

Forrest M. Bird Charter Schools Policy Manual Table of Contents

3000 SERIES—STUDENTS

Enrollment and Attendance

Entrance, Placement, and Transfer	3000
Enrollment Opportunities	3010
Enrollment Application/Lottery Form	3010F
Enrollment and Attendance Records	3020 & 3020P
Part-Time Attendance/Dual Enrollment	3030
Compulsory Attendance.....	3040
Compulsory Attendance Prosecutor Letter Form	3040F1
School Truancy Referral Form.....	3040F2
Attendance Policy (Alternative 1).....	3050A1
Attendance Policy (Alternative 2).....	3050A2
Attendance Policy (Alternative 3).....	3050A3
Attendance Policy (Alternative 4).....	3050A4
Education of Homeless Children	3060
Students of Legal Age.....	3070
Foreign Exchange Students.....	3090A1
Foreign Exchange Students.....	3090A2
Programs for At-Risk/Disadvantaged Students	3100

Student Rights and Responsibilities

Student Rights and Responsibilities	3200
Student Use of Buildings: Equal Access	3220
Student Clubs: Equal Access	3225
Student Clubs: Background	3225B
Student Club Risk Management Plan	3225F
Student Government	3230
Student Publications	3240
Distribution and Posting of Materials	3250
Student Dress	3255
Bring Your Own Technology Program.....	3260
Bring Your Own Technology Permission Form	3260F
Student Owned Electronic Communications Devices (Complete Ban).....	3265A1
Student Owned Electronic Communications Devices (Devices Allowed).....	3265A2
Charter School-Provided Access to Electronic Information.....	3270

Acceptable Use of Electronic Networks	3270P
Internet Access Conduct Agreement.....	3270F
Charter School Provided Mobile Computing Devices (Alternative 1).....	3275A1
Charter School Provided Mobile Computing Devices (Alternative 2).....	3275A2
Mobile Computing Device Agreement (Alternative 1)	3275FA1
Mobile Computing Device Agreement (Alternative 2)	3275FA2
Equal Education, Nondiscrimination, and Sex Equity.....	3280
Gender Identity and Sexual Orientation.....	3281
Relationship Abuse and Sexual Assault Prevention and Response	3285
Sexual Harassment/Intimidation of Students.....	3290
Harassment Reporting Form for Students.....	3290F
Hazing, Harassment, Intimidation, Bullying, Cyber Bullying	3295 & 3295P
Complaint Form	3295F
Bullying Awareness Week.....	3296
Drug Free School Zone	3300
Prohibition of Tobacco Possession and Use	3305
Gangs and Gang Activity.....	3310
Substance and Alcohol Abuse	3320
Student Discipline.....	3330
Academic Honesty	3335
Corrective Actions and Punishment.....	3340 & 3340P
Use of Restraint, Seclusion, and Aversive Techniques for Students.....	3345
Detention.....	3350
Discipline of Students with Disabilities.....	3360
Student Sex Offenders	3365
Searches and Seizure.....	3370 & 3370P
Extracurricular and Co-Curricular Participation Policy.....	3380
Extra- and Co-Curricular Chemical Use Policy.....	3390
Extracurricular Activities Drug-Testing Program.....	3400
School Extracurricular Activity Consent Form	3400F
School Sponsored Student Activities.....	3410
Student Fund Raising Activities	3420
Distribution of Fund Drive Literature through Students.....	3430
Student Fees, Fines, and Charges/Return of Property.....	3440
Student Vehicle Parking	3450
Student Vehicle Parking Application.....	3450F
School-Related Foreign Travel by Students	3460
Student Protection	
Student Health/Physical Screenings/Examinations	3500
Concussion Protocol	3505
Acknowledgement of Receipt of Concussion Guidelines.....	3505F1
Authorization to Return to Play or Participate in Student Sports	3505F2
Student Medicines.....	3510
Authorization for Self-Administered Medication.....	3510F1
Indemnification/Hold Harmless Agreement for Self-Administration of Medication	3510F2
Food Allergy Management	3515 & 3515P

Food Allergy Management—Background	3515B
Emergency Care Plan.....	3515F
Contagious or Infectious Diseases	3520
Immunization Requirements.....	3525
Suicide	3530
Emergency Treatment.....	3540
Student Interviews, Interrogations, or Arrests	3545
Student Arrest Form.....	3545F1
Student Interview Form	3545F2
Removal of Student During School Hours	3550 & 3550P
Video Surveillance.....	3560
Student-Tracking Safety Devices.....	3563
Termination of Driving Privileges	3565
Student Records	3570, 3570P, & 3570F
Student Data Privacy and Security.....	3575
Relations with Non-custodial Parents.....	3580A1
Relations with Non-custodial Parents.....	3580A2
Records of Missing Children	3610
Transfer of Student Records	3620

Forrest M. Bird Charter School No. 487

STUDENTS

3000

Entrance, Placement, and Transfer

Entrance, Date, and Age

No pupil may be enrolled in kindergarten or first grade whose fifth or sixth birthday respectively does not occur on or before the first day of September of the school year in which the child registers to enter school. Any child of the age of five years who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the age and date requirements set above shall be allowed to enter the first grade.

Initial Enrollment

Immunization records or an appropriate waiver and birth certificate are required for admission to the Charter School (subject to provisions of McKinney Homeless Assistance Act, see Charter School Policy 3060).

If a birth certificate is not provided upon enrollment of a student for the first time, the Charter School shall notify the person enrolling the student in writing that he or she must provide, within 30 days, either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental documentation of the child's identity. If the person enrolling a student fails to provide the information within the requested 30 days, the Charter School shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that he or she has an additional ten days to comply.

If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the Charter School shall immediately report the same to the local law enforcement agency. Local law enforcement will investigate these reports. Failure of a parent, or person in custody of a child, or a person enrolling a student, to comply with the documentation requirements of this section after a lawful request shall constitute a misdemeanor.

Placement

The goal of the Charter School shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the Executive Director or his or her designee, subject to review by the Board.

Transfer

Charter School policies regulating pupil enrollment from other accredited **elementary OR secondary** schools are designed to protect the educational welfare of the child and of other children enrolled at the School.

Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

Commented [AH1]:
Grade Level Specific Content

1. Appropriate certificates of accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. An appropriate evaluation of student performance leading toward credit issuance; and
6. Final approval of transfer credits will be determined by the Executive Director or his or her designee, subject to review by the Board.

Cross References:	§ 3060	Education of Homeless Children
	§ 4160	Parents Right-to-Know Notices
Legal References:	20 U.S.C. § 7912	Unsafe School Choice
	20 USC § 6313	Eligible School Attendance Areas
	42 USC § 11432	Education of Homeless Children and Youths
	Art. IX, § 9, Idaho Constitution- Compulsory Attendance at School	
	I.C. § 18-4511	School Duties—Records of Missing Child— Identification Upon Enrollment—Transfer of Student Records
	I.C. § 33-201	School Age
	I.C. § 33-209	Transfer of Student Records – Duties
	I.C. § 39-4801	Immunization required
	I.C. § 39-4802	Exemptions
	I.C. § 33-5210	Application of School Law – Accountability – Exemption from State Rules

Policy History:

Adopted on:

Revised on:

Reviewed on:

STUDENTS

3010

Enrollment Opportunities

The Charter School shall ensure that citizens in the primary attendance area are made aware of enrollment opportunities. The School will disseminate enrollment and lottery information at least _____ months in advance of the enrollment deadline. All prospective students will be given the opportunity to enroll in the School, regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs.

Enrollment Deadline

The Charter School will establish an enrollment deadline each school year. The enrollment deadline is the date by which all written requests for admission to attend the School for the next school year must be received. The enrollment deadline cannot be changed once the enrollment information is disseminated as set forth above.

Requests for Admission

A parent, guardian, or other person with legal authority to make decisions regarding school attendance on behalf of a child in Idaho may make a request in writing for such child to attend the Charter School. In the case of a family with more than one child seeking to attend the Charter School, a written request for admission (or “enrollment application”) for each individual must be submitted. The enrollment application shall be submitted to and received by the School on or before the enrollment deadline. The enrollment application must contain the name, grade level (for the upcoming school year), address, and telephone number for each prospective student. The School may require prospective students to use its enrollment application, which is available online, at the front desk, or by request.

The School uses a fair and equitable selection process called “the lottery” (or other random selection method) when the capacity of the School is insufficient to enroll all prospective students. Submission of the enrollment application prior to the enrollment deadline shall qualify the student to participate in the lottery. Enrollment applications received after the established enrollment deadline will be added to the bottom of the waiting list for the appropriate grade. Siblings who have submitted a late enrollment applicant will be placed at the bottom of the sibling list.

[Note: Charter Schools should use the name designated on their written requests for admission such as “enrollment application,” “lottery application,” or “lottery card.”]

Admission Preferences

The Charter School has established admission preferences for admission of all prospective students who have submitted a timely enrollment application. Preference shall be given in the following order:

1. Pupils returning to the School for a subsequent school year;
2. Children of Charter School founders, however, this preference shall be limited to not more than ten percent of the School's capacity;
3. **[OPTIONAL IF STATED IN THE PETITION] Children of full-time employees;**
4. **[OPTIONAL] Children who attended the School within the previous three years but who withdrew as a result of relocation due to a parent/guardian's academic sabbatical or employer or military transfer or reassignment.**
5. Siblings to pupils already selected by the lottery;
6. Pupils seeking to transfer from another Idaho public charter school at which they have been enrolled for at least one year, however, this preference shall be subject to an existing written agreement between the subject charter schools;
7. Students residing within the primary attendance area of the School; and
8. Students selected through the lottery process.

Equitable Selection Process

The Charter School shall conduct a fair and equitable selection process to determine the students who will be offered admission to the School. The selection procedure shall be conducted in accordance with Idaho laws, rules, and regulations. The equitable selection process shall result in a final selection list. The names of the students highest on the final selection list shall have the highest priority for admission to the Charter School in that grade, and shall be offered admission to the School in such grade until all seats for that grade are filled.

Notification and Acceptance Process

Within seven days of conducting the selection process, the Charter School shall send an offer letter to the parent, guardian, or other person who submitted the enrollment application on behalf of the student, advising such person that the student has been selected for admission to the School. The offer letter must be signed by the student's parent/guardian and returned to the School by the date designated in the offer letter. If admission is declined or the offer letter is not timely signed and returned, the name of the student will be stricken from the final selection list, and the seat that opens in that grade will be made available to the next eligible student on the final selection list.

For students who are not eligible for admission to the School, within seven days after conducting the selection process, the School shall send a letter to the parent, guardian, or other person who submitted the enrollment application on behalf of the student, advising such person that the student is not eligible for admission but will be placed on a waiting list and may be eligible for admission at a later date if a seat becomes available.

If a student withdraws from the Charter School during the school year for any reason, then the seat that opens in that grade will be made available to the next eligible student on the waiting list.

Subsequent School Years

The final selection list for a given school year shall not roll over to the subsequent school year. A new equitable selection process will be conducted each year to fill vacancies that become available.

Legal Reference:	I.C. §33-5206	Requirements and Prohibitions of a Public Charter School
	IDAPA 08.02.04.203	Admission Procedures

Policy History:
Adopted on:
Revised on:
Reviewed on:

Forrest M. Bird Charter School No. 487

STUDENTS

3010F

[RESERVE FOR ENROLLMENT APPLICATION/LOTTERY FORM]

All prospective students will be given the opportunity to apply for admittance at the Charter School regardless of race, color, national or ethnic origin, religion, gender, social or economic status, special needs, sexual orientation, or gender identity.

Forrest M. Bird Charter School No. 487

STUDENTS

3020

Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain State financial reimbursement and to fulfill the Charter School’s responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Legal Reference:	I.C. § 33-1001	Definitions
	I.C. § 33-1002	Educational Support Program
	I.C. § 33-5208	Public Charter School Financial Support
	I.C. § 33-5210(3)	Application of School Law – Accountability – Exemption from State Rules
	IDAPA 08.02.01.250.03	Day in Session When Counting Pupils in Attendance
	IDAPA 08.02.01.250.04	Day of Attendance – Kindergarten
	IDAPA 08.02.01.250.05	Day of Attendance (ADA) – Grades One Through Twelve (1-12)

Policy History:

Adopted on:

Revised on:

Reviewed on:

Forrest M. Bird Charter School No. 487

STUDENTS

3020P

Enrollment and Attendance Records

Average Daily Attendance

A day of attendance is one in which a pupil is physically present for a full day (at least four hours for grades 1 through 12 and at least two and one-half hours for kindergarten) under the guidance and direction of a teacher or other authorized school personnel while school is in session or is a homebound student under the instruction of a teacher employed by the Charter School.

