



## Board of Directors Meeting Agenda

<b>Team:</b>	FBCS Board of Directors	<b>Chairperson:</b>	Kate McAlister
<b>Meeting Date:</b>	June 21, 2022	<b>Start Time:</b>	4:30 PM
<b>Minutes:</b>	BOD Secretary – Jim Zuberbuhler	<b>Location:</b>	FBCS High School
<b>Address:</b>	615 S. Madison Ave, Sandpoint, ID 83864		

**Call to Order @ 4:30 PM:** BOD Chairperson – *Kate McAlister*

### ITEM

Pledge of Allegiance

Kate McAlister

Approval of minutes for May 24, 2022

Kate McAlister

Public Comment

Financials

- Action Item: Approval of Financial Reports
- Action Item: Approval of 2022-23 Budget

Greta Warren  
Greta Warren

Open Business

- Action Item: Bonnie Jakubos and Shawn Burns Board Applicants
- Action Item: Alternate Authorizations Approvals: Derek May
- Information: 2022-23 Advanced Opportunities Numbers
- Action Item: Hire of Dereck May
- Action Items: Hire of Morgan Blummer
- Action Item: Approval of 2020-21 Student Handbooks
- Action Item: Resignation of Stacey Mueller from the Board
- Action Item: Election of Officers for 2021-22 School year
- Action Item: Board Chair Oath of Office
- Action Item: Board Oath of Office
- Action Item: Selection of Meeting dates for 2022-23

Mary Jensen  
Jennifer Greve  
Mary Jensen  
Mary Jensen  
Mary Jensen  
Mary Jensen/ Jennifer Greve  
Kate McAlister  
Kate McAlister  
Mary Jensen  
Kate McAlister  
Kate McAlister

**Adjourn @ :00 PM:** BOD Chairperson

**Next Meeting Date and Time:** TBA



# Forrest M. Bird Charter Schools

Board Special Meeting  
 Forrest M. Bird Charter High School  
 615 S. Madison,  
 Sandpoint, ID 83864  
**Date: May 24, 2022**

	<b>Board Meeting Minutes</b>	
Minutes taken by	Jennifer Greve	
Present Board Members	Stacey Mueller, Jim Zuberbuhler, Jacob Iverson	
Absent Board Members	Kate McAlister	
Staff present	Jennifer Greve, Mary Jensen, Greta Warren	
Guests		
Call to Order	Meeting called to order at 4:22 pm Pledge of Allegiance	Stacey Mueller
Minutes	<b>Action Item:</b> Approval of Meeting Minutes for the meeting April <b>Date:</b> April ✓ Motioned – Jacob ✓ 2 <sup>nd</sup> – Jim <b>Approved Unanimously</b>	Stacey Mueller

Public Comment	<p>Bonnie Jakobus – She shared her interest in joining the FBCS board. She retired from teaching at FBCS last year. She shared that she felt she could bring positive role. She asked what she needed to do.</p> <p>Mitzi Vesecky – Shared the dress code reproposal. Items stayed predominately the same; with the exception of pajamas (no pajamas). She reviewed why the changes and reasoning for the changes. She opened up for any questions.</p> <p>Misty Rains – school teacher shared she was here to see how the discussion goes regarding the dress code.</p>	
Executive Session	Called at 4:27 pm Student Academic Intervention Closed at 5:23 pm	Stacey Mueller
Financials	<b>Action item: Approval of financials</b> <b>No board member had questions of the financials</b> Approval of April financials ✓ Motioned – Jim ✓ 2 <sup>nd</sup> - Jacob	Greta Warren

Open Business	<p><b>Action item: Administration Evaluation/Contract Renewal</b> <span style="float: right;"><i>Stacey Mueller</i></span></p> <p>Approval of Jennifer Greve's evaluation and renewal of her contract to be Principal/Dean of Students for FBCS.</p> <ul style="list-style-type: none"> <li>✓ Motioned – Jacob</li> <li>✓ 2<sup>nd</sup> - Jim</li> </ul> <p>Unanimously Approved</p>
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Adjournment	<p><b>Meeting adjourned at 6:34 pm</b> <span style="float: right;">Stacey Mueller</span></p> <ul style="list-style-type: none"> <li>✓ Motion to adjourn – Jacob</li> <li>✓ 2<sup>nd</sup> – Jim</li> </ul> <p>Unanimously Approved</p>
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Next Board Meeting	<p><b>June 21 4:15 pm</b></p>
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**Respectfully Submitted: Jennifer Greve**

**Forrest M Bird Charter School**  
**Account Balances**  
As of May 31, 2022  
May 31, 22

**ASSETS**

**Current Assets**

**Checking/Savings**

<b>Contingency Account</b>	800,960.53
<b>Mountain West Bank</b>	19,769.88
<b>Mtn. West Flex Acct.</b>	808,462.99
<b>Scholarship Account</b>	<u>14,968.23</u>
<b>Total Checking/Savings</b>	1,644,161.63

**Forrest M Bird Charter School**  
**Profit & Loss Budget vs. Actual YTD**  
July 2021 through April 2022

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
419-200 · Contributions/Donations	9,530.00	0.00	9,530.00	100.0%
419-920 · Miscellaneous Revenue	2,535.63	0.00	2,535.63	100.0%
431-100 · State Base Support	2,054,028.82	2,133,937.00	-79,908.18	96.26%
431-900 · Other State Support	83,345.00	224,589.00	-141,244.00	37.11%
432-100 · Driver Education Program	9,975.00	10,000.00	-25.00	99.75%
432-400 · Professional Technical Program	5,926.00	7,900.00	-1,974.00	75.01%
437-000 · Lottery/Additional State Maint.	19,915.00	18,590.00	1,325.00	107.13%
439-000 · Other State Revenue	3,042.00	6,084.00	-3,042.00	50.0%
445-100 · Title I - ESEA	24,360.40	76,572.00	-52,211.60	31.81%
445-600 · Title VI-B IDEA	55,298.00	67,978.00	-12,680.00	81.35%
445-900 · Federal Revenue	127,942.24	385,799.64	-257,857.40	33.16%
Interest Income	625.52	0.00	625.52	100.0%
<b>Total Income</b>	<b>2,396,523.61</b>	<b>2,931,449.64</b>	<b>-534,926.03</b>	<b>81.75%</b>
<b>Gross Profit</b>	<b>2,396,523.61</b>	<b>2,931,449.64</b>	<b>-534,926.03</b>	<b>81.75%</b>
<b>Expense</b>				
<b>Teacher Salary, Tax, Benefits</b>				
515-100 · Teacher Salaries	706,343.68	1,033,462.00	-327,118.32	68.35%
515-210 · Teacher Retirement	84,033.32	122,750.86	-38,717.54	68.46%
515-220 · Teacher Social Security	50,482.09	78,033.60	-27,551.51	64.69%
515-230 · Teacher Life Insurance	850.20	1,100.00	-249.80	77.29%
515-240 · Teacher Health Insurance	107,307.44	194,964.00	-87,656.56	55.04%
515-270 · Teacher Workman's Comp.	13,437.00	14,525.00	-1,088.00	92.51%
515-290 · Teacher Other Benefits	968.85	1,000.00	-31.15	96.89%
521-100 · SPED Teacher Salaries	120,819.63	167,181.00	-46,361.37	72.27%
521-210 · SPED Teacher Retire	14,296.94	20,241.79	-5,944.85	70.63%
521-220 · SPED Teacher Social Sec	8,518.76	12,789.35	-4,270.59	66.61%
521-240 · SPED Teacher Health Ins	25,399.04	44,310.00	-18,910.96	57.32%
<b>Total Teacher Salary, Tax, Benefits</b>	<b>1,132,456.95</b>	<b>1,690,357.60</b>	<b>-557,900.65</b>	<b>67.0%</b>
<b>Teacher Supplies, Texts, Misc.</b>				
515-310 · Teacher contracted services	14,970.00	10,000.00	4,970.00	149.7%
515-313 · Teacher Professional Develop.	230.00	5,500.00	-5,270.00	4.18%
515-390 · Teaching - Other Purchased Serv	50.00			
515-410 · Teaching Supplies and Materials	33,757.72	47,288.35	-13,530.63	71.39%
521-310 · Teacher contracted svcs - SPED	56,166.59	32,286.00	23,880.59	173.97%
521-350 · SPED Communications	1,296.64	0.00	1,296.64	100.0%
521-410 · SPED Teaching Supplies	2,518.72	0.00	2,518.72	100.0%
<b>Total Teacher Supplies, Texts, Misc.</b>	<b>108,989.67</b>	<b>95,074.35</b>	<b>13,915.32</b>	<b>114.64%</b>
<b>Admin Salary, Tax, Benefits</b>				
641-100 · School Administration Salaries	255,967.73	350,035.00	-94,067.27	73.13%
641-210 · School Admin. Retirement	30,244.24	40,062.88	-9,818.64	75.49%
641-220 · School Admins. Social Security	18,812.85	25,668.43	-6,855.58	73.29%
641-240 · School Admin. Health Insurance	49,394.08	79,758.00	-30,363.92	61.93%

