wide grade checks during the trimester period. Students are to passing all classes during these school-wide grade checks in order to compete in competition. If a student becomes ineligible during a school-wide grade check, the student may become eligible if he/she is passing all courses at the next school-wide grade check period. These grade check periods will be determined before the student start date of each school year.

Participation during the School Day

When students participate in extra-curricular activities during the school day and miss classes they must meet additional eligibility requirements as outlined herein.

Extra-curricular activities are activities outside of or in addition to the regular academic courses or curriculum of the school.

Schools are provided primarily to educate students through the classroom curriculum and instruction. As such, it is expected that students will first be responsible for the requirements of the classroom. Extra-curricular opportunities are a natural extension of classroom activities and student participation is encouraged as long as it does not interfere with the primary function of the school and the student's learning.

To participate during the school day in extra-curricular activities a student must first demonstrate that they have satisfied the primary intent of school and are performing satisfactorily in the specific classes they will miss. A student will be declared eligible to

participate during the school day in extra-curricular activities on a course by course basis for those courses that he/she will miss. For any class, or portion of a class, missed during the school day for an extra-curricular activity, the student must demonstrate that he/she is currently passing the class with a grade of “C” or better and have no unresolved behavioral referral. The grade must be determined two days before the trip. If it cannot be demonstrated that the student is satisfactorily passing his/her class and demonstrating proper deportment, he/she will be declared ineligible and will not be allowed to participate or attend during the school day in the extra-curricular event until the student is receiving a “C” and/or has resolved any behavioral referrals.

Enforcement

Forrest M. Bird Charter School will notify participating school district the eligibility of student athletes participating in the school district’s athletics after each school-wide grade check period as well as on a trimester basis.

Advanced Opportunities Options

Early College Access

All students that meet the state and college requirements will have the opportunity to become Dual Credit students in high school. Dual Credit students take college courses for high school credit (in addition to the college credits they earn) allowing students the jump start to their college education while in high school. Various programs offered by the Department of Education are utilized in order for students to reach advanced opportunity goals.

High School Opportunities

There are various opportunities for student advancement within our high school. As your student progresses through FBCS middle school, these occasions will be discussed according to your student’s interest and/or capabilities. Such opportunities include Fast Forward, Early Completers, and Senior Year College.

Fast Forward

The Fast Forward program provides every student attending an Idaho public school an allocation of \$4,125.00 to use towards Advanced Opportunities in grades 7-12. The program was expanded by the Legislature in 2016 through the passing of [House Bill 458](#). The funds can be used for:

- **Overload Courses**

An overload course is a high school level course that is taken in excess of the student’s regular school day. These courses are offered online, during the summertime, and after school. In the event that student incurs a cost for such courses, the Fast Forward program can pay up to \$225.00 for the cost of the course. Overload courses must be above and beyond the full course load offered by the student’s local school.

- **Dual Credits**

Dual credit are courses taken by high school students that are transcribed on their high

school and college transcripts. The Fast Forward program can pay for up to \$75.00 per credit, and in most cases, the cost of these credits is \$65.00.

Additional information regarding the Fast Forward program can be obtained at the state site: <http://www.sde.idaho.gov/student-engagement/advanced-ops/> as well as contacting the school Academic Advisor.

Attendance

Regular attendance is a critical component for success in school. Parents are requested to schedule family vacations during school vacation periods. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family or severe illness. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Too many absences can affect student performance and their ability to move forward in grade levels.

Absences

Excused Absences

In order for an absence to be excused for any reason, the parent must notify the school. A telephone call the day of the absence is preferred, but a written note the first day back in class is acceptable as long as the note includes the date returning, child's name, dates absent, and the reason for the absence. School work that is missed will be allowed to be made up for excused absences. Communication with teachers is requested if the student is out for a week or more.

Unexcused Absences

Any absence for which the school does not receive appropriate notification will be unexcused. Students may receive no credit for assignments on the days of unexcused absences. Unexcused absences can be considered truancy. A student who is found to be habitually truant will be referred to the FBCS school board and could face possible expulsion. Habitually truant students who are of the compulsory attendance age will also be reported to the local authorities, as per 33-206 of Idaho State Law.