Commented [AH1]: Grade Level Specific Content

Average Daily Attendance (ADA) is the aggregate number of days enrolled students are present divided by the number of days of school in the reporting period. Funding for the Charter School is based on ADA and must be accurate.

Attendance Accounting

Days present and absent for every student are to be recorded for the purpose of informing parents of a student's attendance record.

Procedure History:

Promulgated on:

Revised on:

Reviewed on:

Part-Time Attendance/Dual Enrollment

Any student who is enrolled in a nonpublic school or another public charter school will be allowed to enroll in the Charter School and be entitled to participate in any curricular or extracurricular program, subject to the same requirements as other students who are enrolled full-time in the School and subject to the requirements set forth below in this policy.

For purposes of this policy, a “nonpublic school student” is any student who receives educational instruction outside a public elementary or secondary school classroom, including but not limited to instruction from a private school or a home school. Both nonpublic students and students from other charter schools may seek dual enrollment at the Charter School. Likewise, students from the Charter School may seek dual enrollment at a public school within a traditional school district, subject to that school district’s policies and procedures.

Any student participating in dual enrollment at the School shall only be on school property during the hours of enrollment or as otherwise indicated by the Executive Director or his or her designee. The Charter School will not be responsible for the student during non-enrollment hours or times. Any transportation needs for such students not provided for otherwise under this policy during the school day shall be the sole responsibility of the student and his or her parents/guardian.

Admittance

The parent or legal guardian of any student wishing to admit their son or daughter to the Charter School for any academic or nonacademic program must register the student and provide the following prior to acceptance of any such student:

1. Birth certificate;
2. Evidence of residency within the attendance area (for nonacademic activities);
3. Immunization records or an appropriate waiver; and
4. Student records from the previously attended public school, if any, and any other records providing academic background information.

Dual enrolled students may enter any program available to other students subject to the same responsibilities and standards of behavior and performance that apply to any student’s participation.

Extracurricular Activities

In order to be eligible to participate in nonacademic school activities, such as extracurricular activities, a student seeking dual enrollment must demonstrate academic proficiency or eligibility as follows:

1. Eligibility standards must be met as with other regular full-time students;
2. The dual enrollment student must, on any State Board of Education recognized achievement test, portfolio, or other mechanism, demonstrate composite grade-level academic proficiency;
3. The dual enrollment student must achieve a minimum composite, core, or survey test score within the average or higher than average range as established by the test service utilized on any nationally-normed test. The minimum score on each assessment is the fifth stanine for the battery total score. The parents/guardians of a dual enrollment student may be responsible for obtaining third party testing for their child at their expense. Demonstrated proficiency shall be used to determine eligibility for the current and next school year, not to exceed a period of 12 months from the date the test results are released;
4. Nonpublic school students must be provided the opportunity to take State tests or other standardized tests given to all regularly enrolled public school students when pre-arranged with the Executive Director and/or his or her designee. A fee may be assessed to cover extra administration costs.
5. The dual enrollment student's primary education provider shall be the provider in which the students is registered for the majority of the coursework. The primary education provider shall be responsible for the oversight of academic standards relating to participation in nonacademic activities.

Average Daily Attendance

Students who are dual enrolled (i.e., enrolled on a part-time basis) shall be used in calculating the Charter School's State funding, but only to the extent of the student's participation in the School's programs.

Priority

Priority for enrollment, when school programs reach maximum capacities, will be given to students enrolled on a regular full-time basis. If a number of nonpublic school or other charter school students request admission into the same class, they will be accepted on a first-come basis. In the event the class enrollment position of a nonpublic school or other charter school student is needed for a regular full-time Charter School student during the course of the year, the

full-time student will have priority for the position beginning with the semester after the need is identified.

Students participating in dual enrollment at the Charter School shall not count toward the School's maximum enrollment restrictions in general. Thus, the fact that the maximum enrollment restrictions have been reached will not preclude students from seeking dual enrollment in a particular School program that has not exceeded its maximum capacity. However, in no event may the dual enrollment provisions be used to circumvent a public charter school's lottery requirements.

Graduation

In order to graduate from the Charter School, all non-public school students must meet the grade and other graduation requirements the same as regular full-time students.

Mixed Curriculum

If a dual enrollment student wishes to attend activities or programs in a particular discipline, in a class or grade where the curriculum is merged or integrated, such request shall be made in writing particularizing the subject matter presentation which the student desires to attend (i.e., art instruction in a third grade class). The teacher and Executive Director (or his or her designee) shall, upon request, provide scheduling information to the dual enrollment student. It shall be the dual enrollment student's responsibility to contact the Charter School and ascertain when such subject matter will be presented. Where certain subject matter is integrated into a mixed curriculum, no change in the presentation of that curriculum needs to be made because of a dual enrollment student's request for attendance. It is also the intent of this policy to ensure that the teacher's right to integrate disciplines and be flexible in planning and modifying the daily classroom presentations shall not be hindered or restricted in any way.

IDEA/ADA/Section 504 Students

Parents who wish dual enrollment students to be enrolled in special programs must comply with the requirements of the Individuals with Disability Act (IDEA), and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 (Section 504). Requests by parents for an evaluation of the student by the multidisciplinary or child study team shall determine if special services are appropriate for the student. Provided special services are needed by the student, programs will be provided when possible. Until such determination is made, such special educational services or accommodations will not be provided.

Legal References: I.C. § 33-203 Dual Enrollment
 I.C. § 33-1001, *et seq.* Average Daily Attendance

 IDAPA 08.02.03.111.13 Dual Enrollment

Policy History:

Adopted on:

Revised on:

Reviewed on:

Compulsory Attendance

Parents or guardians of any child resident in this state who has attained the age of seven but not 16 years, and who are not otherwise privately instructed, shall enroll the student in a public school or public charter school, including an online or virtual charter school or private or parochial school during a period in each year equal to that in which the public schools are in session. Parents and students shall conform to the attendance policies and regulations established by the Board.

Whenever it is determined by the Board or the Board's designee under the provisions of due process of law that the parents or guardians of any child who is not enrolled in the public schools are failing to meet the requirements of Idaho Code § 33-202, an authorized representative of the Board shall notify in writing the prosecuting attorney in the county of the pupil's residence and recommend that a petition shall be filed in the magistrates division of the District Court of the county of the pupil's residence, in such form as the court may require under the provisions of Idaho Code § 20-510.

Legal Reference: Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School

I.C. § 33-201	School Age
I.C. § 33-202	School Attendance Compulsory
I.C. § 33-207	Proceedings against Parents or Guardians

Policy History:

Adopted on:

Revised on:

Reviewed on:

Forrest M. Bird Charter School No. 487

STUDENTS

3040F1

(Prepare on Charter School Letterhead)

Date _____

Bonner County County Prosecutor's Office
614 S Madison Ave
Sandpoint, ID 83864

To the Office of the County Prosecutor:

This letter is to inform your office of the continued absence of _____.
Enclosed is the Truancy Referral Form for the student. I have provided all of the information available on this student and his or her family. This form will be updated if any new information becomes available.

Thank you for your assistance. Please contact me if you have any questions.

Sincerely,

[Signature]

[Title]

Forrest M. Bird Charter School No. 487

STUDENTS

3040F2

School Truancy Referral Form

PART I

Student _____,
(last name) (first name) (middle name)

Grade: _____ Age: _____ DOB: _____

Mother's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ Zip: _____

Father's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ Zip: _____

Child resides with: _____

Address (if different than above): _____ Zip: _____

Phone: _____

Attendance Policy

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding excellence in education, all parties involved in attendance can better strive for quality in the classroom.

90% Attendance

The intent of the Board of Directors is to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Directors to have the regular classroom teacher present whenever possible. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task contributes directly to learning.

All students must be in attendance in each classroom 90% of the time when that class is in session. No credit will be granted to students missing more than nine days per semester or six days per trimester, whichever is applicable. The administration shall adjudicate absences where the total number of days is brought below nine days through doctor's excuses and legitimate illness.

The ONLY absences that WILL NOT be used in calculating the attendance record are:

1. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular;
2. Bereavement in the immediate family (grandparent, parent, or sibling). Any extended bereavement may be reviewed by the Attendance Board;
3. Subpoenas to appear in court or court-ordered placements for special services; and
4. Illness or hospitalization verified by a doctor's statement.

Absences which will be counted in the 90% limit will include such areas as: family trips; work days; vacations; visiting friends or relatives; suspension in and out of school; watching

tournaments when not an actual participant; hair, medical, dental, or photography appointments; skiing; hunting; court appearances; attending concerts; shopping; or any others not mentioned which are unacceptable to the Board.

Truancy

Attendance at school is more than a legal obligation. It is a privilege. Every child of compulsory school age must be in attendance unless otherwise exempted as provided in Idaho Code §§ 33-204, 205 or as determined by school authorities.

The absence of a student from class or any portion of a class for any reason other than illness, emergency, or activities which have prior approval of the administration is to be considered an unexcused absence and therefore, an act of truancy.

When a student is absent for any reason except for a school-sponsored or an administration-approved absence, an adequate acceptable excuse must be provided within two school days following return to school; otherwise, the absence is classified as unexcused. Parents/guardians, doctors, or other responsible persons should provide excuses for all students except married students or those of age 18 with a current signed parent consent form on file, who may speak for themselves. An advance excused absence for trips, work, hunting, etc. may be provided to students who are passing. An advance excused absence must be approved prior to the absence by the Executive Director or his or her designee and must include adequate provision to make up class work. Students with poor academic standing or who have been truant in the current or preceding semester are ineligible for advance excuses. An advance excused absence requires the prior approval of each of the student's teachers and the Executive Director or designee.

Any student who is a truant for the first time will have their parent contacted and serve **[one Saturday detention]**. The second truancy will result in a student-parent/guardian-administration conference and the student may be placed on suspension. Four truanies will result in a recommendation to the Board of Directors for expulsion from school and the prosecuting attorney will be notified for purposes of filing a complaint against the parent/guardian, or other person responsible for the care of the child in a court of competent jurisdiction. Any parent/guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant shall be guilty of a misdemeanor.

A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

90% Attendance Appeal Process

If a student has lost credit due to excessive absences and the parent/guardian feels there is an extenuating circumstance, he or she may appeal to the Board of Directors.

In reviewing written documentation during the appeal hearing, the Board will consider the following:

1. Attendance for the preceding semester and/or year;
2. Grade(s) earned in the class(es) where credit was lost and other grades;
3. Make-up work completed and the student's attitude toward school; and
4. Extenuating circumstances. The Board decision and acceptance or rejection of extenuating circumstances is final.

Legal References: Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School

I.C. § 33-202	School Attendance Compulsory
I.C. § 33-204	Exemption for Cause
I.C. § 33-205	Denial of School Attendance
I.C. § 33-207	Proceedings Against Parents or Guardians
I.C. § 33-5208	Public Charter School Financial Support
I.C. § 33-5210	Application of School Law – Accountability – Exemption from State Rules

Policy History:

Adopted on:

Revised on:

Reviewed on:

Attendance Policy (Alternative 2)

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Before the end of the school day, the school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

The following are valid excuses for absence and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher.

1. **Participation in school-approved activity:** To be excused, this absence must be authorized by a staff member and the affected teacher(s) must be notified prior to the absence, unless it is clearly impossible to do so.
2. **Absence caused by illness, health condition, or family emergency:** When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his or her return to school. A student shall be allowed one makeup day for each day of absence. "Emergency" shall be defined as unforeseen and unexpected circumstances which create an air of crisis or extreme need. Such circumstances must present a grave and clear danger which could result in irreparable harm or immediate disaster.
3. **Absence for parent-approved activities:** This category of absence shall be counted as excused for purposes agreed upon by the Executive Director or his or her designee and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes), the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course.
4. **Absence resulting from disciplinary actions or short-term suspension:** Students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during time they were denied entry to the classroom.

Extended Illness or Health Condition

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the

student is unable to do his or her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Excused Absence for Chronic Health Condition

Students with chronic health conditions which interrupt regular attendance may qualify for placement in a limited attendance and participation program. The student and his or her parent shall apply to the Executive Director or his or her designee, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the Executive Director or designee. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request. Absence verified by a medical practitioner may be sufficient justification for home instruction.