**Forrest M Bird Charter School**  
**Profit & Loss Budget vs. Actual YTD**  
July 2021 through April 2022

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of Budget
<b>Total Admin Salary, Tax, Benefits</b>	354,418.90	495,524.31	-141,105.41	71.52%
<b>Admin Svces, Supplies, Phone</b>				
641-310 · School Admin. Professional Serv	16,362.45	16,500.00	-137.55	99.17%
641-321 · School Admin. Building Rental	650.00	0.00	650.00	100.0%
641-322 · School Admin. Equipment Rental	3,879.97	6,000.00	-2,120.03	64.67%
641-350 · School Admin. Communications	11,951.64	15,200.00	-3,248.36	78.63%
641-390 · School Admin. Dues & Subscrip.	38,023.41	34,849.64	3,173.77	109.11%
641-395 · Public Relations	2,143.00	1,000.00	1,143.00	214.3%
641-410 · School Admin. Supplies	20,124.02	3,967.36	16,156.66	507.24%
641-455 · School Admin. Staff Meals	1,654.70	0.00	1,654.70	100.0%
641-460 · School Admin Tech Supplies	2,771.86	13,084.00	-10,312.14	21.19%
<b>Total Admin Svces, Supplies, Phone</b>	97,561.05	90,601.00	6,960.05	107.68%
<b>Bldg Mgmt Salary, Tax, Benefits</b>				
661-100 · Bldg. Management Salaries	35,572.22	43,483.00	-7,910.78	81.81%
661-210 · Building Mgmt - Retirement	4,045.26	5,191.87	-1,146.61	77.92%
661-220 · Bldg Mgmt SS & Unemployment	2,582.94	3,326.45	-743.51	77.65%
661-240 · Bldg Mgmt - Health Insurance	6,349.76	8,862.00	-2,512.24	71.65%
664-100 · Maintenance Building Salaries	13,956.32	25,075.00	-11,118.68	55.66%
664-210 · Maintenance Buildings-Retiremen	1,158.26	2,993.96	-1,835.70	38.69%
664-220 · Maint Bldg - SS & Unemployment	1,125.80	1,918.24	-792.44	58.69%
665-100 · Maint Grounds Salary	6,000.03	8,000.00	-1,999.97	75.0%
665-210 · Maint Grounds Retirement	785.97	955.20	-169.23	82.28%
665-220 · Maint Grounds SS & Unemployment	459.00	612.00	-153.00	75.0%
<b>Total Bldg Mgmt Salary, Tax, Benefits</b>	72,035.56	100,417.72	-28,382.16	71.74%
<b>Bldg Mgt Supplies &amp; Services</b>				
661-320 · Bldg. Mgmt. Contracted Services	11,566.96	10,000.00	1,566.96	115.67%
661-410 · Bldg.Mgmt.Cust.Supplies/NonC.E.	1,085.00	11,485.73	-10,400.73	9.45%
664-320 · Maint. Bldg.&Equip.-Contracted	2,577.00	1,000.00	1,577.00	257.7%
664-410 · Maint. Bldg. & Equip.- Supplies	5,936.45	11,089.00	-5,152.55	53.54%
665-320 · Maint. Grounds-Contract Service	8,723.50	7,000.00	1,723.50	124.62%
665-410 · Maint. Grounds-Supplies	0.00	300.00	-300.00	0.0%
<b>Total Bldg Mgt Supplies &amp; Services</b>	29,888.91	40,874.73	-10,985.82	73.12%
<b>Conference Travel/Registration</b>				
621-380 · Conference Travel	1,736.45	11,000.00	-9,263.55	15.79%
621-390 · Conference Fees-Reg.Dues,Train.	2,435.52	2,500.00	-64.48	97.42%
641-380 · School Admin. Travel	1,889.65	0.00	1,889.65	100.0%
<b>Total Conference Travel/Registration</b>	6,061.62	13,500.00	-7,438.38	44.9%
<b>Utilities</b>				
661-331 · Bldg. Management Electricity	28,201.04	25,000.00	3,201.04	112.8%
661-332 · Bldg. Management Sewer/Water	9,451.85	7,600.00	1,851.85	124.37%
<b>Total Utilities</b>	37,652.89	32,600.00	5,052.89	115.5%
<b>Transportation</b>				
682-340 · Pupil Trans.- Activity	275.05	0.00	275.05	100.0%
681-340 · Pupil Trans.-Contract Services	147,316.14	167,123.25	-19,807.11	88.15%

**Forrest M Bird Charter School**  
**Profit & Loss Budget vs. Actual YTD**  
 July 2021 through April 2022

	<b>Jul '21 - Apr 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Total Transportation</b>	147,591.19	167,123.25	-19,532.06	88.31%
<b>Capital - Equipment</b>				
<b>810-550 · Cap Acquisitions-Equip (Bldg)</b>	25,776.57	10,000.00	15,776.57	257.77%
<b>Total Capital - Equipment</b>	25,776.57	10,000.00	15,776.57	257.77%
<b>Debt Service</b>				
<b>912-620 · Debt Payments-Interest</b>	85,106.24	101,540.72	-16,434.48	83.82%
<b>911-610 · Debt Payments-Principal</b>	77,707.66	93,835.96	-16,128.30	82.81%
<b>Total Debt Service</b>	162,813.90	195,376.68	-32,562.78	83.33%
<b>Total Expense</b>	2,175,247.21	2,931,449.64	-756,202.43	74.2%
<b>Net Ordinary Income</b>	221,276.40	0.00	221,276.40	100.0%
<b>Net Income</b>	221,276.40	0.00	221,276.40	100.0%

**BUDGET**  
**REVENUES**  
July 1, 2022 - June 30, 2023

NOTE: Round each entry to the nearest dollar amount.

Line	Code	REVENUES Item	Prior Year Budget	Proposed		Line	Code	REVENUES Item	Prior Year Budget	Proposed	
				Line Amounts	Budget Totals					Line Amounts	Budget Totals
1	320000	Estimated Fund Balance, July 1				40	429000	Other County			
2				*****		41	420000	TOTAL COUNTY	0.00	*****	0.00
3	411100	Taxes - General M & O				42					
4	411200	Taxes - Supplemental				43	431100	Base Support Program	1,807,009	2,071,569.00	
5	411300	Taxes - Emergency				44	431200	Transportation Support	80,000.00	80,000.00	
6	411400	Taxes - Tort				45	431400	Exceptional Child/SED Support			
7	411500	Taxes - Cooperative				46	431500	Border Tuition Support			
8	411600	Taxes - Tuition				47	431600	Tuition Equivalency			
9	411700	Taxes - Migrant				48	431800	Benefit Apportionment	246,928.00	264,064.00	
10	411900	Taxes - Other				49	431900	Other State Support	171,800.00	159,590.00	
11	412100	Taxes - Plant Facility				50	432100	Driver Education Program			
12	412500	Taxes - Bond & Interest				51	432400	Professional Technical Program			
13		TOTAL TAXES	0.00	*****		52	437000	Lottery/Additional State Maintenance	18,590.00	22,408.00	
14	413000	Penalty: Delinquent Taxes				53	438000	Revenue in Lieu of Tax Replacement			
15						54	439000	Other State Revenue			
16	414100	Tuition From Individuals				55	430000	TOTAL STATE	2,324,327.00	*****	2,597,631.00
17	414200	Tuition From Districts in Idaho				56					
18	414300	Tuition From Out of State Districts				57					
19											
20	415000	Earnings on Investments				58	442000	Indirect Unrestricted Federal			
21						59	443000	Direct Restricted Federal			
22	416100	School Food Service				60	445100	Title I - ESEA			
23	416200	Meal Sales: Non-reimbur.				61	445200	Title VI, ESEA - Innovative Practices Program			
24	416900	Other Food Sales				62	445300	Perkins III - Vocational Technical Act			
25						63	445400	Adult Education			
26	417100	Admissions/Activities				64	445500	Child Nutrition Reimbursement			
27	417200	Bookstore Sales				65	445600	IDEA Part B (School Age & Preschool)			
28	417300	Clubs, Org. Dues, Etc.				66	445900	Other Indirect Federal Programs			
29	417400	School Fees & Charges				67	448200	Impact Aid - P.L. 874			
30	417900	Other Student Revenues				68	440000	TOTAL FEDERAL	0.00	*****	0.00
31						69					
32	418100	Community Service				70	451000	Proceeds: Bonds, Capital Leases, et. al.			
33						71	453000	Sale of Fixed Assets			
34	419100	Rentals				72	450000	TOTAL OTHER	0.00	*****	0.00
35	419200	Contributions/Donations				73					
36	419300	Transportation Fees				74					
37	419900	Other Local				75			2,324,327.00	*****	2,597,631.00
38		TOTAL OTHER LOCAL	0.00	*****		76	460000	TRANSFERS IN			0.00
39	410000	TOTAL LOCAL (Line 13 + 38)	0.00	*****		77					0.00
							400000	TOTAL BALANCE + REVENUES + TRANSFERS (Lines 1 + 74 + 76)	#####	*****	#####