Excessive Absences

Any student who misses more than 10 days in a trimester or 20 days per school year will be reviewed for retention in the current grade level the following school year and/or removal from the school. The school reserves the right, should a student exceed these limits, to require the parents to submit, in writing, an explanation detailing the absences and the justification of each absence. See also notes regarding Habitual Truancy.

Prearranged Absences

The parents will need to notify the school office, in writing, of any prearranged absences. Arrangements will need to be made with the child's teacher for school work that will be missed.

Makeup Work

For scheduled absences, arrangements for makeup work must be made in advance with at least an equal number of days advance notice as the number of days of planned absence. This allows the teachers to prepare. Make up work during an illness can be found on Canvas or through an email to the teacher. Communication with teachers is important in the timely completion of this work.

Tardiness

Students arriving after 8:00 a.m. will be considered tardy for the day.

Expectations of Student Behavior

Safe Learning Environment

To achieve the best possible learning environment for all our students, Forrest Bird Charter School rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group.
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school.
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct is deemed unreasonable by a staff member, or interferes with school purposes or an educational function.

Respect for you, your curiosity and knowledge

The teachers at FBCS are passionate, highly qualified and dedicated professionals who care about the success of their students. They will facilitate ideas for independent projects, courses, or electives. Teachers will also accommodate individual plans towards post-secondary success.

Curriculum that is challenging and at your level

Classes are designed for students to be challenging and rigorous, so students gain academic skills. Actual progress is up to the student and will be part of the educational plan. Teachers assign homework regularly. The intent of homework is to supplement schoolwork and enhance learning. Homework may include research, worksheets, reading assignments, or project based activities. Teacher assisted homework time is generally available during study lab.

Respect for teachers or staff

The teachers and the staff of Forrest Bird Charter School invest their time and energy in providing a safe and educational environment to all students. Students are expected to comply with legitimate instructions and cooperate with teachers and staff. At no time will disrespect for staff be tolerated.

Respect for other students

The students of Forrest Bird Charter School have the responsibility to:

- Respect the right of others to express their views and the rights to express views through speaking and writing, but without being obscene, disruptive, slanderous or libelous;

- Behave respectfully during patriotic observances:
- Respect the religious beliefs of others and to refrain from activities that hold religious beliefs up to ridicule and the rights to have one's religious beliefs respected;
- Refrain from sexual harassment and the right to be protected from sexual harassment;
- Respects others' personal property and the right to have personal property respected
- Know and obey school behavioral expectations and to report unsafe situations to school or law enforcement personnel and the right to feel safe from crime, violence, intimidation, bullying, harassment, racism and other discrimination in the school.

Public Displays of Affection

A goal of FBCS is to introduce students to a more professional environment. As such, PDA (public displays of affection) is limited to what is appropriate to the professional world. Actions such as hand holding, long hugs, and/or kissing will not be tolerated. In an initial offense, students will be educated on what is appropriate in FBCS and other professional arenas and appropriate consequences will occur. Repeat offenders will receive additional consequences.

Student Discipline

Respect and responsibility are the key values that we teach in our school. You are responsible for your own conduct and are expected to contribute positively to the environment of our school.

Possible Consequences

There are consequences for violating the student conduct and discipline code. Each consequence will depend on the violation and whether the violation is a first offense or a repeated act. The FBCS principal, Counselor and staff will attempt to solve problems informally before proceeding to the next level of consequences. Consequences for inappropriate behavior may include, but are not limited to the following:

- | | |
|------------------------|---------------------------------|
| • Apology | • Calling home |
| • Conferencing | • Time-out |
| • Detention | • Isolation |
| • Peer mediation | • Service to the school |
| • In-school suspension | • Expulsion |
| • Temporary suspension | • Behavior Review Board hearing |

Zero Tolerance Behaviors

Most disagreements and lack of respect situations can be handled directly; however, some actions and activities that are considered "zero" tolerance situations. Zero tolerance means that the behavior absolutely cannot be accepted. Some of these are governed by Federal and State Laws and have consequences beyond the school. Explanations of those behaviors follow.