Unexcused Absences

1. Each unexcused absence shall be followed by a warning letter to the parent of the student. A student's grade shall not be affected if no graded activity is missed during such an absence.
2. When a student evidences repeated trancies, a conference shall be held among the parent, student, and the Executive Director or his or her designee, where they shall consider adjusting the student's program or transferring the student to another school or engaging in family counseling.
3. If the above action fails to correct the truancy problem, the student shall be declared a habitual truant. The attendance administrator shall interview the student and his or her family and prescribe corrective action, which may include expulsion, and/or filing a complaint against the parent/guardian or other person responsible for the care of the child in a court of competent jurisdiction. A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the Executive Director or his or her designee. If counseling, parent conference, or disciplinary action is ineffective in changing the student's attendance behavior, he or she may be suspended from the class.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and Charter School regulations regarding corrective action or punishment.

Policy History:

Adopted on:

Revised on:

Reviewed on:

Attendance Policy (Alternative 3)

In order to graduate from Forrest Bird Charter School, a student must complete ___ credits. Completion of a course at the School will be defined as _____ % mastery of the material and attendance to include not more than ten absences per semester. This attendance criteria is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

1. A student will be allowed ten absences per class, per semester. Any absence beyond that number may mean a loss of credit in those subjects missed.
2. The ONLY absences that WILL NOT be used in calculating the attendance record are:
 - A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular.
 - B. Bereavement in the immediate family (grandparent, parent, or sibling). Any extended bereavement may be reviewed by the Attendance Board;
 - C. Subpoenas to appear in court or court-ordered placements for special services; and
 - D. Illness or hospitalization verified by a doctor's statement.
3. Absences which will be counted in the ten-day limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, suspension in and out of school, watching tournaments when not an actual participant, hair, medical, dental, or photography appointments, skiing, hunting, court appearances, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Board.
4. After five absences from school/class, a letter will be sent to the student's home, indicating the school policy and the number of days missed.
5. After seven absences, another letter will be sent, indicating the severity of the situation and explaining in detail the alternatives to non-compliance.

6. After exceeding the tenth absence, the student may have credit withheld. That student, with parental accompaniment, must appear before the Attendance Board, consisting of the Executive Director or designee, the guidance counselor, and those teachers in whose classes the student has exceeded the allowable number of absences.
7. This Board will review the absence report to determine if the student will have credit withheld; which will occur unless extenuating circumstances surface.
8. The Attendance Board can, after hearing a student's/parent's appeal for retention of credit, deny credit or put certain stipulations on a student whose credit will be dependent upon an agreement reached with the student and parents concerning attendance for the rest of the semester.
9. Any decision to withhold credit can be appealed to the Executive Director or designee and/or to the Board. If the appeal is rejected, one can assume the Board feels the absence could have been avoided.
10. If the appeal is not granted, the student will remain in that particular class period for the remainder of the semester or be placed in study hall. If disciplinary problems occur in that subject, the student will be suspended from school.
11. If the appeal is granted, the student will return to class with the Attendance Board's stipulations. If the stipulations are violated, a loss of credit will result.
12. The Attendance Board may also decide to make decisions regarding the student's participation in extracurricular activities.

Policy History:

Adopted on:

Revised on:

Reviewed on:

STUDENTS

3050A4

Attendance Policy (Alternative 4)

A telephone call or a note from either parent/guardian is necessary when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary. Teachers will have a list of admits. When a student arrives late or after an absence, the student is required to report directly to class. All absences and tardies will be recorded on the report card.

Activities or Preplanned Absences

It is the student's responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one day to make up work for each day missed, upon return.

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school during the afternoon of the date of the event or in the afternoon on the last school day prior to the activity, if the activity falls on a non-school day. Exceptions may be made by the administration.

Excused Absences

An absence shall be excused when it is due to:

1. Illness;
2. Bereavement; or
3. Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies.

Verification should be available prior to requesting an admit slip. School work missed during an excused absence can be made up at full credit, even those beyond ten days (see Ten-Day Policy). Time allotted for make-up work is stated in each school's student handbook.

Unexcused Absences

Unexcused absences are not acceptable at the Charter School. An unexcused absence is an absence for some other reason than specified in the Activities/Preplanned Absence or Excused Absence sections or an absence for which the student did not receive prior approval from the Executive Director or his or her designee. The Executive Director or designated administrator shall have the authority to determine the appropriate penalty for any student whose absence is considered unexcused.

Ten-Day Policy

Students can accumulate ten absences each semester. This includes excused and unexcused, but does not include extracurricular absences. When students miss more than ten days in a semester, they will be penalized two percentage points on their quarter grade for each absence beyond the tenth day, if valid documentation excusing the absence is not provided. The student has two days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the Executive Director or his or her designee. After the tenth absence, a note from parents is not sufficient. Written notification from a medical expert, legal staff, or other pertinent persons of authority verifying the student's reason for missing school must be obtained by parent or student. Upon return, an excused absence will be provided if this documentation is submitted, and no penalty will be incurred. If the student does not have that documentation, an unexcused admit will be issued, and the student will have two days to obtain the necessary paperwork. Upon receipt of proper documentation, the attendance office will consider the absence excused. Failure to provide documentation within two days will result in a permanent unexcused absence, and two percentage points will be deducted from the student's quarter grade for each day of unexcused absence. The ten days are computed on a semester basis, and grades are computed quarterly. The administration reserves the right to extend this policy, after parent consultation, in extenuating circumstances.

Tardies

Classroom tardies should be handled by the teacher. Excessive tardies may be referred to the building administrator's office.

Policy History:

Adopted on:

Revised on:

Reviewed on:

Education of Homeless Children

It is the policy of the Charter School to ensure that:

1. Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education, including a public preschool education, as provided to other students;
2. Homelessness does not in any way separate homeless students from the mainstream school environment; and
3. Homeless children and youths have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state academic standards to which all students are held.

The Charter School enrolls children who are homeless regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment.

Homeless children shall be granted the same rights and opportunities as other students to enroll and/or submit an Enrollment Application. Any such Enrollment Application shall not be denied based on lack of records or information. If the Enrollment Application window occurs during any period of homelessness, the School will waive the Enrollment Application deadline and place the student's name in the lottery, and the student shall be granted the same priority as students who reside within the applicable attendance area, unless they otherwise qualify for a higher priority. If the student seeks enrollment after the lottery has occurred, the student shall be placed on the waiting list. All schools and employees of the Charter School shall work to ensure that children and youth who are homeless are free from discrimination, segregation, and harassment. The School will also strive to prevent stigma against students who are homeless.

Definitions

For the purposes of this Policy, the following definitions shall apply.

The terms "enroll" and "enrollment" includes attending classes and participating fully in all school activities.

The terms "homeless," "homeless individual," and "homeless person" include:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Migratory children who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses 1 through 3 above; and
5. An unaccompanied student and homeless families with children and youth are also defined as homeless if they:
 - A. Have experienced a long term period without living independently in permanent housing;
 - B. Have experienced persistent instability as measured by frequent moves over such period, and
 - C. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

“Children and youth in transition” is defined as children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence.

“Unaccompanied youth” is defined as a youth not in the physical custody of a parent/guardian who is in transition as defined above.

The term “school of origin” is defined as the school the student attended when permanently housed, or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the student’s school of origin, the school of origin shall progress to the designated receiving school at the next grade level for all of its feeder schools the same as for all students attending one school and progressing to another school to the extent applicable to the Charter School.

In General

The Charter School shall ensure the following is provided according to the homeless student's best interest:

1. That the homeless student's education continues in the school of origin for the duration of homelessness:

- A. In any case in which a family becomes homeless between academic years or during an academic year; and
 - B. For the remainder of the academic year, if the student becomes permanently housed during an academic year; or
2. That the homeless student is eligible to enroll in the same schools as non-homeless students who live in the same attendance area where the homeless student is actually living.

Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

When addressing school placement, the student may attend a school different than the school of attendance from before the student became homeless or the school last attended by the student, if such is the choice of the student's parent and such is feasible.

When addressing school placement, the Charter School's Liaison shall work with the family to address the student's transportation needs.

School Stability

In determining the best interest of the homeless student the Charter School shall:

1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent/guardian, or (in the case of an unaccompanied youth) the student;
2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent/guardian or (in the case of an unaccompanied youth) the student;
3. If, after conducting the best interest determination based on consideration of the above presumptions, the Executive Director or his or her designee determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian, or (in the case of an unaccompanied student) the student, provide the student's parent/guardian or the unaccompanied student with a written explanation of the reasons for his or her determination, which will be provided in a manner and form understandable to such parent/guardian or unaccompanied student, including information regarding the right to appeal under "Enrollment Disputes", below; and
4. In the case of an unaccompanied student, ensure that the School's liaison designated under "Charter School Liaison," below, assists in placement or enrollment decisions

under this subparagraph, gives priority to the views of such unaccompanied student, and provides notice to such student of the right to appeal under “Disputes,” below.

Immediate Enrollment:

1. **Below Capacity:** If the Charter School is below the class size limits set forth in the Charter, the School, in accordance with this policy, shall immediately enroll the homeless student, even if the student:
 - A. Is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation;
 - B. Has missed application or enrollment deadlines during any period of homelessness; or
 - C. Has outstanding fees or fines, including fees associated with extracurricular activities.
2. **At Capacity:** If the Charter School has met the class size limits established in the Charter, the School is not required to immediately enroll a homeless student. A homeless student who seeks enrollment after the lottery has occurred for the ensuing school year shall be placed on the waiting list.
3. **Relevant Academic Records:** The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.
4. **Relevant Health Records:** If the student needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent/guardian of the student, or (in the case of an unaccompanied student) the student, to the School’s liaison designated under “Charter School Liaison,” below, who shall assist in obtaining all necessary immunizations and/or screenings, or other required health records, in accordance with “Records,” below.

Records

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless student shall be maintained:

1. So that the records involved are available, in a timely fashion, when the student enters a new school or school district; and
2. In a manner consistent with FERPA, applicable Idaho law, and Charter School policy.

Disputes

If a dispute arises over eligibility, school selection or enrollment, or any other issue addressed in this policy:

1. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals, unless the Charter School has met its class size limits established by the Charter. The student shall receive educational services for which the student is eligible, such as attending classes and full participation in all school activities;
2. The parent/guardian of the student or (in the case of an unaccompanied student) the student shall be provided with a written explanation identifying the basis for any decisions related to school selection or enrollment made by the Charter School, or other entity, including the rights of the parent/guardian or unaccompanied student to appeal such decisions;
3. The parent, guardian, or unaccompanied student shall be referred to the local educational agency liaison designated under “Charter School Liaison” below, and upon being informed of the dispute, the liaison shall, within 10 days, initiate an appeal with the Charter School and, if unsuccessful, to the state coordinator of the dispute regarding the educational placement of the homeless student; and
4. In the case of an unaccompanied student, the liaison shall ensure that the student is immediately enrolled in the school in which the student seeks enrollment pending resolution of the student’s dispute except when established class size limits have been met and/or lottery situations prevent immediate enrollment.
5. If an agreement cannot be reached between the parties regarding the educational placement or enrollment status of the student, then the Charter School shall seek further assistance from the State Coordinator of Homeless Education to review and determine within ten business days how the student’s best interests will be served. The decision of the State Department of Education shall constitute final resolution.

Privacy

Information about a homeless student’s living situation shall be treated as a student education record, and shall not be deemed to be disclosable “directory information” under the Family Education Records Privacy Act (“FERPA”).

Contact Information

Nothing in this policy shall prohibit the Charter School and/or the enrolling school from requiring the parent or guardian of a homeless student to submit contact information.

Comparable Services

Each homeless student in the Charter School shall be provided services comparable to those services provided to other students in the school attended by the homeless student, including but not limited to the following:

1. Transportation services;
2. Educational services for which the student meets eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965, or similar State or Charter School sponsored programs, educational programs for children with disabilities, and educational programs for English Learners;
3. Programs in career and technical education;
4. Programs for gifted and talented students; and
5. School nutrition programs. Upon enrollment, the student's name shall immediately be submitted to the Charter School's Nutrition Services Department as eligible for free meals, which eligibility commences at the time of enrollment.

Charter School Liaison

For purposes of this policy, the Executive Director shall designate a Charter School employee to serve as its liaison to serve homeless students in accordance with the following provisions. The liaison for homeless students designated by the Executive Director shall ensure that:

1. All homeless students in and out of school are identified by school personnel through outreach and coordination activities with other entities and agencies;
2. The Charter School tracks academic and enrollment data on homeless students;
3. All homeless students are enrolled in, and have a full and equal opportunity to succeed the same as non-homeless students of the Charter School;
4. Homeless families and homeless students have access to and receive educational services for which such families and students are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the Charter School;
5. All homeless families and homeless students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
6. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
7. All unaccompanied students and youth who receive any credits for classes attended shall be informed by the Liaison of their status as an "independent student" for purposes of the student's Free Application for Federal Student Aid ("FAFSA"). The Liaison shall also

provide the required “verification” of the student’s status in connection with his or her application for Federal Student Aid.