# SUMMARY STATEMENT 2022 - 2023 SCHOOL BUDGET

## ALL FUNDS

School District Forrest M. Bird Charter School

	GENERAL M & O FUND					ALL OTHER FUNDS						
	Prior Year Actual 2019-2020	Prior Year Actual 2020-2021	Prior Year Actual/Budget 2021-2022	Proposed Budget 2022-2023	Prior Year Actual 2019-2020	Prior Year Actual 2020-2021	Prior Year Actual/Budget 2021-2022	Proposed Budget 2022-2023	Prior Year Actual 2019-2020	Prior Year Actual 2020-2021	Prior Year Actual/Budget 2021-2022	Proposed Budget 2022-2023
<b>REVENUES</b>												
Beginning Balances	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Local Tax Revenue												
Other Local												
County Revenue												
State Revenue	\$2,703,361.81	\$2,504,764.03	\$2,324,327	\$ 2,597,631.00	\$98,605.38	\$90,930.50	\$ 76,773.00	\$ 81,872.00	\$213,308	\$434,016.12	\$ 530,350.00	\$ 403,284.00
Federal Revenue												
Other Sources	\$13,249.12	\$22,981.06			\$ 1,500.00							
<b>Totals</b>	\$2,716,610.93	\$2,527,745.09	\$2,324,327.00	\$2,597,631.00	\$313,413.33	\$524,946.62	\$607,123.00	\$485,156.00				
<b>EXPENDITURES</b>												
Salaries	\$1,429,557.96	\$1,454,352.99	\$1,280,881	\$ 1,422,853.00	\$114,700.45	\$223,251.23	\$346,355	\$ 227,713.00				
Benefits	\$521,437.16	\$558,787.67	\$551,134.00	\$ 593,037.00	\$23,141.34	\$54,396.91	\$107,930	\$ 84,529.00				
Purchased Services	\$222,238.83	\$246,489.91	\$275,368	\$ 354,730.00	\$85,927.87	\$90,342.41	\$77,191	\$ 124,000.00				
Supplies & Materials	\$171,705.92	\$138,921.81	\$11,567	\$ 22,511.00	\$89,818.89	\$151,566.32	\$75,647	\$ 48,914.00				
Capital Outlay	\$20,697	\$33,125.49	\$10,000	\$ 9,000.00		\$5,389.75						
Debt Retirement	\$116,642.01	\$106,894.22	\$195,377	\$ 195,500.00								
Insurance & Judgments												
Transfers (net)												
Contingency Reserve												
Unappropriated Balances	234,332.05	(10,827.00)	0.00	0.00	(175.22)	0.00	0.00	0.00				
<b>Totals</b>	\$2,716,610.93	\$2,527,745.09	\$2,324,327.00	\$2,597,631.00	\$313,413.33	\$524,946.62	\$607,123.00	\$485,156.00				

A copy of the School District Budget is available for public inspection at the District's Administrative or Clerk's Office.

(This form may be used to meet the requirements of 33-801 - Effective July 1, 1997)

**SUMMARY STATEMENT 2022 - 2023 SCHOOL BUDGET**

**ALL FUNDS**

School District Number 487

School District Name Forrest M. Bird Charter School

Budget Line	REVENUES	GENERAL M & O FUND #100	ALL OTHER FUNDS	TOTAL FUNDS
		Proposed Budget 2022-2023	Proposed Budget 2022-2023	Proposed Budget 2022-2023
#01	Beginning Balances	\$ -	\$ -	-
#39	Local Revenue	-	-	-
#41	County Revenue	-	-	-
#55	State Revenue	\$ 2,597,631.00	81,872.00	2,679,503.00
#68	Federal Revenue	-	403,284.00	403,284.00
#72	Other Sources	-	-	-
#76	Transfers*	-	-	-
	<b>Totals</b>	\$ 2,597,631.00	\$ 485,156.00	3,082,787.00

Budget Line	OBJ #	EXPENDITURES	GENERAL M & O FUND #100	ALL OTHER FUNDS	TOTAL FUNDS
			Proposed Budget 2022-2023	Proposed Budget 2022-2023	Proposed Budget 2022-2023
#63	100	Salaries	\$ 1,422,853.00	\$ 227,713.00	1,650,566.00
#63	200	Benefits	\$ 593,037.00	84,529.00	677,566.00
#63	300	Purchased Services	\$ 354,730.00	124,000.00	478,730.00
#63	400	Supplies & Materials	\$ 22,511.00	48,914.00	71,425.00
#63	500	Capital Outlay	\$ 9,000.00	-	9,000.00
#63	600	Debt Retirement	\$ 195,500.00	-	195,500.00
#63	700	Insurance & Judgments	-	-	-
#63	800	Transfers*	-	-	-
#66		Contingency Reserve**	-		-
#79		Unappropriated Balances	-	-	-
		<b>Totals</b>	\$ 2,597,631.00	\$ 485,156.00	3,082,787.00

\*All transfers-in and transfers-out should net to zero.

\*\* Contingency Reserve can not exceed 5% of the General Fund

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## Spring Advanced Opportunities Information

20 students taking college courses

139 college credits taken

student average GPA was 3.6

\$10,425.00 utilized for Spring college Dual Credit Adv. Opp funding

Total Advanced Opportunities Utilized: \$13,950

**Proposed 2022-23 Board Meeting Dates**

August 16, 2022

Sept. 20, 2022

Oct. 18, 2022

Nov. 15, 2022

Jan. 31, 2023

Feb. 21, 2023

March 21, 2023

April 18, 2023

May 16, 2023

June 20, 2023



Parent/Student  
Middle School Handbook  
**2022-2023**

**614 South Madison  
Sandpoint, ID 83864**

**(208) 255-7771  
[www.forrestbirdcharterschool.org](http://www.forrestbirdcharterschool.org)**

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## **Child Find Statement**

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

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

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

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



**Welcome to your school: Forrest M. Bird Charter School!**

**We look forward to getting to know you and having you be a part of our community.**

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

*At FBCS, our faculty works very hard and with a great deal of passion to create curriculum that incorporates all of the best elements of Project Based Learning (PBL). We endeavor to know you as an individual so we can help you with your learning as well as support you through each step. There will be opportunities for you to participate in meaningful and relevant projects, field trips, life sports activities, and anything else we can dream up.*

*Our school is a community. It is important that we treat one another with respect, understanding and, at times, empathy. This requires that we work together on accountability and mutual responsibility. Our mutual goal is to create a school environment that is safe and engaging as well as fun; because, if anything, learning should be fun once in a while.*

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

*Have a wonderful year.*

Jennifer Greve  
Principal

Mary Jensen  
Charter Administrator

## FBCS Team

### Forrest M. Bird Charter School Board

Mrs Kate McAlister: Chairman

Mr Jim Zuberbuhler: Secretary

Mr Jacob Iverson: Treasurer

### Administrative Team

**Principal:** Jennifer Greve  
jennifergreve@forrestbirdcharterschool.org  
**Charter Administrator:** Mary Jensen  
maryjensen@forrestbirdcharterschool.org  
**Academic Advisor:** Mitzi Vesecky  
mitzivesecky@forrestbirdcharterschool.org  
**Office Coordinator MS:** Madeline Herron  
maddieherron@forrestbirdcharterschool.org  
**Office Coordinator HS:** Christi Burns  
christiburns@forrestbirdcharterschool.org  
**Registrar:** Lora Scott  
[lorascott@forrestbirdcharterschool.org](mailto:lorascott@forrestbirdcharterschool.org)  
**Business Manager:** Greta Warren  
gretawarren@forrestbirdcharterschool.org  
**IT Director:** Bill Krutz  
[bill@forrestbirdcharterschool.org](mailto:bill@forrestbirdcharterschool.org)

**Faculty:** All staff/faculty emails are firstlastname@forrestbirdcharterschool.org

#### English:

Dave Lien (6)

Morgan Bluemer (7, 8)

#### Social Studies:

Todd Claunch (7, 8)

Lora Scott (6)

#### Science:

Becky Bigley (Science Electives)

Sarah Evans (7, 6)

Derek May (8)

#### Math:

David Lien (6)

Laura Maas(7 & 8 Math)

Beverly Maitland (Math Skills)

#### Physical Education/Health:

Janenne Russell

#### Foreign Language:

Eric Fulgenzi

#### Music:

Gary Perless

#### Art:

Holly Walker

#### Culinary Arts:

Hillary DeCecchis (8 only)

**Special Education:**  
Kenda Russell, Director  
Shainnie Wade, Teacher  
Mark Griffin, Teacher

Brenda Morton, Para Pro  
Debbie Eagley, Para Pro

**Support Staff**

**Building Maintenance:**

Ray Smith  
Chris Hughes  
Orion Syth

**Technology:**

Skyler Kent

**504 Coordinator:**

Mary Jensen

**FACE Coordinator:**

Lora Scott

**Title IX Coordinator:**

Mary Jensen

## About FBCS

### Mission Statement

**We create innovative learning opportunities by fostering community, individuality, and imagination.**

To fulfill this mission, we:

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

### Philosophy of Education

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

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

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

# Procedures

## Admissions

In January of each school year, a letter will be sent to currently enrolled middle school families asking them to indicate whether they will be returning to FBCS for the upcoming school year. From these numbers, FBCS then determines availability for new students in that upcoming school year. The Open Enrollment period will begin in February and run through the end of March. Perspective families are asked to submit an 'application' within this time frame. Early submission does not necessarily guarantee admissions to the school. A lottery will be held, when there are more applicants than there is availability in that grade level. At the end of March, families with guaranteed enrollment will be notified.

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

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

- Student Application
- Signed Student Records/ Transcripts Request from previous school (if applicable)

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

## Academics

### Curriculum

Our curriculum is comprised of 5 components:

#### **Core Curriculum**

This area of the curriculum contains all course work that is consecutive in nature. English (written, verbal and reading), Math, Science and Social Studies are included in this category. Grade level curriculum and standards are defined by the State of Idaho although students may be placed at different levels.