Fighting

Fighting may include pushing, shoving, excessive or unwelcome physical contact. Any student involved in fighting may be suspended from Forrest Bird Charter School, parent or guardian will be called, and a conference required. The conference will determine if there

is a need to submit the student and their situation to the Charter Board with a recommendation for expulsion.

Possession or use of weapons, drugs, tobacco, or alcohol

1. Student will be taken to the office.
2. Parent or guardian will be called.
3. Material will be taken by the school official.
4. Police will be notified.
5. Student will be suspended from school.
6. Student may be taken to the Charter Board for possible denial of continued attendance at FBCS.
7. Student may be readmitted to Forrest Bird Charter School only after fulfilling any and all requirements placed on him/her by the Board, and petitioning the Board for re-admittance.

Harassment, threats of violence, violent language, or physical violence

Threatening someone or using violent language creates a very unsafe environment for school. If your language contains a threat or violent language you will be immediately removed from the classroom, with a possible suspension or recommendation for expulsion. Bullying will not be tolerated, whether it is in person or electronically.

Sexual Harassment

Not only is this not acceptable for students of Forrest Bird Charter School, but sexual harassment of any kind is against Federal law. The law does not allow inappropriate touching, stalking, pictures, offensive remarks or any other action that is deemed offensive. Any behavior that a student finds to be offensive may be harassment and should be reported to an administrator or teacher immediately.

Disrespect for facilities or school furnishings:

Vandalism will not be tolerated. Any student involved will be required to fix and/or pay for any damages that he/she causes. Suspension or expulsion from school could result from multiple or severe violations and students may also face charges.

Please note: The Forrest Bird Charter School has the right to not accept students who have been expelled from other school districts without a formal hearing with the FBCS Board.

Student Dress Code

The philosophy of our dress code at FBCS

The FBCS dress code is intended to assist in the creation of a positive culture in our school. By creating a dress code, we can minimize the differences between students, promote a positive attitude toward learning and focus the student's attention on schoolwork. In addition, the dress code provides a visible identity in our community. The dress code is a cornerstone of our school and we ask parents to make sure that their student is appropriately dressed every day.

Anything that creates a disturbance or interferes with the educational environment or is a safety hazard is not appropriate.

Middle School Daily Dress Code

<u>Appropriate Dress Code</u>	<u>Inappropriate</u>
<p><u>Shirts</u></p> <ul style="list-style-type: none"> • Solid Color Short and long sleeve knit Polo shirts • Solid color button down dress shirts, long sleeve and short sleeve • Suit jackets • Long and short sleeve t-shirts with the FBCS logo only • Sweatshirts and fleece jackets with the FBCS logo • Ties, Scarfs • Vests, as one you would wear with a suit <p><u>Bottoms</u></p> <ul style="list-style-type: none"> • Khaki, black pants in chino or denim fabric • Khaki, black cargo pants • Khaki, black skirts/shorts no shorter than a hand width above the knee • Khaki, black capris <p><u>Shoes</u></p> <ul style="list-style-type: none"> • Casual, low heel, shoes • Sandals with heel straps 	<p><u>Shirts</u></p> <ul style="list-style-type: none"> • Clothing that is ripped, torn, overly wrinkled • Clothing that is excessively baggy • Clothing that is excessively tight or revealing. • Showing of any underwear <p><u>Shirts</u></p> <ul style="list-style-type: none"> • Any shirt or polo that is sleeveless, tank top or spaghetti strap, tube top, off the shoulder or midriff length • Any shirt that has a logo other than FBCS • Shirts that are see-through/transparent or revealing • Evening wear • No hoodie sweatshirts <p><u>Bottoms</u></p> <ul style="list-style-type: none"> • Sweat pants, yoga pants, leggings, low rise or hip hugger • Mini skirts, cut offs • Pants that hang lower than the hips • Excessive decorations on jeans. <p><u>Shoes</u></p> <ul style="list-style-type: none"> • Open heeled shoes, flip flops • Shoes with heels over 1.5 inches • Slippers