8. Public notice of the educational rights of homeless students is disseminated in locations frequented by parents/guardians of such students, and unaccompanied students, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless students, and unaccompanied students;
9. Eligibility, school selection, or enrollment disputes are mediated in accordance with “Disputes,” above;
10. The parent/guardian of a homeless student, and any unaccompanied student, is fully informed of all transportation services, including transportation to the student’s school of origin, and is assisted in accessing transportation to the student’s assigned school;
11. School personnel receive annual professional development and other support; and
12. Unaccompanied homeless students:
 - A. Are enrolled in school;
 - B. Have opportunities to meet the same challenging state academic standards the State establishes for other students; and
 - C. Are informed of their status as independent students under 20 USC § 1087vv(d), and that such students may obtain assistance from the Charter School Liaison to obtain verification of such status for purposes of the Free Application for Federal Student Aid.

Local and State Coordination

The Charter School’s liaison(s) for homeless students shall, as a part of their duties, coordinate and collaborate with the Idaho State Office of the Coordinator for Education of Homeless Children and Youths, as well as with community and school personnel who are responsible for the provision of education and related services to homeless students. These shall include public and private agencies, the transportation department, the State Coordinator for the Education of Homeless Children and Youth, and others. Such coordination shall include collecting and providing to the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of 42 USC § 11432(f)(1) and (3).

Homeless Status

The Charter School’s Liaison who receives training provided by the Idaho State Office of the Coordinator for Education of Homeless Children and Youths may authorize a homeless student who is eligible for and participating in a program provided by the Charter School, or the

immediate family of such student, who otherwise meets the eligibility requirements for Federal Housing Assistance (see 42 USC §§ 11360 *et. seq.*), to do so without approval or other agency action by or on behalf of the Department of Housing and Urban Development.

Title 1, Part A

Any student who is homeless and attends the Charter School is eligible for Title 1, Part A services. The School shall set aside funding to provide homeless students who attend the Charter School.

Cross References:	§ 3210 § 4160	Uniform Grievance Procedure Parents Right-to-Know Notices
Legal References:	20 U.S.C. § 6311, <i>et seq.</i> 20 U.S.C. § 1400 42 U.S.C. § 11301, <i>et seq.</i> 42 U.S.C. § 1758 42 U.S.C. § 9801-642A	Title 1, Part A, of the Elementary and Secondary Education Act, as amended by ESSA of 2015 Individuals with Disabilities Education Improvement Act of 2006 McKinney-Vento Homeless Assistance Act Child Nutrition and WIC Act of 2004 Improving Head Start for School Readiness Act of 2007

Policy History:

Adopted on:

Revised on:

Reviewed on:

STUDENTS

3070

Commented [AH1]: Grade Level Specific Content

Students of Legal Age

Every student 18 years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the Charter School, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and State law.

Admission to School: The residence of an adult student who is not residing with a parent/guardian will be considered the residence for school purposes.

Field Trips/Athletic Programs: Approved forms for participation will be required of all students. The form should indicate whether the signature is that of the parent or the adult student. Sponsors or coaches will be required to confirm the ages of those students signing their own forms.

Absence-Lateness-Truancy: Absence notes, normally signed by parents/guardians, may be signed by adult students. Excessive absences will result in consequences according to Policy 3050 and will be reported on the report card.

Suspension/Expulsion: All suspension and/or expulsion proceedings will conform to the requirements of State statutes. Notification of all such proceedings will be sent to parents/guardians. Adult students, however, are permitted to represent themselves if they so choose.

Withdrawal from School: Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance. Parents will be notified of impending dropouts by the school.

Permission to Inspect Student Records: Adult students may request permission to inspect their school records if they are eligible students according to FERPA.

Report Cards: Unless directed otherwise, progress reports will be sent to the parent/legal guardian.

Excuses from School: The School will verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, with the organization being visited. Permission to leave school early may be denied if the student is leaving for what is considered a non-valid reason.

Financial Responsibility: Students of legal age can be held financially responsible for damage to school property.

Policy History:

Adopted on:

Revised on:

Reviewed on:

Foreign Exchange Students

Philosophy

The Charter School believes that foreign exchange students add to the richness of the high school setting for both School and foreign students. Thus, the School is willing to enroll a manageable number of foreign exchange students, subject to all applicable Charter School enrollment and admission policies, Idaho law, and the Charter.

To protect the interests of the Charter School and students, the School has adopted the following policies. It should be realized that foreign exchange students are educated at the expense of the taxpayers and the State of Idaho.

1. The foreign exchange student must be 18 years of age or younger at the time of enrollment.
2. The foreign exchange student must have sufficient knowledge of the English language to enable effective communication and to use instructional materials and textbooks printed in English.
 - A. An English proficiency test of the School's own choosing may be administered and will supersede all other tests;
 - B. If an organization places a student who, upon arrival, is deemed by the School to be deficient in English language proficiency, the organization will do one of the following:
 - a. Terminate the student's placement; or
 - b. Provide, and pay for, tutorial help until the student reaches proficiency, as determined by the School.

Academic Standards and Graduation

1. The foreign exchange student will be expected to meet all appropriate standards required of any student enrolled in the Charter School; and
2. Foreign exchange students **may/may not** graduate and receive a diploma from the Forrest Bird Charter School. They may participate in the ceremonies and receive a certificate of attendance.

Orientation by the Exchange Organization

1. Orientation, both pre-departure and upon arrival in the United States, must be provided to the exchange student.
2. Orientation must also be provided to the host family in advance of the exchange student's arrival. The family should be advised of potential problems in hosting an exchange student and provided with suggestions for coping with these problems.
3. The student's host family and the Charter School must be provided written information which includes at least:
 - A. The name, address, and phone number of both local and area coordinators for the exchange organization; and
 - B. A 24-hour emergency telephone number for immediate assistance by the exchange organization.

Supervision

1. The sponsoring foreign student exchange organization must assume the final responsibility for resolving problems, including, if necessary, the changing of host families or the early return home of the exchange student because of personal, family, or school difficulties.
2. The sponsoring foreign student exchange organization must contact the exchange student and host family periodically throughout the exchange visit to ensure that problems are dealt with promptly and effectively.
3. The host family must be available and willing to meet with school personnel when functions or conditions require it.

Charter School Expectations—Student Opportunities/Responsibilities

1. **Required Courses:** Foreign exchange students will be expected to enroll in the following academic classes while attending the Charter School:
 - A. One English class;
 - B. One United States history class or one government class; and
 - C. Maintain enrollment in at least six classes.
2. **Athletic Program:** Foreign exchange students are eligible to participate in the Forrest Bird Charter School High School Activities Program. Guidelines for participation are set by School policy and by the Idaho High School Activities Association (IHSAA), as follows:
 - A. **Recognition:** The student must be a participant of an "official Foreign Exchange Program" as defined in the publication from the National Association of Secondary

School Principals, entitled, “Advisory List of International Educational Travel and Exchange Programs”.

B. **Graduation:** The student cannot have graduated or received a diploma in his or her own country.

3. **Student Fees:** Foreign exchange students are expected to pay all yearbook fees; lab fees; prom tickets, athletic fees, cap and gown fees, lunch prices, and all other school incurred expenses that are expected of other students enrolled in the School.
4. **Achievement and Discipline:** Foreign exchange students must maintain passing grades in all classes, follow the rules and regulations of the School’s student policies, and show satisfactory discipline and attendance. Failure to comply with these expectations shall result in dismissal of the student from the School’s Foreign Exchange Program.
5. **Scholarship(s):** The School will not include names of foreign exchange students in its formal class-rank listing based on cumulative grade point average, nor will foreign exchange students be eligible to apply for any local scholarship.

Placement Quotas for Foreign Student Exchange Organizations

1. The Charter School will accept a maximum of two individually sponsored exchange students on a first come, first served basis, subject to all applicable Charter School enrollment and admission policies, Idaho law, and the Charter.
2. The fact that a foreign exchange organization has located a host family within the Charter School’s primary attendance area does not imply the School will automatically enroll the student. While the organization may develop such an agreement with a host family, the family should be advised it is contingent upon admission to the School.

Legal References: 20 U.S.C. 221, *et seq.* Instructions of Citizens from American Republics; Government Maintained Professional Educational Institutions
IDAPA 08.02.03.105.08 Foreign Exchange Students

Policy History:

Adopted on:

Revised on:

Reviewed on:

STUDENTS

3100

Programs for At-Risk/Disadvantaged Students

The Charter School will designate one at-risk coordinator to collect and disseminate data regarding drop-outs from the School and to coordinate the School's program for students who are at high risk of dropping out of school.

Each school year, the at-risk coordinator will prepare a dropout reduction plan that identifies:

1. The number of Charter School students who dropped out in the preceding regular school term;
2. The number of students in grades 1-12 who are at risk of dropping out;
3. The Charter School's dropout rate goal for the next school year; and
4. The dropout reduction programs, resources, and strategies to be used during the school year.

The Board will review and approve the plan annually.

At-Risk Students

In determining whether a student is at high risk of dropping out of school, the Charter School will consider the student's academic and attendance performance as well as whether the student is adjudged delinquent; abuses drugs or alcohol; is a student of limited English proficiency; receives compensatory or remedial education; is sexually, physically, or psychologically abused; is pregnant or a parent; is an emancipated youth; is a previous drop-out, is a court or agency referral; stops attending school before the end of the school year; is an underachiever; is unmotivated; or exhibits other characteristics that indicate the student is at high risk of dropping out of school.

Programs and Charter School Plan

The Charter School will provide a remedial and support program for any student who is at risk of dropping out of school.

The School will have a plan designed to retain students in a school setting. The School plan will be the responsibility of the Executive Director or the designated at-risk coordinator and will:

1. Emphasize a comprehensive team approach that includes the Executive Director or his or her designee, parent/guardian, teacher, student, community service provider, business representative, or others;
2. Include objectives designed to meet the identified needs of at-risk students and to retain those students in school;

3. Be designed to use community resources that are available to serve at-risk youth;
4. Provide for parental involvement, such as participation in developing student academic plans and training programs for parents; and
5. Provide for review of individual profiles for at-risk students.

The Charter School plan may also:

1. Include alternatives; and
2. Provide for the referral of students who drop out to other programs.

If the Charter School chooses to operate an Alternative High School Program, such program shall be conducted in accordance with SDE and SBOE rules and regulations and shall be conducted separately from the Charter School's traditional High School program, including proximity and timing.

Legal Reference: IDAPA 08.02.03.110 Alternative Secondary Programs

Policy History:

Adopted on:

Revised on:

Reviewed on:

Forrest M. Bird Charter School No. 487

STUDENTS

3200

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate Charter School policies or rules will be subject to disciplinary measures.

These rights and responsibilities may be described at greater length in student handbooks. All student handbooks are approved policy of the Board. The complete student handbook is on file at the School administration office.

Students who violate the provisions of the student handbook will be disciplined in accordance with the School policies.

Cross Reference:	§ 3370 § 3330	Searches and Seizure Student Discipline
Legal Reference:	I.C. § 33-205 I.C. § 33-512	Denial of School Attendance Governance of Schools

Tinker v. Des Moines Ind. Sch. Dist., 393 U.S. 503 (1969).

Policy History:

Adopted on:

Revised on:

Reviewed on:

STUDENTS

3220

Student Use of Buildings: Equal Access

Non-curriculum related ~~secondary school~~ student organizations may conduct meetings on Charter School premises without intervention on the basis of the religious, political, philosophical, or other content of the meeting.

Commented [AH1]: Grade Level Specific Content

The following criteria must be met:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting by the School, the government, or its agents or employees;
3. The meeting must occur during non-instructional time on regular school days;
4. Employees or agents of the School or government are present only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the School; and
6. Non-School persons may not direct, conduct, control, or regularly attend activities.

Although the School assumes no sponsorship of these kinds of meetings, all meetings held on School premises must be scheduled and approved by the principal.

This policy pertains to student meetings. The Charter School has the authority, through its agents or employees, to maintain order and discipline on School premises and to protect the well-being of students and faculty.

Legal References: 20 U.S.C. § 4071 Equal Access Act
Westside Community Board of Education v. Mergens, 496 U.S. 226 (1990).