#### **Project-Based Curriculum**

This area integrates classes as needed to create meaningful and relevant projects. These classes

are designed to be active, participatory and engaging. Students may be placed in working groups and be tasked to work together to create projects. Most evaluation of these projects will be through portfolio development, mastery and/or presentation.

### **Elective Curriculum**

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

### **Advocacy**

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

### **Early College Access**

All students attending Forrest M. Bird Charter School will have the opportunity to become Dual College Credit students in high school. Dual Credit students take college courses for high school credit as well as allowing students to have a jump start to their college education while in high school. To start this process, qualified 7<sup>th</sup> and 8<sup>th</sup> grade students are able to begin their high school courses while in middle school. Various programs offered by the Department of Education are utilized in order for students to reach their advanced opportunity goals.

## **Conferences & Communication**

**Communications:** All parents have access to their student's Canvas pages, where they may check grades and communicate with the teachers through the Canvas communication tool. All the teachers are available via email or by phone. Due to Federal Privacy Guidelines (FERPA), specific student information, such as grades, may not be communicated to a personal email address. Our teachers are generally available before school from 7:30-8:00am or after school hours until 3:30 pm if a meeting is necessary.

**Texting Service:** Family members and students with cell phones will be automatically signed up for the FBCS texting service. You may receive texts through the year regarding emergency closures or other notifications.

**Parent/Teacher Conference:** A parent/teacher conference is generally held mid-way through Trimester 1. Parents are encouraged to come and meet each of their student's teachers to ask questions, discuss progress, identify any possible issues, and hear positives. These conferences are round-robin style with parents traveling to each teacher.

**Student Led Conferences:** Each Middle School student will, by the end of Trimester 2, develop an overview with faculty of his/her educational experience thus far. This overview

will stem from student generated educational goals and incorporate examples of work, lessons learned, and identified strengths. These conferences are student driven with students and parents in attendance either on campus or at home.

**Individual Teacher Meetings:** Your student’s Advocacy teacher serves as your primary communicator for questions about your student. However, other teachers may call, email or talk with you about specific subjects or issues. All teachers are available via email or phone. Our teachers are generally available after school hours until 3:30 pm if you need to meet with them.

**4 Year Plan:** Each 8<sup>th</sup> grade student will, within their 3rd trimester, develop a high school 4 year plan with our high school Academic Advisor. The purpose of the 4 year plan is to help guide the student towards graduation and post-secondary goals.

## **Grading**

### **Scale**

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

100-98%	A+
97-94%	A
93-90%	A-
89-87%	B+
86-84%	B
83-80%	B-
79-77%	C+
76-74%	C
73-70%	C-
69-0%	NC

### **Incomplete**

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

### **No Credit**

At Forrest M. Bird Charter School, 'below average' grades (anything below 70%) will not earn a student credit. The grade the student receives in this case is a "No Credit" or NC. If a student receives an NC for a class, the student will need to take the class again to earn credit for the class.

### **Middle School Credit System**

Progress to the next grade level is not an automatic; students must earn the right through successful completion of FBCS curriculum program. Per Idaho Code 08.02.03.107, students are required to attain a **minimum of eighty percent (80%)** of the total credits attempted before the student will be eligible for promotion to the next grade level. This applies to the yearlong courses. Students need to earn 15 of the possible 18 credits.

#### **Possible Credits for Each Student Per Trimester**

Mathematics –	1 credit
Language Arts –	1 credit
Science –	1 credit
STEM –	1 credit
Social Studies –	1 credit
PE/Health –	1 credit
Electives –	2 credits

The administrator and teacher(s) may consider retention when a student does not meet the stated academic requirements for grade promotion. A student, also, **may not fail a whole year** of a single course. If either issue occurs, the family, in coordination with the Principal and primary teacher(s), will decide upon retention or an alternative path.

### **Report Cards & Progress Reports**

Report cards will be issued approximately one week after the end of each trimester. Students will bring home a progress report every third week throughout the year. Parents can check grades at any point via Canvas. It is highly recommended for families to create their own Canvas account at the beginning of the year as it has the most up to date grades.

### **Academic Integrity/Dishonesty**

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

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

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the



source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing. For the most part, FBCS uses the MLA citation style.

- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.
- **Forgery or stealing** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

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

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties. Teachers may have the discretion to the consequences of the first offence, which may include a zero on the assignment or In School Suspension (ISS). On the second offense, the student will be referred to administration and may face earning a zero on the assignment or the class and spending at the least one day ISS. Parents will be notified in all academic dishonesty incidents.

## **Extra activities / Athletics**

### **Participation**

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

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

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

In addition to the IHSAA academic requirements, students who participate in competitive extra-curricular activities must be passing classes at grade checks during the trimester period. Students are to passing all classes during these school-wide grade checks in order to

compete in competition. If a student becomes ineligible during a school-wide grade check, the student may become eligible if he/she is passing all courses at the next school-wide grade check period. These grade check periods will be determined before the student start date of each school year.

### **Participation during the School Day**

Schools are provided primarily to educate students through the classroom curriculum and instruction. As such, it is expected that students will first be responsible for the requirements of the classroom. Extra-curricular opportunities are a natural extension of classroom activities and student participation is encouraged as long as it does not interfere with the primary function of the school and the student's learning. When students participate in extra-curricular activities during the school day and miss classes, they must meet additional eligibility requirements as outlined herein.

To participate during the school day in extra-curricular activities a student must first demonstrate that they have satisfied the primary intent of school and are performing satisfactorily in the specific classes they will miss. A student will be declared eligible to participate during the school day in extra-curricular activities on a course by course basis for those courses that he/she will miss. For any class, or portion of a class, missed during the school day for an extra-curricular activity, the student must demonstrate that he/she is currently passing the class with a grade of "C" or better and have no unresolved behavioral referral. If it cannot be demonstrated that the student is satisfactorily passing his/her class and demonstrating proper deportment, he/she will be declared ineligible and will not be allowed to participate or attend during the school day in the extra-curricular event until the student is receiving a "C" and/or has resolved any behavioral referrals.

### **Enforcement**

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

## **Advanced Opportunities Options**

### **High School Opportunities**

There are various opportunities for student advancement within our high school. As your student progresses through FBCS middle school, these occasions will be discussed according to your student's interest and/or capabilities. For our 8<sup>th</sup> grade students who are performing well, opportunities to take in house high school courses through Advanced Opportunities as wells as in house with FBCS high school teachers. Any middle school student who completes a required high school course (taught by a certified HS teacher) that meets the same standards that are required in high school with a grade of C or higher before entering the 9<sup>th</sup>, then the student has met the high school content area requirement for such course. The student shall be given a grade and credit for the successful completion of that course and be transferred to the student's high school transcript. However, the student's

parent/guardian may elect to not have the credits and grade transferred to the student's high school transcript.

### **Early College Access**

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

### **Fast Forward**

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

- **Overload Courses**

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

- **Dual Credits**

Dual credit are courses taken by high school students that are transcribed on their high school and college transcripts. The Fast Forward program can pay for up to \$75.00 per credit, and in most cases, the cost of these credits is \$75.00.

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

## **Attendance**

Regular attendance is a critical component for success in school. Parents are requested to schedule family vacations during school vacation periods. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family or severe illness. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Too many absences can affect student performance and their ability to move forward in grade levels. Absences in the following categories will be handled as indicated in accordance to FBCS Policy 3050:

### **Absences**

#### **Excused Absences**

In order for an absence to be excused for any reason, the parent must notify the school. A telephone call the day of the absence is preferred, but a written note the first day back in

class is acceptable as long as the note includes the date returning, child's name, dates absent, and the reason for the absence. School work that is missed will be allowed to be made up for excused absences. Communication with teachers is requested if the student is out for a week or more.

The following are valid excuses for absences:

1. Participation in school-approved activity
2. Absence caused by illness, health condition, or family emergency
3. Absence for parent-approved activities
4. Absence resulting from disciplinary actions or short-term suspension

### **Chronic Absences**

Chronic absence is defined as missing so much school for any reason that the student is academically at risk. These absences can be excused, unexcused or based on suspension. A student who is missing 10% or more of school for any reason is considered "chronically absent". FBCS' goal is to work with families experiencing chronic absenteeism to help their student succeed academically. Meetings can happen to develop an effective plan for the student.

### **Unexcused Absences**

Any absence for which FBCS does not receive appropriate notification from parent or guardian will be considered unexcused. Students may receive no credit for any assignment on the day(s) of unexcused absences. A student who experiences unexcused absence can be considered truant. Per Idaho Code 33-206, students who are of the compulsory attendance age for school are considered habitually truant for failing to attend school regularly. Students who are truant will be given In School Suspension with duration of the suspension based on the length of truancy and other behavior considerations. Habitually truant students will be referred to the FBCS board for review and possible expulsion. Parents of habitually truant students can face misdemeanor charges from the local police for not meeting the academic needs of their student.

### **Excessive Absences**

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

### **Prearranged Absences**

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

### **Makeup Work**

For scheduled absences, arrangements for makeup work must be made in advance with at least an equal number of days advance notice as the number of days of planned absence. This allows the teachers to prepare. Makeup work during an illness can be found on

Canvas or through an email to the teacher. Communication with teachers is important in the timely completion of this work.