Physical Activity Dress Code

<u>Appropriate Clothing</u>	<u>Inappropriate Clothing</u>
<ul style="list-style-type: none">• Short and long sleeve t-shirts• Sweatshirts• Gym shorts, no shorter than a hand width above the knee• Sweatpants, yoga pants• Appropriate gym shoes with socks	<ul style="list-style-type: none">• Any shirt that has inappropriate logo or pictures• Any pant or short that is excessively tight or revealing• Clothing that is ripped or torn.• Shoes with untied laces or hard soles

Dress Down Day Dress Code

Certain days can be either individually earned or whole group designated dress down days. On these days, students may wear appropriate casual clothing that is neat and clean.

<u>Appropriate Dress Down Day Clothing</u>	<u>Inappropriate Clothing</u>
<ul style="list-style-type: none">• Jeans of any color• Shirts with a sports team, university and fashion brand names/logos are generally acceptable.• Shirts must have a sleeve	<ul style="list-style-type: none">• Yoga pants, leggings, exercise wear• Beachwear• Any shirt that is sleeveless, tank top or spaghetti strap, tube top, off the shoulder or midriff length• Evening wear• Any logo or photo on clothing that has potentially offensive words, terms, logos, pictures, cartoons or slogans.• Pants that hang lower than the hips and/or have rips or holes• Shirts that are see through/transparent• Excessively tight or revealing clothing

Other Dress Code Requirements:

- No visible tattoos.
- Sunglasses, hats, visors, or bandannas may not be worn inside the school building.
- Hair must be kept out of your eyes.
- Spikes or large chained accessories are not permitted.
- Dress code is required while on school property or at school events. When school is dismissed, students will not be allowed to change out of dress code unless they are leaving to participate in an athletic event.

If your student comes to school and is determined by FBCS staff to be out of dress code:

1. Students will be given a verbal warning and a written violation will be placed in their file
2. Parents/ Guardians will be called to bring the student dress code appropriate clothing or to collect their student.
3. After repeated violations of the dress code, school Administration may place the student on In School Suspension or the student will be sent home.

Opportunities for Parent Involvement

Parent involvement is critical to Forrest Bird Charter School's overall effectiveness. Parents can get involved by:

Family and Community Engagement (FACE)

FBCS believes that partnership with family and community is crucial to student achievement. FACE is our volunteer network that helps strengthen family, school and community partnerships by (1) create a welcoming school climate, (2) build a community of trust between parents, students and school staff, (3) link families to community resources focused on supporting student well-being, and (4) engage families in school planning, leadership and meaningful volunteer opportunities. Family members who are interested in volunteering in our FACE group are encouraged to contact the school.

Fund-Raising

Occasionally, school sponsored events such as field trips, may require student fundraising. We work to provide different fundraising activities which parents are welcome to participate in or facilitate.

Volunteering

Parent involvement is an essential part of your child's education at Forrest Bird Charter School. In order to help build community, the Board and staff encourage participation in all school activities. You are vital to the success of our school!

Please sign in at the office when you arrive at school to volunteer.

Health and Safety Issues

It is of utmost importance that FBCS provides a safe environment for our students. Because of this commitment, the following rules will apply:

Distribution and Consumption of Medication

Parents are requested, whenever possible, to schedule medication to be given at home. If medication is needed to be given during school hours, parents must provide a written request from the child's physician, including the name of drug, time of dosage, route of administration, possible adverse effects, and emergency instructions that might be applicable. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.

Should a child need any non-prescription medication during school hours, parents must notify the school and provide these medications for their student.

Students are not to carry any medication (prescription or over-the-counter) on their person with the exception of prescribed inhalers for asthma or kits for allergies. They must have a signed order from the doctor.

No school staff will be held responsible or liable for medications of any kind.

A note should be sent from the parent or physician if PE or any other activities should be restricted.

Immunizations/Medical Examination

Current immunization records or an Exemption of Immunization from must be on file at FBCS for every student by the first day of the school year. If not, the child will not be allowed to attend.