Policy History:

Adopted on:

Revised on:

Reviewed on:

Student Clubs: Equal Access

The Board of Directors regards student clubs and organizations as an important part of the education and development of students.

Definitions

As used in this policy:

1. "School" shall mean the Forrest Bird Charter School;
2. "Club" shall mean a sponsored club or a non-sponsored or non-curriculum group of students of the school who wish to organize and meet to form common goals, objectives, or purposes, but do not include school activities;
3. "Sponsored Club" shall mean a club which is directly under the sponsorship, direction, and control of the School;
4. "Non-sponsored or non-curriculum club" shall mean a student initiated club which is not under the sponsorship, direction, or control of the School or any student initiated club that does not directly relate to the body of courses offered by the School;
5. "Non-participating capacity" shall mean a person may not promote, lead, or participate in any meeting.

The School shall provide equal access and a fair opportunity for clubs to organize and to meet on school premises during the times established for such meetings.

Sponsored clubs shall be sponsored by a member of the faculty, staff, or administration of the School. The Charter School shall not sponsor clubs which advocate particular religious or political beliefs or ideas. Any such clubs shall be non-sponsored or non-curriculum, and must engage a School employee to monitor their activities while on the premises. The School shall not be identified or associated with the goals, objectives, activities, beliefs, or opinions of any non-sponsored or non-curriculum clubs or its members. Any club whose activities are deemed by the Executive Director to be disruptive of the everyday operations of the School will not be allowed to initiate meetings, nor continue to meet on school premises.

Equal Access Regulations

The following general guidelines will be observed in approving, establishing, and operating student clubs at the Forrest Bird Charter School.

1. Each proposed club must complete and submit a request form to the Executive Director or designee stating the name, specific purpose of the club, the membership requirements, the activities of the club, and meeting dates and times. Each proposed club shall have the student group perform a risk management assessment of the proposed club activities. The Executive Director or designee will forward the request to the Board. The Executive Director or designee, with Board approval, shall respond to the request, accept or reject the application, and designate the club as either a sponsored club or non-sponsored or non-curriculum club.
2. Student participation in club activities and attendance at club meetings shall be voluntary and shall be limited to those students who are currently enrolled in the School. All student groups meeting on School premises are required to open membership to all interested and/or eligible students. Clubs shall be allowed to meet on school premises from 7:00 AM to 8:00 PM, during the noon hour, and from 3:30 PM. to 5:00 PM on days when school is in session. The time and place of all club meetings shall be subject to available space, conflicting activities and programs, and the availability of the faculty sponsor or monitor. Students shall be responsible for ensuring the presence of a faculty sponsor or monitor prior to every meeting. Clubs will be allowed to meet on school premises during other times of the day only in extraordinary or exceptional circumstances as may be determined by the Executive Director or designee.
3. All clubs must comply with the provisions of the School's student constitution, if applicable.
4. No hazing of students shall be permitted.
5. The Executive Director or designee may deny the opportunity of any club to meet on school premises, and may deny permission of any non-school person to meet with or speak to a club on school premises, when there exists a substantial likelihood of material and substantial interference with the orderly conduct of educational activities within the school, or if the meeting or activities in the meeting are, or will be, in violation of any law or ordinance.
6. The Executive Director, designee, or student council (if appropriate) may temporarily or permanently terminate the opportunity of any club to meet on school premises in the future if the club has materially or substantially interfered with the orderly conduct of educational activities within the school, if the activities of the club have violated any law or ordinance, or if the club has violated any provision of this policy.

For sponsored clubs, the following guidelines will apply:

1. Each sponsored club will have a faculty or staff member appointed as sponsor. The sponsorship shall be approved by the Executive Director or designee;
2. All activities of the club must have prior approval of the sponsor;

3. Club funds shall be subject to deposit, audit, and disbursement in accordance with the regulations of the Charter School; and
4. The content and placement of club posters or advertisements shall be approved by the club sponsor.

For non-sponsored or non-curriculum clubs, the following guidelines will apply:

1. The formation of non-sponsored or non-curriculum clubs shall be student initiated. Non-School persons may not direct, conduct, control, or regularly attend activities;
2. Recognition by the Forrest Bird Charter School of a non-sponsored or non-curriculum club is not an endorsement of the aims, policies, or opinions of the student organization or its members;
3. The School's name will not be identified with the aims, policies, or opinions of the student organization or its members;
4. Notices of meetings of non-curricular student organizations may be posted only on a designated bulletin board used by all nonschool-sponsored organizations. No announcements shall be made over the public address system or in any School-sponsored publications;
5. No funds will be expended by the School for any such meeting beyond the incidental cost associated with providing a meeting place;
6. Every club must have a School employee volunteer as a monitor to the club. The monitor shall be responsible for monitoring the meetings to assure that attendance at the meetings is voluntary, to assure that the meetings do not materially and substantially interfere with the orderly conduct of educational activities within the School, and to assure that order and discipline are maintained. Monitors shall attend the meetings of non-sponsored or non-curriculum clubs that are political or religious in nature in a non-participatory capacity;
7. No School employee shall be compelled to be a monitor of a non-sponsored or non-curriculum club;
8. Club posters or flyers need to have a disclaimer, and poster content and placement shall be approved by the Executive Director or designee; and
9. The Forrest Bird Charter School shall not be identified or associated in any way with the goals, objectives, activities, or opinions of any non-sponsored or non-curriculum clubs to raise money.

Legal Reference: 20 U.S.C. §§ 4071-4074 Equal Access Act

Policy History:

Adopted on:

Revised on:

Reviewed on:

School Clubs: Background

THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO BE ADOPTED AS A POLICY OR PROCEDURE.

What clubs are currently sponsored by your Charter School? Do you have a Board policy in place dealing with School clubs? Is there a risk management plan in place for sponsored clubs? Is your School name being used by a non-sponsored club in a way that might cause a liability problem for the School?

Proper risk management for School clubs is a key issue for charter schools. Clubs can be an excellent way to enhance student learning and provide opportunities for students to explore lifelong hobbies. Unfortunately, they can also present serious potential liability exposures to the School if not properly managed. And, while they may still serve a useful purpose, not all clubs should be sponsored by Schools.

Our goal is to provide a framework and a thought process for properly evaluating and managing School clubs from a risk management standpoint.

Is this club a School sponsored activity?

1. The decision of whether or not a club is to be School sponsored should be made by the Executive Director or by his or her designee.
2. The School should have a policy that includes a process for reviewing applications for School sponsorship.
3. The policy should state that clubs that have not received official approval are not School sponsored activities.

Things to consider in making a decision about sponsorship include:

1. Do the club's purpose and activities fit within the School's mission?
2. Are the potential risks associated with the club reasonable and acceptable to the School?
3. Is there a risk management plan in place that identifies potential hazards and outlines ways to manage those risks through such means as training, proper equipment, and supervision?
4. Who will be responsible for insuring the club? If it is to be the School, are there any exposures that would be excluded under the School's insurance policies such as:

A. Ownership, operation, maintenance, or use of any aircraft;

- B. Ownership, operation, maintenance, or use of watercraft; or
- C. Auto racing or demolition contests?

5. If the club will provide its own insurance are the limits of liability adequate and will the insurance company name the School as an additional insured on the policy and provide the School with a certificate of insurance?

Proper Risk Management for Non-Sponsored Clubs

The School may decide not to sponsor the club; but to allow the club to use the School's facilities in a way similar to how other outside groups do. If so, certain risk management steps should be taken including:

1. Requiring a certificate of insurance and an endorsement naming the School as an additional insured under the club's insurance policy;
2. Clear communications to staff, students, and patrons that the club is not School sponsored; and
3. Not allowing the club to use the name of the School or to imply that the club is School sponsored.

Student Club Risk Management Plan

Each Charter School Sponsored Club must develop and implement a plan that identifies hazards and potential exposures to club members, faculty, staff members, and School property. This plan should also outline the policies and procedures needed to control the identified hazards.

Due to the variety of club activities that can occur within a school, it is critical that hazards and exposures created by the club activities be carefully evaluated. Some clubs, for example a chess club, may not have significant hazards; however, other clubs such as a drag racing club, or a rodeo club could have the potential for severe injuries. Each Risk Management Plan should be customized to the hazards of the individual club. To assist you in developing your plan, you can answer the following questions:

What are the purposes and goals of the club?

What are the responsibilities of the club members?

What training is to be required of club members? Are there minimum knowledge requirements? How will these be tested? How are training and test results documented and maintained?

What are the responsibilities of the faculty or School-appointed sponsor?

What special training or education is required of the faculty or School staff sponsor? Are they certified through a recognized organization?

What rules are necessary to conduct club activities in a safe manner, minimizing hazards and exposures to club members, School staff members, and School property?

What safety equipment is needed? Who is to provide this equipment? How is the equipment to be inspected and tested?

List emergency response procedures necessary based on any inherent risks of club activities, such as first-aid and emergency communication.

Are parent consent forms required? If so, where are the records maintained?

STUDENTS

3230

Student Government

The Board encourages the function of student councils in the Charter Schools. Student councils shall assist in improving the general welfare of all students and give students the opportunity to participate in the orderly workings of the democratic process.

Student councils shall not have authority to make policies or procedures for the School. However, they may make recommendations to the administration on any topic of student concern.

Eligibility rules for candidates and rules for conducting campaigns and elections should be published, widely announced, and uniformly enforced.

Legal Reference: I.C. § 33-506(1) Organization and Government of Board of Board Members

Policy History:

Adopted on:

Revised on:

Reviewed on:

STUDENTS

3240

Student Publications

Journalistic experience in a school setting should be calculated to develop the background of skills and understanding which will equip a student for the responsibilities of the free press in our society. Students must recognize, however, that a school-sponsored newspaper is unique and different from other newspapers in at least four ways.

1. It is an instructive tool in addition to a means of student self-expression;
2. It is read not just by the intended audience of fellow students, but also by parents and many citizens outside the school;
3. It is partially supported by tax funds; and
4. It is an influence on the public relations of the entire Charter School since its content is read by many not simply as expressions of individual students, but as expressions representative of the entire student body and approved by the administration.

The concept of “freedom of the press” under the First Amendment has application with regard to school-sponsored publications. However, the United States Supreme Court has established that school officials may exercise editorial control over the style and content of school-sponsored newspapers without violating the First Amendment. All School-sponsored publications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the School, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The School recognizes that there are valid and necessary reasons to exercise such prepublication editorial control and to impose reasonable restrictions on student speech in School-sponsored publications. Thus, the following guidelines apply to all School-sponsored student publications.

1. School-sponsored publications are those publications, including, but not limited to, school newspapers, yearbooks, and athletic programs, which may fairly be characterized as part of the Charter School’s curriculum, whether or not they occur in a traditional classroom setting. Generally they include student publications which are supervised by a faculty member and are designed to impart particular knowledge or skills to student participants and audiences. However, they also may include publications which students, parents, and members of the public reasonably perceive to be sponsored or approved by the School. The author’s name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.
2. The School will not restrict student freedom of expression when such expression is within the rules of responsible journalism and is consistent with the four limitations

outlined below. The principal of the School shall meet with the publication advisor, student editors, and student writers to establish guidelines for achieving a maximum of student freedom of expression subject to the limitations set forth in this policy.

3. All publications must be reviewed and approved by the building principal prior to distribution. The building principal shall have the authority to determine the appropriateness of any particular item for publication. In exercising such authority, material will not be considered suitable for publication if it is:
 - A. Ungrammatical;
 - B. Inadequately researched;
 - C. Obscene;
 - D. Defamatory;
 - E. Advocates prejudice based on race, religion, sexual orientation, or gender identity or expression;
 - F. Invades the privacy rights of others;
 - G. Is unsuitable for the audiences for which the publication is intended;
 - H. Contributes to the disruption or interruption of the educational process or the operation of the school; or
 - I. Otherwise is contrary to School policy or applicable federal or State law.

The principal may also exclude material that may serve to associate the School with any position other than neutrality on matters of political controversy.

4. The principal shall have the authority to determine whether advertising will be accepted for inclusion in School-sponsored student publications. The Charter School has an important interest in avoiding the impression that it has endorsed a viewpoint at variance with its educational mission. Consequently, if advertising is accepted, the principal shall have authority to exclude certain categories of advertising. For example, drug, drug paraphernalia, alcoholic beverage advertisements, or any other advertisements that may be viewed as encouraging action that might endanger the health and welfare of students may be excluded. Similarly, advertisements may be excluded if they are:
 - A. Factually inaccurate;
 - B. Defamatory;
 - C. Obscene;
 - D. Advocate prejudice based on race, religion, sexual orientation, or gender identity or expression;
 - E. Contain either explicit or implicit sexual content or overtones; or
 - F. Are of poor production quality.