### **Tardiness**

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

## **Expectations of Student Behavior**

### **Safe Learning Environment**

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

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

### **Respect for teachers or staff**

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

### **Respect for other students**

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

- Respect the right of others to express their views and the rights to express views through speaking and writing, but without being obscene, disruptive, slanderous or libelous,
- Behave respectfully during patriotic observances,
- Respect the religious beliefs of others and to refrain from activities that hold religious beliefs up to ridicule and the rights to have one's religious beliefs respected,
- Refrain from sexual harassment and have the right to be protected from sexual harassment,
- Respects others' personal property and the right to have personal property respected,
- Know and obey school behavioral expectations and to report unsafe situations to school or law enforcement personnel and the right to feel safe from crime, violence, intimidation, bullying, harassment, racism and other discrimination in the school.

### **Student Discipline**

Respect and responsibility are the key values that we teach in our school. Students are responsible for their own conduct and are expected to contribute positively to the environment of our school. There are consequences for violating the student conduct and discipline code. Each consequence will depend on the violation and whether the violation is a first offense or a repeated act. The FBCS principal and staff will attempt to solve problems

informally before proceeding to the next level of consequences. Consequences for inappropriate behavior may include, but are not limited to the following:

- Apology
- Conferencing
- Calling home
- Detention
- Peer mediation
- Out of school suspension
- Expulsion
- Behavior Review Board hearing
- In School Suspension

### **Zero Tolerance Behaviors**

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

#### **Fighting**

Fighting may include pushing, shoving, excessive or unwelcome physical contact. Any student involved in fighting may be suspended from Forrest Bird Charter School, parent or guardian will be called, and a conference required. The conference will determine if there is a need to submit the student and their situation to the Charter Board with a recommendation for expulsion.

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

Possession, use or distribution of weapons, drugs, tobacco, alcohol or other illegal substances will not be tolerated.

According to Idaho Code Section 18-3302D (2019) weapons, firearms, blades and knives are **not allowed** in schools and educational institutes. If you carry knives and blades in schools and educational institutes, then you will have to pay \$1,000.

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

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

#### **Sexual Harassment**

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

#### **Consequences for Zero Tolerance**

1. Student will be taken to the office.
2. Parent or guardian will be called.

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

### **Other Behavior Concerns**

#### **Disrespect for facilities or school furnishings**

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

#### **Bus Misbehavior**

In the event of a violation of bus policy that results in a Driver's Report, FBCS students will lose their bus riding privilege for up to 3-5 days. In the event of a second violation, the student could lose their bus riding privilege for up to two weeks. A third violation of the bus policy will result in the loss of bus privileges for the remainder of the trimester or school year (to be determined according to incident and the time of year).

#### **Dress Code Violations**

All staff and administration may deny class entrance to any student not in approved FBCS dress code. Families will be notified if the student is out of dress code and asked to bring their student appropriate clothing. Families will also be notified if the student has a consistent issue with being in dress code. FBCS will work with families to ensure the dress code is fulfilled by the student. Students who are insubordinate and refuse to either change their clothes or call home for appropriate clothing will be subject to immediate consequences (possibilities include but are not limited to In School Suspension, being sent home). Students who chronically violate the dress code agreement may be suspended and/or required to meet with the FBCS board.

#### **Public Displays of Affection**

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

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

# Student Dress Code

## The philosophy of our dress code at FBCS

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 Forrest M. Bird Charter School 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 standards of dress when the student is on school premises or at any School sponsored activity, regardless of location.

In order to allow appropriate attire for a particular educational or school activity, the building principal 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 (Policy 3255).

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

## Acceptable clothing

<b>Tops must</b> <ul style="list-style-type: none"><li>• Have sleeves</li><li>• Cover midriff area</li></ul>	<b>Bottoms</b> <ul style="list-style-type: none"><li>• are no shorter than the top of the knee when standing</li><li>• When shorter than the knee, leggings must be worn with</li><li>• No pajama pants/pajama shorts</li></ul>
<b>Other Considerations</b> <p>Students may wear team apparel on school-sponsored game days. Team schedules must be provided to the FBCS office</p>	<b>Shoes</b> <ul style="list-style-type: none"><li>• Footwear must have a back strap and the strap is over the heel</li><li>• No flip-flops</li></ul>

## Unacceptable clothing

### General

- Clothing that has holes, is frayed, or is excessively worn
- Clothing that is see through or transparent
- Words, terms, pictures, cartoons, slogans symbols or references to illegal items for people under 18; such as cigarettes, drugs, alcohol, and pornography.

Words, terms pictures, cartoons, slogans, symbols or references to any type of weapon, profanity or



bullying.

- Sunglasses may not be worn inside the school building unless prescribed by a doctor
- Spikes
- Hoodie sweatshirts may be worn but the hoods may not be on the head.

### Physical Activity Dress Code

<u>Appropriate Clothing</u>	<u>Inappropriate Clothing</u>
<ul style="list-style-type: none"><li>• Short and long sleeve t-shirts</li><li>• Sweatshirts, sweatpants</li><li>• Gym shorts, no shorter than a hand width above the knee</li><li>• Yoga pants</li><li>• Appropriate gym shoes with socks</li></ul>	<ul style="list-style-type: none"><li>• Clothing with holes</li><li>• Clothing that is excessively baggy</li><li>• Clothing that is excessively tight or revealing</li><li>• Shoes with untied laces or hard soles</li></ul>

## Opportunities for Parent Involvement

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

### Family and Community Engagement (FACE)

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

### Fund-Raising

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

### Volunteering

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

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

## Health and Safety

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

### **Social and Emotional Counselor**

Middle school years are full of growth, promise, excitement, frustration, disappointment and hope. The Social and Emotional Counselor is a person who helps with student activities dealing with mental health wellness, proper relationship interactions, and more. A student may speak to the counselor confidentially about what may be upsetting them. All FBCS staff are mandatory reporters and are obligated to report the following to authorities: harm to self or others, abuse, or illegal activities. The Social and Emotional Counselor is not a replacement for professional counseling services. Because of this, the counselor may speak to families about obtaining outside of the school help for mental health services.

### **Distribution and Consumption of Medication**

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

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

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

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

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

**Immunizations Requirements** The Charter School provides educational services to the children enrolled at school. Attendance may be denied to any child who does not provide an immunization record to FBCS regarding the child's immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by the Board of Health and Welfare or has previously contracted the disease. The parent or legal guardian of the child must comply with the immunization requirements at the time of admission and before attendance. Current immunization records or an Exemption of Immunization form must be on file at FBCS for every student by the first day of the school year. If not, the child will not be allowed to attend.

Idaho School Immunization Law (IDAPA 16, Title 16, Title 02, Chapter 15) requires specific immunizations for students who attend public school. Immunization records or a written Exemption

of Immunization form must be provided to the school by the legal guardian before enrollment and must be kept on file in the student's school records. Families are to ensure immunization requirements are met throughout the years of school. If not, the student will not be allowed to attend the school.

Immunization requirements may be found at [www.cdhd.idaho.gov/pdfs/imm/Idaho%20School%20Immunization %20Law%2001-07.pdf](http://www.cdhd.idaho.gov/pdfs/imm/Idaho%20School%20Immunization%20Law%2001-07.pdf)

Note: Idaho does not require students to have a COVID-19 vaccination to attend public school.

## **Emergency Drills/ Emergency Protocol**

### **Fire**

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

### **Emergency Protocol**

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

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

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE- "To the Announced Location"

SHELTER- "For a Hazard Using a Safety Strategy"

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

### **Emergency Closures**

During the school year there may be days when schools are closed because of bad weather or other emergency circumstances. Whenever the Lake Pend Oreille Schools are closed for weather, Forrest M. Bird Charter School will also be closed. Notification will be placed on the school's Facebook page, website and through mass text messaging. Additionally, Lake Pend Oreille School District has a telephone message machine (263-2312) that will have closure information on it. Many area radio and television stations also broadcast school closings. There are times when FBCS may be closed and the local school district is not. It is important to check the FBCS website, Facebook page or the text alert system.

Contact the school for information regarding our texting alert system.

## Required Online Academic Days (ROADS)

Required Online Access Day for Success (ROADS) are utilized so teachers can meet, plan and receive professional development to ensure quality educational experience. ROADS also allow students to make appointments with teachers in order to have additional tutoring on work.

Students are not required to come into the school for these days but are required to work from home via Canvas, **ROADS are considered school days in which attendance will be taken and assignments given to students via Canvas.** On ROADS students are required to check into of their **ALL** classes and complete any assignments. These days are incredibly important to the students' overall grade for courses.

Forrest Bird Charter School will offer Electronic Access days every week. The school building will be open to students who need access to the internet or extra help. Doors will open and teachers will be available only from 12 to 3:00 pm. Teachers can also be reached via email on these dates; students may schedule additional time with specific teachers. Bussing is not available for these days.

ROADS may also be provided in the event of an emergency school closure.

## General Information

### Academic Advisor

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

### Bell Schedule

Monday – Thursday (Every Friday is a ROADS Day)

Doors open at 7:30

ADVO	7:55 – 8:25
1 <sup>ST</sup> Period	8:28 – 10:02
2 <sup>ND</sup> Period	10:05-11:39
Lunch	11:39 – 12:09
3 <sup>TH</sup> Period	12:13 – 1:47
4 <sup>TH</sup> Period	1:50 – 2:50

## Cameras On Campus

FBCS has cameras on campus to help with safety as well as discipline. Two cameras are placed in public areas and two in areas with minimal visual access. These are utilized only for the safety of staff and students.