Emergency Drills/ Emergency Protocol

Fire

In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

Emergency Protocol

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

Our school's safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA. When the school is in an emergency situation, people are not allowed to enter or leave the school or evaluation area until the area is secured.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE- "To the Announced Location"

SHELTER- "For a Hazard Using a Safety Strategy"

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year. More information can be found at <http://iloveguys.org>

Emergency Closures

During the school year there may be days when schools are closed because of bad weather. Whenever the Lake Pend Oreille Schools are closed for weather, Forrest M. Bird Charter School will also be closed. Notification will be placed on the school's Facebook page, website and through mass text messaging. Additionally, Lake Pend Oreille School District has a telephone message machine (263-2312) that will have closure information on it. Many area radio and television stations also broadcast school closings.

To sign up for our text alert system, text FORREST to 91011 or visit our website for more information.

General Information

School Hours

School begins at 7:55 a.m. and dismisses at 3:10 p.m. Doors open at 7:30 a.m. Students are welcome to stay after school for homework, school service, school activities; or if they have made arrangements with a teacher. Students will be asked to leave the school if they are not engaged in one of these activities or should be picked up no later than 3:30 p.m. FBCS employees are not responsible for supervising students who arrive on school grounds more than 30 minutes before school and 30 minutes before a school sponsored activity is scheduled to begin or students remaining on school grounds more than 30 minutes after school and 30 minutes after the school-sponsored activity ends. FBCS is not responsible for supervising students not in attendance at school, or students not authorized to participate in school-sponsored activities. Casual or incidental contact between FBCS personnel and students on school grounds shall not result in a duty to supervise students. Parents or guardians should not rely on FBCS employees to provide supervision for their student outside of the above time period.

School Business Office Hours

All school business should be conducted during the regular business hours of 8:00 a.m. and 3:30 p.m.

Academic Advisor

Our Academic Advisor delivers a comprehensive academic advising program encouraging all students' academic and career develop and helping students in maximizing their individual achievement. Services provided by the Academic Advisor and our staff include: preparing four year plans, developing post high school plans, advising students on Advanced Opportunities provided by the State of Idaho, and assisting students to find additional academic help if necessary.

Campus Visitors

Parents and others are always welcome to visit. Visits to individual classrooms during instructional time are welcome and encouraged as long as it does not interfere with the delivery of instruction or disrupt the normal school environment. Forrest M. Bird Charter School is a closed campus. For your safety and to help us fulfill our obligations, you must sign in or out at the office if you leave during school hours. Parents picking up students during school hours must sign their student out in the office.

Canvas

Canvas is the learning management system of choice for Forrest Bird Charter School. Students are assigned password protected logins to Canvas where course content, academic progress, assignments, homework, and calendaring is accessed. You can access the Canvas site through our website: www.forrestbirdcharterschool.org. Parents can also create a Parent Canvas account to monitor their students' academic performance.

Cell Phones and Cell Phone Usage

Students may possess personal communication devices, such as cell phones, smart phones, and mP3 players, during the school day, provided that the devices do not disrupt the

educational program or school activity. These devices shall be turned off and placed out of sight during the educational periods in order to minimize the disruption to the educational environment. Students, however, may use personal communication devices between instructional periods, before or after school, and during lunch.

Any misuse of personal cell phones, including texting, answering calls and Internet searching without teacher approval, may result in confiscation of the device by school personnel. Personal communication devices may be used for educational purposes during instructional periods at the discretion of a staff member for a period of time. Also, student may listen to music only with the permission of the staff member.

If a phone is confiscated from a student, the following will happen:

- 1) The phone will be given to office personnel for the day. The student may retrieve the phone from the office at the end of the day at 3:10.
- 2) If problem persists and the phone has been confiscated on several occasions, the staff may request a parent to retrieve the phone instead of returning to the student at the end of the day.

Families are asked to refrain from calling or texting their student during class hours unless it is an emergency. This will help maintain a positive learning environment within the school.

Change of Address

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please submit all pertinent information to the school office prior to the move.