The principal may also exclude advertising that may serve to associate the Charter School with any position other than neutrality on matters of political controversy.

5. In the event that the building principal determines that material is not suitable for publication, students may appeal such decision to the Executive Director or his or her designee. The decision of the Executive Director or his or her designee will be final.
6. Copies of each issue of the student publication shall be sent to the Executive Director and each member of the Board of Directors.

Legal Reference: *Hazelwood School School District v. Kuhlmeier*, 484 U.S. 260 (1988).

Policy History:

Adopted on:

Revised on:

Reviewed on:

Distribution and Posting of Materials

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the Charter School's policy to limit the distribution of materials to parent and student organizations sponsored by the School or other governmental agencies. Materials that provide information valued or needed by the School may also be distributed.

Students should not be used to distribute partisan materials or information pertaining to a school or general election, budget or bond issue, or negotiations. Students should not be exploited for the benefit of any individual, group, or profit-making organization.

No staff member may distribute any materials on school property without prior approval of the Executive Director. All notices and notes sent home with students concerning School activities, programs, schedule changes, organizations, charges for equipment and materials, etc., shall be cleared with the building principal before being sent. All materials distributed will clearly indicate their source. Non-School-related materials will be plainly labeled, including a disclaimer that the activity is "not a School-sponsored activity."

All organizations must have the approval of the Executive Director before materials may be distributed. The Executive Director will use the guidelines listed above in the approval of the distribution of the materials.

In order to facilitate the distribution of materials with information about student activities offered in the community, the School shall:

1. Maintain a centrally located bulletin board for the posting of bulletins;
2. Maintain a table where flyers and other information can be made available to students;
and
3. Include announcements for student related activities in newsletters that go home with students. The announcements must be submitted one week prior to the publication date the newsletter in which the announcement is to go home. Such announcements must advertise a youth-oriented activity, and must be of a non-religious, non-political nature.

It is the intent of this policy to post all notices and place flyers on the distribution table except those that are viewed by the principal as likely to be disruptive, libelous, or obscene.

Cross References: § 3430 Distribution of Fund Drive Literature Through Students
§ 4240 Distribution of Fund Drive Literature Through Students

Policy History:

Adopted on: 1/15/2014

Revised on:

Reviewed on:



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STUDENTS

3255

Student Dress

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school.

Students are reminded that their appearance, clothing, and grooming, significantly affect the way others respond to them. Matters of dress remain primarily the responsibility of students, in consultation with their parents/legal guardians. Nevertheless, since it is the duty of the Board of Directors to provide an educational atmosphere conducive to learning; minimizing disruptions or distractions; and to protect the health, safety, and morals of students, all students will adhere to the following certain minimum standards of dress when the student is on any School premises or at any School sponsored activity, regardless of location.

In general, students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry—including body piercings) which depict or allude to, by picture, symbol, or word, drugs, including alcohol and tobacco; controlled substances; drug paraphernalia; gangs; violence; sexually explicit, lewd, indecent, or offensive material; or illegal acts. The wearing, use, or display of any gang clothing or attire, jewelry, emblem, badge, symbol, sign, codes, or other things which evidence membership or affiliation in any gang (based upon the principal's or his or her designee's reasonable belief that gangs may be present in a School) is prohibited on any School premises or at any School sponsored activity, regardless of location.

Head coverings are inappropriate in the School building during regular school hours, unless the principal or designee specifically makes an exception to the policy.

Unless the principal or designee indicates otherwise, students will wear footwear at all times.

The Board urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the School setting. For example, clothing exposing bare midriffs and short shorts and skirts will not be allowed. The Executive Director or his or her designee is hereby authorized to promulgate regulations consistent with the provisions of this policy.

Interpretation and Implementation of Policy

The building principal or designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy,

the interpretation of the building principal or designee shall be final. Principals, administrators, and teachers shall use reasonable discretion in enforcing this policy.

Enforcement

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents/guardians will be notified each time a student is asked to leave School because of inappropriate attire. Students who are insubordinate who refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

Temporary Exceptions

In order to allow appropriate attire for a particular educational or School activity, the building principal or his or her designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled School event required a group of students to dress unusually on a particular day.

Accommodations

The School will seek to accommodate cultural, religious, and ethnic differences in dress and grooming, provided such dress or grooming does not materially or substantially disrupt the educational process of the School or create a health or safety hazard for students, staff, or others. No student shall be required to modify their natural head or facial hair, such as by shaving or straightening through the application of heat or chemicals.

Legal References:	I.C. 33-506	Organization and Government of Board of Board Members
	I.C. 33-512(6)	Governance of Schools

Policy History:

Adopted on:

Revised on:

Reviewed on:

Bring Your Own Technology Program

The Charter School recognizes the importance and potential educational benefits of technology. The use of portable electronic devices in the classroom can add educational value when such devices deliver content and extend, enhance, or reinforce the student learning process. Classroom teachers shall determine the appropriateness of in-class use of electronic devices, consistent with School instructional objectives, School policies, and with the approval of the building principal.

The Board directs the Executive Director to work with appropriate stakeholders to ensure that Board-approved Bring Your Own Technology (BYOT) programs are implemented in a way that is mindful of available and required infrastructure, digital equity issues, student and system safety issues, and the need for all students to be able to access a device. The Executive Director may convene a taskforce including such members as teachers, administrators, parents, technology staff, and/or students to set guidelines about the use of BYOT devices.

The School respects each family's right to decide whether or not to provide the student with a device for this program.

Students are permitted to use approved personal electronic devices for educational purposes under the direction of a classroom teacher.

The School is not liable for any device stolen, lost, or damaged on School property or proceeding to or from School property, whether due to the action/inaction of the student or that of any third party. The student and his or her parent/guardian shall be solely responsible for any such loss, theft, or damage. If a device is stolen or damaged, it will be handled through the administrative office as other personal items that are stolen or damaged. It is recommended that skins, decals, and other school appropriate custom touches be used to identify physically a student's device from others. Additionally, protective cases for technology are encouraged.

Rules Regarding Use of BYOT Devices

Personal electronic devices may only be used in a responsible and legal manner, and may not be used in a manner that disrupts the educational process and/or is contrary to any School policy, procedure, or rule. Students using their own devices are subject to School acceptable use guidelines, BYOT guidelines, student conduct and discipline rules, and all other Board policies and procedures and School rules. Failure to adhere to these guidelines may result in the revocation of the privilege of using personal electronic devices in the classroom and in disciplinary action as appropriate.

Students may only use a personally-owned device as part of the BYOT program once a Form 3260F Bring Your Own Technology Permission Form and Form 3270F Internet Access Conduct Agreement, signed by both the student and parent/guardian, are on file with the School.

The following personal electronic devices may be used in BYOT programs:

1. Laptop computers;
2. Tablet PCs;
3. E-readers;
4. **[LIST OTHER DEVICES AS APPROPRIATE].**

To ensure compliance with the Children's Internet Protection Act, students using their own electronic devices may access only the wireless Internet provided by the School. Internet access from outside sources, such as using a data plan associated with a personally-owned device, is not permitted on School grounds. Students are prohibited from attempting to bypass the School's Internet gateway, and are directed to report any inappropriate content and conduct to their classroom teacher. If a student accesses the Internet from outside sources, at a minimum, the student will lose the privilege to participate in the BYOT program.

Students may only access files and sites that are relevant to the classroom curriculum and suggested or authorized by a teacher. Teachers shall closely supervise students to ensure appropriate use of technology in the classrooms.

BYOT activities are implemented at the discretion of classroom teachers and building administrators. BYOT devices shall be turned off unless students have been directed to use them. Students are to turn off and keep BYOT devices in the sight of the teacher during assessments unless otherwise directed by a teacher. Any teacher's instruction to shut down BYOT devices or to close the screen is to be followed immediately. All BYOT devices must be kept in silent mode unless otherwise directed by the classroom teacher.

Students shall charge all BYOT devices prior to school every day. Because power cords stretched across classrooms can become a safety issue both for the students and devices, charging the device in any classroom, hallway, or any other location that may pose a safety concern is prohibited. Personal devices cannot be left on School grounds before or after school hours.

The School will not service, repair, or maintain any non-School owned technology brought to and used at school by students.

When electronic devices are used to enhance learning in the classroom, students without an approved, charged personal device will be provided access to an appropriate School-owned digital device. Students may not share any BYOT device with another student unless their parent/guardian has approved this in writing and the teacher has directed it.

Violations of any Board policies, regulations, or School rules involving a student's personal electronic device may result in the loss of use of the device in school and/or disciplinary action. The School reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated Board policies, regulations, School rules or has engaged in other misconduct while using their personal electronic device. Any search will be conducted in compliance with Board policies.

The controls on electronic communication devices contained in this policy do not apply to special education or Section 504 students or students with an Individualized Education Plan when any of these or other such similar plans conflict with uses outlined herein.

Cross References:	§ 3260F	Bring Your Own Technology Permission Form
	§ 3265	Student-owned Electronic Communications Devices
	§ 3270	Charter School-provided Access to Electronic Information, Services, and Networks
	§ 3270P	Acceptable Use of Electronic Networks
	§ 3275	Charter School-provided Mobile Computing Devices
	§ 3295	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing
	§§ 3370 & 3370P	Searches and Seizure

Legal References:	20 U.S.C. § 6801, <i>et seq.</i>	Children’s Internet Protection Act (CIPA)
	P.L. 106-554	CIPA Public Law Number

Policy History:

Adopted on:

Revised on:

Reviewed on:

Forrest M. Bird Charter School No. 487

STUDENTS

3260F

Bring Your Own Technology Permission Form

Student: _____

School Year: _____

Dear Parents/Guardians:

The Forrest Bird Charter School allows students to participate in a curriculum-based Bring Your Own Technology (BYOT) Program. Signed agreement to the following terms and discussing them with your child are required before your child can participate in the School's BYOT Program.

Your child must also sign Form 3270F Internet Access Conduct Agreement to participate in the BYOT Program. If you have not read and signed this document or do not know whether one is already on file in the School, contact your building principal. You may also ask your building principal for any other policies, procedures, or forms referenced below.

The use of an approved personal electronic device is a privilege, and students may be denied access at any time. The violation of any laws or School policies while participating in the program may result in the loss of your child's privilege to participate in the program.

Please sign below, indicating whether you agree to allow your child to participate in the BYOT Program, and return this form to the building principal at:

614 S Madison Ave
Sandpoint, ID 83864

Parents/guardians and their children share the responsibility for technical support and providing a properly charged BYOT device. If a BYOT device has technical difficulties, a School-owned device may be provided, if available, or the student may be asked to partner with another student who has a functioning BYOT device during a lesson. The School will also expect you and your child to keep the BYOT device free from viruses, malware, and/or any other harmful programs that could damage the School's electronic network. The School is not liable for any device that is stolen, lost, or damaged on School property or proceeding to or from School property, whether due to the action/inaction of the student or that of any third person. Finally, the right to privacy in your child's BYOT device is limited while it is on any School property.

Participation Authorization and Responsible Use Agreement

Please indicate agreement by initialing in the space available.

_____ I hereby request that my child be allowed to participate in the School's BYOT program.

_____ I have read this agreement. I understand the program is designed for educational purposes and that the School's Internet gateway must be accessed to minimize access to inappropriate material. I also understand that at no time shall there be any attempt to bypass the School's Internet gateway or the use of any private Internet access.

_____ I will hold harmless the School, its employees, agents, and Board Members for any harm caused by materials or software obtained via the School's network.

_____ I have previously signed Form 3270F Internet Access Conduct Agreement. I have also read and discussed with my child the following documents. My child and I agree to abide by these policies, procedures, and forms.

1. Policy 3260 Bring Your Own Technology (BYOT) Program
2. Form 3260F Bring Your Own Technology (BYOT) Permission Form
3. Policy 3270 Charter School-Provided Access to Electronic Networks
4. Procedure 3270P Acceptable Use of Electronic Networks
5. Form 3270F Internet Access Conduct Agreement

_____ I understand that my child and I share responsibility for technical support, providing a properly charged BYOT device, and keeping the BYOT device free from viruses, malware, and any other harmful programs that could harm or infect the School's electronic network.

_____ I understand that the School does not provide liability protection for BYOT devices, and is not responsible for any damage, loss, or theft whether caused by my student or any third party.

_____ I understand that my child's privacy rights in his or her BYOT device while on any School property are limited as outlined in School policy.