## Campus Visitors & Student Sign Out

Families, community members and others are always welcome to visit. Visits to individual classrooms during instructional time are welcome and encouraged as long as it does not interfere with the delivery of instruction or disrupt the normal school environment. In order to visit a classroom during hours, please contact the front office. For your and our student's safety, visitors must sign in or out at the office and pick up an authorized visitor pass.

We understand that there will be occasions that require students to sign out and leave campus; such as attending college classes, employment obligations, extracurricular activities and doctor's appointments. Legal Guardians must send a note, email or call the high school office before a student will be permitted to sign out and leave campus. Students who leave campus without parent permission are considered truant.

## Canvas

Canvas is the learning management system of choice for Forrest Bird Charter School. Students are assigned password protected logins to Canvas where course content, academic progress, assignments, homework, and calendaring is accessed. You can access the Canvas site through our website: [www.forrestbirdcharterschool.org](http://www.forrestbirdcharterschool.org). **It is highly recommended that parents/families create a Parent Canvas account to monitor their students' academic performance.** This is also where all teacher communications are predominately held and all materials for ROADS days.

## Cell Phones and Cell Phone Usage

Students may possess personal communication devices, such as cell phones, smart phones, and mP3 players, during the school day, provided that the devices do not disrupt the educational program or school activity. These devices shall be turned off and placed out of sight during the educational periods in order to minimize the disruption to the educational environment. Students, however, may use personal communication devices between instructional periods, before or after school, and during lunch.

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

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

- 1) The phone will be given to office personnel for the day. The student may retrieve the phone from the office at the end of the day at 3:15.
- 2) If a problem persists and the phone has been confiscated on several occasions, the staff may request a parent to retrieve the phone instead of returning to the student at the end of the day.

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

### **Change of Address**

When families move during a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the year, please submit all pertinent information to the school office prior to the move. This pertains not only to physical addresses but also email addresses.

### **Field Trips**

FBCS encourages educational or service-based field trips as a way to bring to life the lessons from the classrooms. The teacher or school office will announce trips to students in writing in advance. A guardian signed permission slip must be returned to the school prior to any student attending a field trip. The faculty members in charge of the trip will provide a permission slip with details of the trip (destination, times, transportation, and cost) and a way for the parent to sign up to chaperone.

#### **Walking Field Trips**

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

#### **Distance Field Trips**

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

#### **Student Eligibility**

Although field trips are an important aspect of the education, some students may be deemed ineligible for a field trip. Circumstances for prohibited attendance include a discipline consequence or no parent permission form signed. Poor grades will be a determinant on a case-by-case basis. When a student is prohibited to attend a field trip, an alternate plan will be designed for that student. This plan could include completing work at school or staying at home. The family and teachers will work closely together on determining eligibility. Students who have broken any Zero Tolerance rule will be immediately pulled from any field trip.

### **Idaho Standards Achievement Tests (ISAT)**

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

### **Lost and Found Items**

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

### **Lunch Program**

FBCS does not provide a lunch program. Students will be asked to bring a lunch. FBCS does not have the facilities to accommodate perishable foods, so please send items that do not need refrigeration. Microwaves are available for heating of items.

### **Media Release**

The school periodically uses images and names of students in various media (printed, photographic, or video) to promote school activities or programs. If you do not wish your student's name or image to appear in any such school produced materials, please notify the school office in writing. Please note, this would mean your student's photo could not be placed in the school yearbook as a copy will be placed in the local library.

### **Messages**

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

### **Publications**

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

### **Release of Students during the Day**

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

### **School Hours**

School begins at 7:55 a.m. and dismisses at 2:50 p.m. Doors open at 7:50 a.m. Students are welcome to stay after school for homework, school service, school activities, or if they have made arrangements with a teacher. Students will be asked to leave the school if they are not engaged in one of these activities or should be picked up no later than 3:45 p.m. FBCS

employees are not responsible for supervising students who arrive on school grounds more than 30 minutes before school and 30 minutes before a school sponsored activity is scheduled to begin. Nor are faculty responsible for students remaining on school grounds more than 30 minutes after school and 30 minutes after the school-sponsored activity ends. FBCS is not responsible for supervising students not in attendance at school, or students not authorized to participate in school-sponsored activities. Casual or incidental contact between FBCS personnel and students on school grounds does not result in a duty to supervise students. Parents or guardians should not rely on FBCS employees to provide supervision for their student outside of the above time period.

### **School Business Office Hours**

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

### **Student Transportation**

#### **Bicycles and other Wheels**

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

#### **Delivery and Pickup of Students**

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

#### **Buses**

Forrest Bird Charter School provides limited bus service to and from school, subject to rules and regulations established by the Forrest Bird Charter School Board. Actual routes and pickups will be determined by the number/ location of riders and may vary at times. Please see the front office for the current list of stops and times for each of our three buses.

#### **Bus Conduct**

Students are expected to conduct themselves in an orderly manner while waiting for or riding the bus. Appropriate student behavior is essential for a safe and positive environment while transporting students, therefore, it is important not to distract the bus driver. It is the responsibility of every student to know and obey the bus rules. Misbehavior on the bus can deprive a student of the privilege to ride (see Expectations of Student Behavior section).



### **Bus Rules**

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

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

## **Computer Usage**

### **Internet Usage Policy**

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

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

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

## **Unacceptable Usage**

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

- Uses that violate the law or encourage others to violate the law, including but not limited to: transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by FBCS policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and/or, downloading or transmitting confidential information, trade secret information, or copyrighted materials.
- Uses that cause harm to others or damage to their property, including but not limited to: engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than the actual user is communicating; otherwise using another's access to the network or the Internet without authorization; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- Uses that do not foster an environment of educational excellence. Internet Safety FBCS computers and other school-owned technology-related services shall have filtering that prohibits sending, receiving, downloading, or viewing materials that are: obscene; pornographic; harmful to minors; or, that depict sexual exploitation of a minor as defined by, but not limited to, the Children's Internet Protection Act and Chapter 15 of Title 18 of Idaho Code [Ref. R14], and/or as determined by the Charter Administrator or his/her designee.

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

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

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and/or,
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Filtering should only be viewed as one of a number of techniques used to manage students' access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering will be used in conjunction with:

- Internet safety for students integrated into the FBCS instructional program;
- Using recognized Internet gateways such as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Utilizing "Acceptable Use Agreements";
- Using behavior management practices whereby Internet access privileges can be earned or lost; and,
- Appropriate supervision, in person and/or electronically.

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

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

### **Policy Enforcement**

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

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

### **Internet Access Conduct Agreements**

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

### **Office 365**

Office 365 is the productivity suite of choice for Forrest Bird Charter School. Students are assigned password protected logins to Office 365 where document creation, collaboration, and email communications take place. You can access the Office 365 site through our website: [www.forrestbirdcharterschool.org](http://www.forrestbirdcharterschool.org). Use of this site allows the students to have access to all of their course work from anywhere they can access internet.

**Warranties / Indemnification**

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

**Violations**

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

**Computer Fines**

**Computer Fines**

Students are financially responsible for all damages to school issued technology. Students with outstanding fines due to damage to school technology, will not be eligible for scholarships.

Damage will be assessed as a case-by-case evaluation. The specified repair or replacement cost will be limited to the market cost of the required part, or parts, needed to restore the device to delivered condition. The maximum fine to be imposed will not exceed the full replacement cost of the device as listed below.

Lost or damaged computer:.....	\$450 maximum
Lost or damaged charger: .....	\$30 maximum

**Computer Use**

**Computer Use**

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

To ensure the safety of our students and to maintain compliance with the Children’s Internet Protection Act, school administrators monitor the use of information technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school’s

information network in order to further the health, safety, discipline, or security of any student of other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The user agrees to:

- Communicate only in ways that are appropriate and respectful
- Report threatening or discomfoting materials to teachers.
- Not intentionally accessing, transmitting, coping, or creating material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not using the resources to further other acts that are criminal or violate the school's code of conduct.
- Not sending spam, chain letters, or other mass unsolicited mailings.
- Use only school approved email accounts at school.
- Not buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- Not installing applications or change operation settings on FBCS computers.
- Allow Administrator's access to personal computers if being used at school for monitoring while on campus.

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

### **Bring Your Own Technology (BYOT) (Policy 3260)**

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 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.

#### **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 the device has been approved by the technology director and building principal.

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

1. Laptop computers;
2. Tablet PCs;
3. E-readers;
4. Other personal electronic devices approved by the building principal.

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.

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. 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.



2022-2023  
Parent/Student  
High School Handbook

614 South Madison  
Sandpoint, ID 83864

208-265-9737  
[www.forrestbirdcharterschool.org](http://www.forrestbirdcharterschool.org)

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

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

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

FBCS is open to all children, on a space available basis. The school does not discriminate based on race, creed, color, gender, national origin, or ancestry. No student shall be denied enrollment due to a parent, guardian or sponsor declining involvement in Special Education or 504 Services. Special needs of any student will not be a factor in admission decisions.