Computers & Personal Electronics

Forrest M. Bird Charter High School incorporates computer technology with all aspects of our curriculum. Students utilize computers for Internet research, project design and presentations, spreadsheet creation, photo editing and other technology skills, as well as processing for written assignments. The following agreements are designed to allow student's access to the information and available technologies necessary to succeed without jeopardizing the safety of individuals, their files, or the organization, machines, or network of the school.

To ensure the safety of our students and to maintain compliance with the Children's Internet Protection Act, school administrators monitor the use of information technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information network in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The user agrees to:

- Communicate only in ways that are appropriate and respectful
- Report threatening or discomfoting materials to teachers.
- Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

- Not using the resources to further other acts that are criminal or violate the school's code of conduct.
- Not sending spam, chain letters, or other mass unsolicited mailings.
- Use only school approved email accounts at school.
- Not buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- Not installing applications or change operation settings on FBCS computers.
- Allow Administrator's access to personal computers if being used at school.

Violation of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Please see Appendix A for the full Internet Usage Policy.

Electronic Access Days

Electronic Access Days (EAD) are utilized so teachers can meet, plan and receive professional development to ensure quality educational experience. Students do not have to come into the school for these days but, rather, work from home via Canvas. These are school days in which attendance will be taken and assignments given to students via Canvas. Students are required to check into all eight of their classes and complete any assignments.

Forrest Bird Charter School will offer Electronic Access days approximately once a month. The school building will be open to students who need access to the internet or extra help. Doors will open and teachers will be available from 12 to 3:00 pm. Teachers can also be reached via email on these dates; students may schedule additional time with specific teachers. Bussing will be available for these days but at a later pick up time.

Electronic Access days may also be provided in the event of school closure due to snow.

Field Trips

Walking Field Trips

At the beginning of the school year, parents are asked to sign a permission slip which allows teachers to take students on field trips within our community. Students and teachers walk as a group to the designation location and then walk back. Teachers will notify families when these trips occur.

Distance Field Trips

During the school year, teachers may schedule fun, educational or service-based field trips that require transportation. Trips will be announced in writing in advance by the teacher or school office. A permission slip must be signed and returned to the school in order for the student to attend the field trip. The permission form will provide details of the trip (destination, times, transportation, and cost) and a way for the parent to sign up to chaperone.

Idaho Standards Achievement Tests (ISAT)

Since FBCS is a public school, all students will participate in the Idaho Student Achievement Test (ISAT) as defined by State Board rules.

Lost and Found Items

Students are responsible for all personal items brought to school. Forrest M. Bird Charter School does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. Items that are lost or found can be turned in or looked for at the office. Students are reminded to check the lost and found for any missing items. Students should report all lost items to the office immediately. Due to the lack of storage, any unclaimed item will be donated to a local thrift store.

Lunch Program

FBCS will not provide a hot lunch program. Students will be asked to bring a lunch. Please send items that do not need refrigeration. FBCS does not have the facilities to accommodate perishable foods. There will be a student store with some food items available if needed. Microwaves are available. Periodically, hot lunches will be for sale through each trimester.

Media Release

The school periodically uses images and names of students in various media (printed, photographic, or video) to promote school activities or programs. If you do not wish your student's name or image to appear in any such school produced materials, please notify the school office in writing.

Messages

Students can receive **important messages** at school by calling the middle school office at 208-255-7771 or the high school office at 208-265-9737. Use of the office telephone by students is limited to emergency and/or school business calls only. Students requesting to use the office phone during class time must have a pass from their classroom instructor and receive permission from the front office personnel before using the phone.

Office 365

Office 365 is the productivity suite of choice for Forrest Bird Charter School. Students are assigned password protected logins to Office 365 where document creation, collaboration, and email communications take place. You can access the Office 365 site through our website: www.forrestbirdcharterschool.org.

Publications

Before any distribution of materials in schools or on school property occurs, it must have approval of the building administrator. All student publications and other media productions shall be considered an extension of classroom instruction and shall be supervised by assigned teachers. Administration reserves the right to censor any materials that would be of a nature that would harass, demean or threaten the safety of a student or staff member.