_____ I consent that my child may share another student's BYOT device, or may be asked to share his or her BYOT device with another student, from time to time, as directed by the classroom teacher.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____

Student's Signature: _____

Date: _____

To be read and signed by any student and parent/guardian who elects NOT to participate in the BYOT Program:

I have decided **not to participate** in the BYOT program sponsored by the Charter School for the remainder of this school year. In order for me to participate in the BYOT program at a later date, I understand that I must contact the building principal and sign the above Bring Your Own Technology (BYOT) Permission Form.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____

Student's Signature: _____

Date: _____

Forrest M. Bird Charter School No. 487

STUDENTS

3265A1 (Alternative 1—Complete Ban on Devices)

Student Owned Electronic Communications Devices

Students shall not use, or have in their possession on school grounds, any electronic communication device not provided by the Charter School.

Students who have an extenuating and special circumstances, such as, but not limited to, personal or family health related situations, may, upon the parent/guardian's request, or request of the student him or herself if over 18 years of age, be in possession of a smart phone, cellular telephone, pager/beeper, or other emergency electronic communications device. Except for situations involving a bona fide health or safety emergency, these electronic communications devices are not to be used during class or instructional time or during the passing times between classes, unless specific permission has been granted by the building principal.

“Walkie Talkies,” either long or short range, portable CB radios, portable “HAM” radios, portable police scanning devices, or portable games or toys that transmit a signal more than 20 feet or through walls, shall not be allowed in any circumstance unless proof is offered that such a device is necessary for health emergency purposes and permission is granted for their use by the building principal.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on any student assessment, project, or assignment shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

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

The ban on electronic communication devices contained in this policy does not apply to special education or Section 504 students or students with an Individualized Education Plan when any of these or other such similar plans provide for the use or possession on school grounds of any electronic communication device.

Policy History:

Adopted on:

Revised on:

Reviewed on:

Forrest M. Bird Charter School No. 487

STUDENTS

3265A2 (Alternative 2—Devices Allowed, With Controls)

Student-Owned Electronic Communications Devices

Students, with permission of their parent(s)/guardian(s), or the student him or herself if over 18 years of age, may be in possession of a personal electronic devices such as smart phones, cellular telephones, pagers/beepers, laptops, tablets, e-readers, or other related electronic devices on school property. The devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger *or a certified Charter School employee authorizes the student to do otherwise* (such as use in class), use of devices shall be limited to the period before classes begin in the morning, during the student's lunch period, and after the student's last class in the afternoon.

Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use of Electronic Networks Policy and the Internet Access Conduct Agreement.

Students may only access the internet through the filtered School connection, regardless of whether they are using their personal device or a School-issued device. School staff will not provide software or technical assistance for student-owned devices.

Because power cords stretched out in classrooms become a safety issue both for the students and devices, charging the device in any classroom, hallway, or any other location that may be a safety concern will not be allowed.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, and classrooms unless *a certified Charter School employee authorizes the student to do otherwise*. Where students are allowed to use electronic devices, they are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other internet site.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on any student assessment, project, or assignment shall be subject to discipline and the device shall be \ confiscated and not returned until a parent conference has been held.

Students are responsible for safeguarding devices they bring to school. The School shall not be responsible for loss, theft, damages, or destruction of student owned devices brought onto School property.

Students shall comply with any additional rules developed by the School concerning appropriate use of telecommunication or other electronic devices.

Students violating the provisions of this policy are subject to disciplinary action, including losing the privilege of bringing the device onto School property, detention, suspension, or expulsion. In addition, an administrator will confiscate the devices, which shall only be returned to the student's parent(s)/guardian(s). Where appropriate, police authorities may be contacted.

The controls on electronic communication devices contained in this policy do not apply to special education or Section 504 students or students with an Individualized Education Plan when any of these or other such similar plans conflict with uses outlined herein.

Policy History:

Adopted on:

Revised on:

Reviewed on:

Charter School Provided Access to Electronic Information, Services, and Networks

Internet access and interconnected computer systems are available to the Charter School's students and faculty. Electronic networks, including the internet, are a part of the School's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the School to be able to continue to make its computer network and internet access available, all users, including students, must take responsibility for appropriate and lawful use of this access. Students utilizing School-provided internet access are responsible for good behavior online. The same general rules for behavior apply to students' use of School-provided computer systems. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access and students must be held responsible and accountable for their own conduct.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the Charter School shall provide an appropriate planned instructional component for internet safety which shall be integrated into the School's regular instructional program. In compliance with the Children's Internet Protection Act this instruction will include information on the safe use of social networking sites and instant messaging, the characteristics of cyber-bullying, and recommended responses.

The use of the School's electronic networks shall be consistent with the curriculum adopted by the School, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff may, consistent with the School's educational goals, use the internet throughout the curriculum.

The School's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Uses

- 1. [OPTION 1: Educational Purposes Only]** All use of the Charter School's electronic network must be either in support of education or research and in furtherance of the School's stated educational goals; or for a legitimate School business purpose. Use is a privilege, not a right. Students have no expectation of privacy in any materials that are stored, transmitted, or received via the School's electronic network or School computers.

The School reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.

[OPTION 2: Primarily for Educational Purposes] The Charter School provides students with an electronic network to support education and research and for the conduct of School business. Student personal use of computers that is consistent with the School's educational mission may be permitted during class when authorized by a student's teacher or appropriate administrator. Personal use of School computers and networks outside of class is permissible, but must comply with School policy. Use is a privilege, not a right. Students have no expectation of privacy in any materials that are stored, transmitted, or received via the School's electronic network or School computers. The School reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.

2. **Unacceptable Uses of Network.** The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:
 - A. 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, use, or purchase any substance the possession or use of which is prohibited by the Charter School's student discipline policy or by local, State, or federal law; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate local, State, or federal law; information pertaining to the manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials;
 - B. Uses that cause harm to others or damage their property, person, or reputation, 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 you is communicating; reading another person's communications; sharing another person's pictures, private information, or messages without their permission; or otherwise using his or her access to the network or the internet;
 - C. 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. Users will immediately notify the School's system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.

- D. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying defined as using a computer, computer system, or computer network to convey a message in any format, including audio or video, text, graphics, photographic, or any combination thereof that is intended to harm another individual.
- E. Uses that jeopardize the security of student access and of the computer network or other networks on the internet; uses that waste Charter School resources including downloading very large files without permission from a teacher, unnecessary printing, and consuming excessive amounts of file space on shared drives.
- F. Uses that are commercial transactions, including commercial or private advertising. Students and other users may not sell or buy anything over the internet. Students and others should not give personal information to others, including credit card numbers and social security numbers.
- G. The promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations, ballot issues, or proselytizing in a way that presents such opinions as the view of the Charter School.
- H. Sending, receiving, viewing, or downloading obscene materials, materials harmful to minors, or materials that depict the sexual exploitation of minors.
- I. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications; sharing one's password with others or allowing them to use one's account.
- J. Downloading, installing, or copying software or other files without authorization of the Executive Director or the Executive Director's designee.
- K. Posting or sending messages anonymously or using a name other than one's own.
- L. Attempting to bypass internal or external security systems or controls using School equipment. Students and staff may only access the internet using the School network.
- M. Plagiarism of material accessed online. Teachers will instruct students in appropriate research and citation practices.
- N. Using the network while access privileges are revoked.
- O. **[OPTIONAL]** Students are prohibited from using e-mail; this includes School e-mail accessed through a web browser. E-mail access may be given to students on a case-by-case basis, for instance, to foreign exchange students keeping in contact with home. Students are prohibited from joining chat rooms or using School equipment or School systems for any such activity, unless it is a teacher-sponsored activity.

Internet Safety

Each Charter School computer with internet access shall have a filtering device that blocks access to visual depictions that are obscene, pornographic, harmful, or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Executive Director or designee.

The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate and/or harmful to minors. The Executive Director or designee shall enforce the use of such filtering devices.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. 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, taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The term "harmful to minors" is also defined in Section 18-1514(6), Idaho Code, which provides:

1. The quality of any material or of any performance of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:
 - A. Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
 - B. Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:
 - I. Intimate sexual acts, normal or perverted, actual or simulated; or
 - II. Masturbation, excretory functions, or lewd exhibits of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political, or scientific value for

minors, according to prevailing standards in the adult community, with respect to what is suitable for minors.

2. The quality of any material or of any performance, or of any description or representation, in whatever form, which, as a whole, has the dominant effect of substantially arousing sexual desires in persons under the age of 18 years.

Internet Filtering

Filtering is only one of a number of techniques used to manage students' access to the internet and encourage acceptable usage. It is not viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Anything that falls under at least one of the categories below shall be blocked and filtered. This list will be updated/modified as required.

1. Nudity/pornography: Prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites;
2. Sexuality: Sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads;
3. Violence: Sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images;
4. Crime: Information on performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy);
5. Drug Use: Sites which promote the use of illegal drugs, material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug. Exception: material with valid-educational use;
6. Tastelessness: Images or descriptions of excretory acts (e.g., vomiting, urinating), graphic medical images outside of a medical context;
7. Language/Profanity: Passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor;
8. Discrimination/Intolerance: Material advocating discrimination (e.g., racial or religious intolerance); sites which promote intolerance, hate, or discrimination;
9. Interactive Mail or Chat: Sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas;
10. Inappropriate Banners: Advertisements containing inappropriate images or words;
11. Gambling: Sites which allow or promote online gambling;
12. Weapons: Sites which promote illegal weapons, sites which promote the use of illegal weapons;
13. Self-Harm: Sites containing content on self harm including cutting, and sites that encourage anorexia, bulimia, etc.; and
14. Judgment Calls: Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Filtering should also be used in conjunction with:

1. Educating students to be "Net-smart";

2. Using recognized internet gateways as searching tools and/or homepages for students, in order to facilitate access to appropriate material;
3. Using “Acceptable Use Agreements”;
4. Using behavior management practices for which internet access privileges can be earned or lost; and
5. Appropriate supervision, either in person and/or electronically.

The **[system administrator OR the Internet Safety Coordinator OR the building principal]** shall monitor student internet access.

[OPTIONAL]

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or School administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

[OPTIONAL]

The Internet Safety Coordinator shall set a process for reviewing student claims that access has been denied to internet material that is not within the prohibitions of this policy and for unblocking such materials when appropriate.

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the Internet Safety Coordinator. It shall be the responsibility of the Internet Safety Coordinator to bring to the Executive Director or designee any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18, Idaho Code.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent/guardian and the student or, if the student is 18 or over, the permission of the student. Students should be aware that conduct on the Charter School’s computer or using the School’s server may be subject to public disclosure depending upon the nature of the communication. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and social security numbers. Staff members may approve exceptions in the case of applications for college or employment.

Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media websites and are responsible for complying with School policy. Students may not disrupt the learning atmosphere, educational programs, School activities, or the rights of others.

All requirements of this policy apply to use of social media through the School network or equipment or as part of a class assignment.

Internet Access Conduct Agreements

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

Warranties/Indemnification

The Charter School makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The School is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. The School will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the School and shall indemnify and hold the School, its Board Members, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the School in the event the School initiates an investigation of a user's use of his or her access to its computer network and the internet.

Violations

If any user violates this policy, the student's access to the Charter School's internet system and computers will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action. The **[system administrator OR the Internet Safety Coordinator OR the building principal]** will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his or her decision being final. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other School discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

Internet Safety Coordinator

The Executive Director shall serve, or appoint someone to serve, as "Internet Safety Coordinator" with responsibility and authority for ensuring compliance with the requirements of federal law, State law, and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate Charter School personnel regarding the internet safety component of the School's curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy or refer them to other appropriate personnel depending on the nature of the

complaint.

The Internet Safety Coordinator shall maintain documentation evidencing that instruction by School personnel on internet safety is occurring School wide.

Public Notification

The Internet Safety Coordinator shall inform the public via the main Charter School web page of the School’s procedures regarding enforcement of this policy and make them available for review at the School office.

Submission to State Department of Education

This policy shall be filed with the State Executive Director of Public Instruction every five years after initial submission and subsequent to any edit to this policy thereafter.

Cross References:	§ 2326 § 3330	Digital Citizenship and Safety Education Student Discipline
Legal References:	20 U.S.C. § 7131 20 U.S.C. § 9134(f)	Internet Safety Children’s Internet Protection Act (CIPA) – State Plans
	I.C. § 33-132	Local School Boards Internet Use Policy Required
	I.C. § 18-1514(6)	Obscene Materials – Definitions

Policy History:

Adopted on:
Revised on:
Reviewed on:

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Forrest Bird Charter School's policy regarding School-provided Access to Electronic Information, Services, and Networks (Policy No. 3270). Should I commit any violation or in any way misuse my access to the School's computer network or the Internet, I understand and agree that my access privileges may be revoked and School disciplinary action may be taken against me.