## Welcome to Forrest M. Bird Charter High School and the 2022-23 school year!

*With each new school year comes new experiences. You will meet new people, learn new concepts, and participate in new activities. You will encounter teachers and staff members who care about you and your education now and in the future, and who care about you, as a person.*

*FBCHS believes in creating rigorous, relevant classroom experiences for you. By completing collaborative project-infused assignments and assessments around real-life experiences and in-depth explorations into the different subjects, you will find yourself well-prepared for life beyond high school. In addition to this, you are encouraged to participate in Dual College Credit classes when you are ready. By taking a college course at FBCHS, you will have additional support as well develop important skills allowing you to be feel more comfortable and experience success at the college level.*

*While attending FBCHS, you will enjoy the small school atmosphere. Our small class sizes allow for teachers to be more available to help you when necessary, and these teachers will get to know you as a person, not just a number or just a “student”. Also, the small school community allows for an atmosphere of respect for all community members and property.*

*This handbook will help guide your understanding in the operations and expectations of the school. Please read it carefully. If you have any questions during the school year, please ask. FBCS staff, teachers, advisory leaders, and we are here to help you have the best year possible.*

*Have a wonderful year full of learning and fun,*

Mary Jensen  
Executive Director

Jennifer Greve  
Principal

# FBCS Team

## Forrest M. Bird Charter School Board

Mrs. Kate McAlister, Chairman  
Mr. Jim Zuberbuhler, Secretary  
Jacob Iverson, Treasurer

## Administrative Team

<b>Executive Director:</b>	Mary Jensen – <a href="mailto:maryjensen@forrestbirdcharterschool.org">maryjensen@forrestbirdcharterschool.org</a>
<b>Principal &amp; Dean of Students</b>	Jennifer Greve – <a href="mailto:jennifergreve@forrestbirdcharterschool.org">jennifergreve@forrestbirdcharterschool.org</a>
<b>Academic Advisor:</b>	Mitzi Vesecky – <a href="mailto:mitzivesecky@forrestbirdcharterschool.org">mitzivesecky@forrestbirdcharterschool.org</a>
<b>Registrar:</b>	Lora Scott – <a href="mailto:lorascott@forrestbirdcharterschool.org">lorascott@forrestbirdcharterschool.org</a>
<b>HS Office Coordinator:</b>	Christi Burns – <a href="mailto:christiburns@forrestbirdcharterschool.org">christiburns@forrestbirdcharterschool.org</a>
<b>MS Office Coordinator:</b>	Maddie Herron - <a href="mailto:maddieherron@forrestbirdcharterschool.org">maddieherron@forrestbirdcharterschool.org</a>
<b>IT Director:</b>	Bill Krutz – <a href="mailto:bill@forrestbirdcharterschool.org">bill@forrestbirdcharterschool.org</a>
<b>IT:</b>	Skyler Kent – <a href="mailto:skylerkent@forrestbirdcharterschool.org">skylerkent@forrestbirdcharterschool.org</a>
<b>Business Manager:</b>	Greta Warren – <a href="mailto:gretawarren@forrestbirdcharterschool.org">gretawarren@forrestbirdcharterschool.org</a>

## Faculty

### **English Department:**

Wendy Thompson, 6-12 Department Head – [wendythompson@forrestbirdcharterschool.org](mailto:wendythompson@forrestbirdcharterschool.org)  
Michael Bigley – [michaelbigley@forrestbirdcharterschool.org](mailto:michaelbigley@forrestbirdcharterschool.org)

### **Social Studies Department:**

John Stevens, 6-12 Department Head – [johnstevens@forrestbirdcharterschool.org](mailto:johnstevens@forrestbirdcharterschool.org)  
Mark Webber – [markwebber@forrestbirdcharterschool.org](mailto:markwebber@forrestbirdcharterschool.org)

### **Science Department:**

Becky Campbell, 6-12 Department Head – [beckycampbell@forrestbirdcharterschool.org](mailto:beckycampbell@forrestbirdcharterschool.org)  
Misty Rains – [mistryrains@forrestbirdcharterschool.org](mailto:mistryrains@forrestbirdcharterschool.org)

### **Math:**

Lyndsay Holland, 6-12 Department Head - [lyndsayholland@forrestbirdcharterschool.org](mailto:lyndsayholland@forrestbirdcharterschool.org)  
William Benage – [williambenage@forrestbirdcharterschool.org](mailto:williambenage@forrestbirdcharterschool.org)  
Beverly Maitland – [beverlymaitland@forrestbirdcharterschool.org](mailto:beverlymaitland@forrestbirdcharterschool.org)

### **Foreign Language:**

Eric Fulgenzi, 6-12 Electives Department Head - [ericfulgenzi@forrestbirdcharterschool.org](mailto:ericfulgenzi@forrestbirdcharterschool.org)

### **Health:**

Lora Scott – [lorascott@forrestbirdcharterschool.org](mailto:lorascott@forrestbirdcharterschool.org)

### **Art Department:**

Holly Walker – [hollywalker@forrestbirdcharterschool.org](mailto:hollywalker@forrestbirdcharterschool.org)

**Culinary Arts Department:**

Hillary DeCecchis – [hillarydececchis@forrestbirdcharterschool.org](mailto:hillarydececchis@forrestbirdcharterschool.org)

**Special Education:**

Kenda Russell, Director – [kendarussell@forrestbirdcharterschool.org](mailto:kendarussell@forrestbirdcharterschool.org)

Shainnie Wade, Teacher – [shainniewade@forrestbirdcharterschool.org](mailto:shainniewade@forrestbirdcharterschool.org)

Mark Griffith, Teacher – [markgriffith@forrestbirdcharterschool.org](mailto:markgriffith@forrestbirdcharterschool.org)

Brenda Morton, Paraprofessional - [brendamorton@forrestbirdcharterschool.org](mailto:brendamorton@forrestbirdcharterschool.org)

Debbie Eagley, Paraprofessional – [debbieeagley@forrestbirdcharterschool.org](mailto:debbieeagley@forrestbirdcharterschool.org)

**504:**

Mary J. Jensen, Coordinator – [maryjensen@forrestbirdcharterschool.org](mailto:maryjensen@forrestbirdcharterschool.org)

Beverly Maitland – [beverlymaitland@forrestbirdcharterschool.org](mailto:beverlymaitland@forrestbirdcharterschool.org)

**FACE Coordinator**

Lora Scott – [lorascott@forrestbirdcharterschool.org](mailto:lorascott@forrestbirdcharterschool.org)

**Title IX Coordinator**

Mary Jensen – [maryjensen@forrestbirdcharterschool.org](mailto:maryjensen@forrestbirdcharterschool.org)

**Support Staff****Building Maintenance:**

Ray Smith

Chris Hughes

Orion Syth

## About FBCS

### Mission Statement

**We create innovative learning opportunities by fostering community, individuality, and imagination.**

To fulfill this mission we:

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

### Philosophy of Education

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

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

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

# Procedures

## Admissions

In January of each school year, currently enrolled students and families will be asked to indicate whether they will be returning or not to FBCS for the coming school year. From these numbers, FBCS then determines availability for new students in that coming school year. An Open Enrollment period will begin in February and run through the end of March. Prospective families are asked to submit an application within this time frame. Early submission does not necessarily guarantee admissions to the school. At the end of March, a lottery for student enrollment will be held, and accepted families will be notified. If student enrollment and student applications for a grade level is at or below the grade level enrollment cap, students applicants will be accepted into the school without a lottery. If a lottery does need to be held, three lottery pools and three waiting lists will be established per grade level if needed. List 1 will contain all students who have a sibling currently enrolled with FBCS. List 2 will be those students residing within the authorized district (LPOSD). List 3 will be those students residing outside the district. The lottery will be open to all, will not rely on computers, and will be easily understood and followed by all observers. All students whose applications received by the application deadline entered into the lottery. A drawing of names by grade will be held until all spaces are filled. Once all spaces are filled the drawing will continue to establish a waiting list. Students whose applications are received after the deadline will be placed on the list in the order their applications were received.

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

- Student Application
- Signed Student Records/ Transcripts release for the previous School (if applicable)

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

## Academics

### Curriculum

Our curriculum is comprised of five core components:

#### **Core Curriculum:**

This area of the curriculum contains all course work that is consecutive in nature. English (written, verbal and reading), Math, Science and Social Studies are included in this category. Grade level curriculum and standards are defined by the State of Idaho although students may be placed at different levels.

#### **Project-Based Curriculum:**

This area integrates classes as needed to create meaningful and relevant projects. These classes

are designed to be active, participatory and engaging. Students may be placed in working groups and be tasked to work together to create projects. Most evaluation of these projects will be through portfolio development and presentation.

### **Elective Curriculum:**

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

**Independent Electives:** Forrest M. Bird Charter High School offers the opportunity for students to pursue elective credits and/or interests for credit. Independent electives require 60 hours of documented instructional time in order to receive credit and must be done outside of school hours. A once only credit for work study requires 120 hours of work, validated by submission of pay stubs.

### **Advisory:**

All students and faculty will meet in Advisory groups at the beginning of each day. This class is used to establish relationships with the students as people, learning communication and organizational skills, appropriate behavior, accountability and school culture. Additionally, this class is also used for post-high school planning, checking on homework progress and grades, and college planning. Forrest M. Bird Charter School devotes this time each day to nurturing a positive school culture and helping our students succeed.

Your student's advisory teacher serves as the primary communicator for family questions concerning the school or student progress. Please note: Advisory is a credit class, which earns a grade and is calculated in the student's overall GPA.

### **Early College Access:**

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

## **Communications and Conferences**

### **Communications:**

All parents have access to their student's Canvas pages, where they may check grades and communicate with the teachers through the Canvas communication tool. All of the teachers are available via email or by phone. Teachers may call or set up a meeting time with you about specific subjects or issues. Due to Federal Privacy Guidelines (FERPA), specific student information, such as grades, may not be communicated to a personal email address. Our teachers are generally available before school from 7:30-8:00am or after school hours until 3:30 pm if a meeting is necessary.