Release of Students during the Day

For your child's safety, parents are required to sign a student out at the office when removing them from school. Students will remain in the classroom until parents arrive to maximize instructional time. When anyone other than a parent/guardian is picking up a child, they must have a note from a parent/guardian. A parent may also call the office and authorize the person listed as an emergency contact to pick up their student. Picture ID may be required for anyone picking up a student.

Student Transportation

Bicycles and other Wheels

Students may ride their bicycles or skateboards to school. Care and cooperation from everyone will ensure the safety of all students and property. Students who ride bicycles to school must park them in the bike racks and locked for your own protection. The school cannot be responsible for your bike, skateboard or other wheels. Caution and respect toward other pedestrians and regular bicycle traffic laws are to be observed.

Delivery and Pickup of Students

Student drop off in the morning and pick up in the afternoon are very busy traffic times for the school. In order for the dropping off and picking up of students to run as smoothly and efficiently as possible, it is imperative that every driver follow the guidelines that govern the parking lots. Note there is parking in both the south and north lots as well as a pull out on Madison. Traffic laws/regulations apply when picking up/dropping off your student. Please monitor for pedestrians of yielding traffic.

Buses

Forrest Bird Charter School provides limited bus service to and from school, subject to rules and regulations established by the Forrest Bird Charter School Board. Actual routes and pickups will be determined by the number/ location of riders; may vary at times.

Bus Conduct

Students are expected to conduct themselves in an orderly manner while waiting for or riding the bus. Appropriate student behavior is essential for a safe and positive environment while transporting students, therefore, it is important not to distract the bus driver. It is the responsibility of every student to know and obey the bus rules. Misbehavior on the bus can deprive a student of the privilege to ride. **Consequences** - In the event of a violation of bus policy that results in a Driver's Report, FBCS students will lose their bus riding privilege for 5 days. In the event of a second violation, the student will lose their bus riding privilege for 30 days. A third violation of the bus policy will result in the loss of bus privileges for the remainder of the school year.

Bus Rules

- Orderly behavior is expected on the bus and at the bus stop.
- Be on time at the bus stop (at least five minutes before the scheduled bus arrival time). The bus driver cannot wait for tardy passengers.
- Remain seated, facing forward in your seat. Keep your hands and feet to yourself at all times. Aisles must be kept clear at all times.
- Talk quietly. Silence is required at all railroad crossings. Yelling and loud noise will not be permitted.
- Swearing and use of inappropriate language and/or gestures is prohibited. The driver is to be shown courtesy and cooperation at all times.
- No hitting, 'horseplay', or fighting. Students are not allowed to encourage others to fight, or to continue or incite a fight by teasing, threats or harassment.

- Food allowed on buses will be determined by the individual bus driver.

*****No student is to leave the school premises without first obtaining permission from the FBCS office. It is essential that the school be aware of a student's location at all times. ****

Internet Usage Policy

Internet access and interconnected computer systems are available to FBCS students, faculty, and guests (users). Electronic networks, including the Internet, are a part of the FBCS instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the FBCS to be able to continue to make its computer network and Internet access available, all students, staff, and guests (users) must take responsibility for appropriate and lawful use of this access. Users utilizing school-provided information services are responsible for good behavior online. The same general rules for behavior apply to users' use of school-provided computer systems. Users must understand that one person's misuse of the network and/or Internet access may jeopardize the ability of all users to enjoy such access. While the FBCS staff is authorized to take reasonable action to implement, supervise, and enforce the provisions of this policy, user cooperation in exercising and promoting responsible use of this access is required.

Acceptable use of information services is confined to educational purposes only. All use of the FBCS electronic network must be: (1) in support of education and/or research in furtherance of the FBCS stated educational goals; or, (2) for a legitimate school business purpose. Use of school-provided information services is a privilege, not a right. Users shall have no expectation of privacy in any data that are stored, transmitted, or received via the FBCS electronic network or FBCS computers. FBCS reserves the right to monitor, inspect, copy, review, and store – at any time and without prior notice – any and all usage of the computer network and/or Internet services and any and all information transmitted or received in connection with such usage.