User's Name (Print) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: Student ___ Staff ___ Patron ___ I am 18 or older ___ I am under 18 ___

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If the applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.): As the parent/legal guardian of the above named-student, I have read, understand, and agree that my child shall comply with the terms of the Charter School's policy regarding School-Provided Access to Electronic Information, Services, and Networks for the student's access to the School's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the Charter School, the Board Members, administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his or her access to such networks or his or her violation of the School's policy. Further, I accept full responsibility for supervision of my child's use of his or her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the School's computer network and the Internet.

Parent/Guardian (Print) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

This Agreement is valid for the _____ school year only.

STUDENTS

3270P

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the Charter School's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable Use: Access to the School's electronic networks must be:
 - A. For the purpose of education or research and consistent with the educational objectives of the School; or
 - B. For a legitimate business use.
2. Privileges: The use of the School's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The **[system administrator OR the Internet Safety Coordinator OR the building principal]** will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. An appeal of such decisions may be made to the Executive Director within seven days. His or her decision is final.
3. Unacceptable Uses: The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are the following:
 - A. Using the network for any illegal activity, or to access websites encouraging illegal activity including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - B. Accessing information pertaining to the manufacture of weapons;
 - C. Uses that cause harm to others or damage property;
 - D. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - E. Downloading copyrighted material;
 - F. Using the network for private financial or commercial activities;
 - G. Wastefully using resources, such as file space;
 - H. Hacking or gaining unauthorized access to files, resources, or entities; uploading a worm, virus, or other harmful form of programming;
 - I. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - J. Using another user's account or password or some other user identifier that misleads message recipients into believing that someone other than you is communicating;

- K. Posting material authored or created by another person without his or her consent;
 - L. Posting anonymous messages;
 - M. Using the network for commercial or private advertising;
 - N. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, bullying, or illegal material; and
 - O. Using the network while access privileges are suspended or revoked;
 - P. Promotion of political, personal, or religious causes in a way that presents such opinions as the view of the School;
 - Q. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications; and
 - R. Any other unacceptable uses as outlined in Charter School Policy 3270.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- A. Be polite. Do not become abusive in messages to others.
 - B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - C. Do not reveal personal information (including the addresses or telephone numbers) of students or staff.
 - D. Recognize that e-mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - E. Do not use the network in any way that would disrupt its use by other users.
 - F. Consider all communications and information accessible via the network to be private property.
5. No Warranties: The Charter School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification: The user agrees to indemnify the Charter School for any losses, costs, or damages (including reasonable attorney fees) incurred by the School, relating to or arising out of any violation of these procedures.
7. Security: Network security is a high priority. If the user can identify a security problem on the internet, the user must notify the system administrator, Internet Safety Coordinator, or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. **Vandalism:** Vandalism will result in the cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, including on the internet or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **Telephone Charges:** The Charter School assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, or equipment or line costs.
10. **Copyright Web Publishing Rules:** Copyright law and Charter School policy prohibit the republishing of text or graphics found on the internet or on School websites or file servers, without explicit written permission.
 - A. For each republication on a website or file server of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the website address of the original source.
 - B. Students engaged in producing website pages must provide library media specialists with e-mail or hard copy permissions before the website pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
 - D. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - E. Student work may only be published if there is written permission from both the parent/guardian and the student.
 - F. Violation of the copyright web publishing rules may result in denial of access to the network.
11. **Use of Electronic Mail.**
 - A. The Charter School’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School. The School provides e-mail to aid students in fulfilling their duties and responsibilities and as an education tool.
 - B. Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.
 - C. The School reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized

access by any student to an electronic mail account is strictly prohibited.

- D. Each person should use the same degree of care in drafting an electronic mail message that would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- E. Electronic messages transmitted via the Charter School's internet gateway include an identification of the user's internet "domain." This domain identifies the author as being with the School. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- F. Any message received from an unknown sender via the internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited, unless the user is certain of the message's authenticity and the nature of the file so transmitted.
- G. Use of the Charter School's electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures.
2. Staff members shall supervise students while students are using Charter School internet access at School, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each Charter School computer with Internet access has a filtering device that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Executive Director or designee. Students must use the School's filtered network for all online activities on School grounds or using School equipment.
4. The system administrator, Internet Safety Coordinator, and/or building principals shall monitor student Internet access.

Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with Charter School policy and procedures for content posted using a School computer, network, or software or when posted during school hours when the student is in attendance at School. Student posts on social media locations outside of school hours and School grounds using a personal computer, network, and software shall be private as long as they do not enter into the educational setting and interfere with the

orderly operation of the School. Posts to social network sites using a School computer, network, or software may be subject to public records requests. Students may not disrupt the learning atmosphere, educational programs, School activities, or the rights of others.

All of the requirements and prohibitions in School policy and procedure apply to the use of social media on School grounds, through the School network or using School equipment, or as part of a class assignment.

Procedure History:

Promulgated on:

Revised on:

Reviewed on:

Forrest M. Bird Charter School No. 487

STUDENTS

3275A1 Alternative 1 (Students Allowed to Take Devices Home)

Charter School Provided Mobile Computing Devices

The Forrest Bird Charter School is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21st century education. This document describes the rules for acceptable use of School-issued mobile computing devices on and off School premises. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

Distributing Mobile Computing Devices

Before they are issued a mobile computing device, each student must submit an executed Student Agreement for Mobile Computing Device Use and a copy of the Internet Access Conduct Agreement. Each form must be signed by the student and by their parent/guardian if they are less than 18 years of age.

The Charter School may provide parent orientations on the mobile computing device program. A student's parents/guardians are encouraged to attend an orientation before the student takes a device home with them.

[OPTIONAL] Parents/guardians of students may use the School-issued device, and their involvement in student learning through technology is strongly encouraged. However, use of School-issued technology outside of this purpose, such as for personal gain or activities unrelated to student learning, is prohibited. Both parent and student use of the School's device, network, and software may be subject to a public records request depending upon the content of the document or communication, including email.

Students may take the devices out of Idaho at the discretion of the building principal. The School directs the Executive Director to establish procedures for students to request permission to take the device with them.

At the end of the school year, the School will collect all devices from students. At the School's discretion, students may be issued devices to support summer school programs.

The Executive Director shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which student.

Care and Safety

Students are responsible for the general care of the device they have been issued by the Charter School and are expected to observe the following precautions:

1. No food or drink is allowed next to a device while it is in use;
2. Insert and remove cords, cables, and removable storage devices carefully;
3. Shut down the device when not in use to conserve battery life;
4. Stickers, drawings, or permanent markers may not be used on the device;
5. Do not vandalize the devices or any other School property;
6. Devices must never be left in any unsupervised area.
7. Students are responsible for keeping their device's battery charged for School each day;
8. Do not place anything near the device that could put pressure on the screen;
9. Clean the screen with an anti-static cloth or any other soft, dry cloth;
10. Devices should not be stored in a student's vehicle, or anyplace else subject to extreme temperatures;
11. **[INSERT ADDITIONAL PRECAUTIONS SUGGESTED BY MANUFACTURER]**

The Executive Director will designate an individual or office where the devices must be taken if they break or fail to work properly.

Use at School

Devices are intended for use at the School each day. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher. Devices must be brought to school each day in a fully charged condition. Power cords must stay with the device at all times. Repeat failures to comply with these requirements will result in disciplinary action.

If students leave their device at home, they may phone their parent/guardian to bring it to the School. Students without a device will use a computer in the classroom or a device from the lending pool depending upon availability and at the administrator's discretion. This includes students whose devices are undergoing repair.

Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

Students may use printers in classrooms, the library, and computer labs with teachers' permission during class or breaks. All printing should be limited to educational purposes.

Personalizing Mobile Computing Devices

CHOOSE ONE OPTION FROM THE FOLLOWING:

[OPTION 1 – RECOMMENDED BY THE TECHNOLOGY TASK FORCE] While at no time does the device become the personal property of students or staff; students may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.

Students may be permitted to select their own screen savers and backgrounds provided they are appropriate. Screensavers, backgrounds, or other pictures containing guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures, the student's password or other items deemed inappropriate by the administration will result in disciplinary actions.

Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should students or parents/guardians place personalized items on the device, such items may be accessed or viewed by School staff at any time, for any reason, including randomly selected device reviews. No content placed on School provided devices is privileged or confidential.

[OPTION 2] Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should students or parents/guardians place personalized items on the device in violation of this policy such items may be accessed or viewed by School staff at any time, for any reason, including randomly selected device reviews. No content placed on School provided devices is privileged or confidential.

Managing Files

Once details are known about the availability of file space that is shared or is backed up automatically, the Executive Director will set a procedure for where students and teachers should save important documents.

Students should also back up their work frequently using removable file storage or by e-mailing important documents to themselves. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Software

The software originally installed by the Charter School must remain on the device in usable condition and be easily accessible at all times.

From time to time the School may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course. Periodic reviews of devices will be made to ensure that students have deleted software that is no longer required in class and that the School has not exceeded its licenses.

All devices will be equipped with anti-virus protection software which will be upgraded regularly.

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes or School activities.

Students wishing to load additional software onto a device must first obtain the permission of the School's technology department. Any additional software must be appropriate for the School environment and comply with the Internet Access Conduct Agreement. Violent games and device images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the principal. Each student is responsible for ensuring that only licensed software is loaded onto his or her device.

Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

[OPTIONAL] Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or School administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of Charter School policy is discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. The School does not accept responsibility for the loss of any software or other materials deleted due to a reformat and reimage.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated School staff to ensure appropriate use. The School will cooperate fully with local, State, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or other for any other appropriate Charter School purpose. A student does not need to be asked for permission prior to remote software maintenance.

Acceptable Use

Access to the devices is a privilege and not a right. Each employee, student, and parent will be required to follow the Internet Access Conduct Agreement and the Acceptable Use of Electronic Networks Policy. Violation of these policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges, and/or contacting law enforcement authorities.

Protecting and Storing Devices

Students are expected to password protect their devices and shall keep their password confidential.

When students are not using their devices, the devices should be stored in their lockers. Students are encouraged to take their devices home every day after School.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the School grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Repair of Devices

Students are to report all device problems to [**Charter School technology personnel OR the building principal**].

The Executive Director will issue a document clarifying student or parent responsibility for lost and damaged devices when the details of the School's insurance policy are known.

Cross References:	§ 3270F § 3270P § 3270P2	Internet Access Conduct Agreement Acceptable Use of Electronic Networks Device Acceptable Use Policy
Legal References:	20 U.S.C. § 6801, <i>et seq.</i> 47 U.S.C. § 254(h) 47 U.S.C. § 254 (l) P.L. 106-554 I.C. § 33-1627	Children's Internet Protection Act (CIPA) Telecommunications services for certain providers Internet safety policy requirement for schools and libraries CIPA Public Law Number Online Courses – Mobile Computing Devices and Teacher Training
Other References:	Technology Task Force Final Task Force Recommendations	

Policy History:

Adopted on:

Revised on:

Reviewed on:

STUDENTS

3275FA1

Alternative 1 (Students Allowed to Take Devices Home)

MOBILE COMPUTING DEVICE AGREEMENT

This Agreement is valid for the _____ School year only.

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Forrest Bird Charter School’s policies regarding School-provided mobile computing devices (Policy No. 3275). Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device, or may lose the privilege of taking it home, and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or administrator.

User’s Name (Print) _____ Home Phone: _____

User’s Signature: _____ Date: _____

Address: _____

Status: I am 18 or older I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian: If the applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.

As the parent/guardian of the above student, I understand my child’s responsibility in the use and care of the device and my financial responsibility in the event my student loses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if he or she is found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair/replacement cost.

I have read Charter School Policy No. 3275 and explained it to my child. I understand that if any violation or misuse of the device occurs while it is in my child’s custody, his or her access privileges to the internet or use of a mobile computing device can be suspended or terminated,

that he or she will forfeit any fees paid for use of the device, and that he or she may face other disciplinary measures, regardless of whether the misuse was committed by him or her or by another person.

I also understand that I will be responsible for monitoring my student's use of the device outside the School setting.

_____ I do not wish my son/daughter to take the device home at this time.

Parent/Legal Guardian (Print): _____

Signature: _____

Home Phone: _____

Address: _____

Date: _____