Unacceptable Usage

The following are specifically considered unacceptable uses of school-provided information services and constitute a violation of this policy; this is not intended to be an exhaustive list, and other uses may be deemed unacceptable uses on a case-by-case basis.

- Uses that violate the law or encourage others to violate the law, including but not limited to: transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by FBCS policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and/or, downloading or transmitting confidential information, trade secret information, or copyrighted materials.
- Uses that cause harm to others or damage to their property, including but not limited to: engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than the actual user is communicating; otherwise using another's access to

the network or the Internet without authorization; uploading a worm, virus, other harmful form of programming or vandalism; participating in “hacking” activities or any form of unauthorized access to other computers, networks, or other information.

- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- Uses that do not foster an environment of educational excellence. Internet Safety FBCS computers and other school-owned technology-related services shall have filtering that prohibits sending, receiving, downloading, or viewing materials that are: obscene; pornographic; harmful to minors; or, that depict sexual exploitation of a minor as defined by, but not limited to, the Children’s Internet Protection Act and Chapter 15 of Title 18 of Idaho Code [Ref. R14], and/or as determined by the Charter Administrator or his/her designee.

FBCS will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing material that is deemed harmful to minors as defined by, but not limited to, Section 18-1514 of Idaho Code [Ref. R14]. The Charter Administrator or his/her designee shall enforce the use of such filtering devices.

The term “harmful to minors” is defined by 47 USC §254(h)(7) [Ref. R12] as meaning any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and/or,
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. Filtering should only be viewed as one of a number of techniques used to manage students’ access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering will be used in conjunction with:
 - Internet safety for students integrated into the FBCS instructional program;
 - Using recognized Internet gateways such as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
 - Utilizing “Acceptable Use Agreements”;
 - Using behavior management practices whereby Internet access privileges can be earned or lost; and,
 - Appropriate supervision, in person and/or electronically.

The system administrator and/or the Charter Administrator shall monitor student Internet access.

The system administrator may, with the approval of the Charter Administrator or his/her designee, temporarily disable portions of the content filtering service and/or other technology-based protection systems on an individual basis. The content must be deemed necessary for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Policy Enforcement

The system administrator and/or the Charter Administrator (or his/her designee) is authorized to take reasonable measures to implement and enforce this policy. The system administrator and/or the Charter Administrator (or his/her designee) is also authorized to enforce additional content filtering and/or conduct monitoring, and to select additional technology as deemed necessary to support this policy and an environment of educational excellence.

This policy will be made available for review online and at the FBCS office. Additionally, the FBCS office will address any questions regarding procedure and complaints related to this policy.

Internet Access Conduct Agreements

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Computer Use Agreement prior to having access to the FBCS computer system and/or Internet service.

Warranties / Indemnification

FBCS makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and/or the Internet provided under this policy. FBCS is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved and/or transmitted via the Internet. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with FBCS in the event of the school initiating an investigation of a user's use of his/her access to its computer network and/or the Internet.

Violations

If any user violates this policy, access will be denied (if not already provided) or withdrawn and he/she may be subject to additional disciplinary action as deemed appropriate by the Charter Administrator or his/her designee. The system administrator and/or the Charter Administrator (or his/her designee) will make all decisions regarding whether or not a user has violated this policy and/or any related rules or regulations. Access may be denied, revoked, or suspended at any time, with any such decision being final.

STUDENT PARENT HANDBOOK SIGNATURE PAGE

After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to Forrest M. Bird Charter School.

We, the parent (s)/guardians of _____ and our student have read and understand the material found in the FBCS handbook. We further agree to abide by the rules outlined in the student handbook for the current school year. We recognize not only the right and responsibility to make ourselves aware of the material in the handbook but also to hold our student accountable to the same. We also recognize it is the right and responsibility of the staff and teachers to enforce the handbook.

Signature of Parent/Guardian

Date _____

Signature of Student

Date _____