The advisory teacher serves as the primary communicator for questions about the student.



However, other teachers may call, email or talk with you about specific subjects or issues. All of the teachers are available via email or by phone. Our teachers are generally available after school hours until 3:30 pm if you need to meet with them.

### **Academic Intervention:**

FBCS strives to provide opportunities for every student to be successful through hard work and integrity. Students who neglect to pass three or more classes during a trimester will be in danger of postponing their target graduation date and may be retained additional trimesters and years until 21 years of age as per Idaho Statue 33-201. Academic Intervention is an alert system for parents/guardians to the students' lack of progress to meet the target graduation date and to encourage the student as a community to turn in missing assignments and graduate on time.

The intervention will entail the following:

#### **Progress Reports: Academic Intervention Warning Notice**

Parents/guardians will receive this notice if their child is failing 3 or more classes and is in danger of postponing their graduation date. Please setup appointments with teachers for the student to complete eligible missing work, receive tutoring, improve study skills at home, and create a strategy to pass their classes.

#### **End of Trimester: Academic Intervention Notice – Possible Graduation Delayed**

Parents/guardians will receive this notice when the student failed 3 or more classes at the end of the trimester. At this point, advisory teachers will set up a family meeting with the student to discuss the failing classes and explore solutions to the issue. At this point the student is in danger of not reaching targeted graduation date.

#### **End of Trimester: Academic Intervention Notice – Graduation Date Delayed**

Parents/Guardians will receive this notification only if their child has failed 6 or more classes of the school year with Academic Intervention in place. The student and parents/guardians will appear before the school board to develop and academic plan for their child to achieve success at FBCS or the parents/guardians may determine if Forrest M. Bird Charter School is the best educational environment for their student. Please contact the academic advisor/advisory teacher for graduation status progress.

### **Four Year Plan:**

The purpose of the Four Year Plan is to help guide the student towards post-secondary goals. These conferences are student driven; students and parents must attend.

Each 8<sup>th</sup> grade student will develop a Four Year Plan during their last trimester of their 8<sup>th</sup> grade year. Each new High School student will meet with the Academic Counselor or Charter Administrator within the 1st trimester of their enrollment to develop an educational plan with his or her parents/guardian and a faculty member. These plans will stem from student generated educational goals and post-secondary goals.

### **Individual Teacher Meetings**

Your student's advisory teacher serves as the primary communicator for questions about the student. However, other teachers may call, email or talk with you about specific subjects or issues. All of the teachers are available via email or by phone. Our teachers are generally available after school hours until 3:30 pm if you need to meet with them.

### **Parent/Teacher Conferences:**

Parent/ Teacher conferences will be held during first and second trimester. Parents are encouraged to attend in order to meet each of their student's teachers. During conferences, parents are encouraged to ask questions, discuss progress, identify and possible issues and hear positive aspects towards their student's learning.

## **Grading**

### **Scale**

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

100-98%	A+
97-94%	A
93-90%	A-
89-87%	B+
86-84%	B
83-80%	B-
79-77%	C+
76-74%	C
73-70%	C-
69-0%	NC

### **Incomplete Grades**

Our teachers are committed to ensuring that our students gain the knowledge they will need for life outside our walls. If a student is struggling to show mastery of a subject, their grade will reflect this struggle. In an effort to allow students time to work towards mastery, the teacher has the option of issuing an "Incomplete". If the student receives an "Incomplete", he/she will then receive a certain amount of time to either finish or master course work. The time required to meet the requirements of an "Incomplete" is one week into the second trimester for first trimester grades, one week into the third trimester for second trimester grades, and one week after the school year ends for third trimester grades. Occasionally, exceptions to the "Incomplete" work to be done may be considered with administrator and teacher approval. Once the student has completed the work, the teacher will then issue the appropriate grade and the student will earn credit for the class.

## No Credit

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

## Report Cards and Progress Reports

Report cards will be issued approximately one week after the end of each trimester. High School progress reports will be sent to the family once a trimester. Families may access current grades at anytime via their parent Canvas login.

## Academic Integrity/Dishonesty

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

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

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

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

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties. Teachers may have the discretion to the consequences of the first offence, which may include a zero on the assignment or In School Suspension (ISS). On the second offense, the student will be referred to administration and may face earning a zero on the assignment or the class and spending at the least one day ISS. Parents will be notified in all academic dishonesty incidents.

## **Extra activities / Athletics**

### **Participation**

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

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

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

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

### **Participation during the School Day**

Schools are provided primarily to educate students through the classroom curriculum and instruction. As such, it is expected that students will first be responsible for the requirements of the classroom. Extra-curricular opportunities are a natural extension of classroom activities and student participation is encouraged as long as it does not interfere with the primary function of the school and the student's learning. When students participate in extra-curricular activities during the school day and miss classes, they must meet additional eligibility requirements

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

### **Enforcement**

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

## **Advanced Opportunities**

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

### **Fast Forward**

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

#### **Overload Courses**

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

#### **Dual Credits**

Dual credit are courses taken by high school students that are transcribed on their high school and college transcripts. The Fast Forward program can pay for up to \$75.00 per credit, and in most cases, the cost of these credits is \$75.00.

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

## **Attendance**

Regular attendance is a critical component for success in school. Parents are requested to schedule family vacations during school vacation periods. When students are absent from school, proper arrangements are to be made for the absence and responsibility by the family and student is taken for appropriate reentry into school. Too many absences can affect student performance and their ability to move forward in grade levels. Absences in the following categories will be handled as indicated in accordance to FBCS Policy 3050:

### **Excused Absences**

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

The following are valid excuses for absences:

- 1) Participation in school-approved activity
- 2) Absence caused by illness, health condition, or family emergency.
- 3) Absence for parent-approved activities.
- 4) Absence resulting from disciplinary actions or short-term suspension.

### **Unexcused Absences**

Any absence for which the school does not receive appropriate notification will be unexcused. Students may receive no credit for assignments on the days of unexcused absences. Unexcused absences are considered to be truant. Students who are truant will be given In School Suspension with duration of the suspension based on the length of truancy and other behavior considerations. A student who is found to be habitually truant will be referred to the school board, and will face possible expulsion. Habitually truant students who are of the compulsory attendance age will also be report to the local authorities, as per 33-206 of Idaho State Law.

### **Chronic Absences**

Chronic Absenteeism is defined as missing at least 10% of the school days for any reason, including excused or unexcused absences. Students who experience chronic absenteeism often are academically at risk. FBCS' goal is to work with families experiencing chronic absenteeism to help their student succeed academically. Family meetings will be set up for those who are chronically absent to develop solutions.

### **Prearranged Absences**

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

## **Makeup Work**

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

## **Tardiness**

Students who are up to fifteen minutes late to class without permission from a parent or staff member will be considered to be Tardy. If a student is more than fifteen minutes late and is not excused by a staff member or parent/ legal guardian, the student will receive an "Unexcused" absence. A student who has an unexcused tardy may receive a zero for any work due during the time missed in class.

When a student's tardiness becomes frequent or disruptive, the student shall be referred to the Executive Director or his or her designee for disciplinary action. 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.

## **Expectations of Student Behavior**

### **Bus Conduct**

Students are expected to conduct themselves in an orderly manner while waiting for or riding the bus. Appropriate student behavior is essential for a safe and positive environment while transporting students and therefore, it is important not to distract the bus driver. It is the responsibility of every student to know and obey the bus rules. Misbehavior on the bus can deprive a student of the privilege to ride.

#### **Bus Use Rules:**

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

**Consequences:** In the event of a violation of bus policy that results in a Driver's Report, FBCS students will lose their bus riding privilege for up to 5 days. In the event of a second violation, the student will lose their bus riding privilege for up to two weeks. A third violation of the bus policy will result in the loss of bus privileges for the remainder of the trimester or school year (to be determined according to incident and the time of year).

**Creating a Safe Learning Environment:**

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

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

**Disrespect for facilities or school furnishings:**

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

**Dress Code Violations**

Staff may deny class entrance to any student not in approved FBCS dress code. Families will be notified if the student is out of dress code and asked to bring their student appropriate clothing. Families will also be notified if the student has a consistent issue with being in dress code. FBCS will work with families to ensure the dress code is fulfilled by the student. Students who are insubordinate and refuse to either change their clothes or call home for appropriate clothing will be subject to immediate consequences (possibilities include but are not limited to In School Suspension (ISS) to being sent home). Students who chronically violate the dress code agreement may be suspended and/or required to meet with the FBCS board.

**Public Displays of Affection (PDA)**

A goal of FBCS is to introduce students to a more professional environment. Because of this, PDA is limited to what is appropriate to the professional world. Actions such as hand holding, long hugs, and/or kissing will not be tolerated. In an initial offense, students will be educated on what is appropriate in FBCS and other professional arenas and appropriate consequences will occur. Repeat offenders will receive additional consequences, such as In School Suspension (ISS), notification to parents, or Out of School suspension (OSS).

**Respect for teachers or staff:**

The teachers and the staff of Forrest Bird Charter School invest their time and energy in providing a safe and educational environment to all students. Students are expected to



comply with legitimate instructions and cooperate with teachers and staff. At no time will disrespect for staff be tolerated.

### **Respect for other students:**

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

- Respect the right of others to express their views and the rights to express views through speaking and writing, but without being obscene, disruptive, slanderous or libelous;
- Behave respectfully during patriotic observances;
- Respect the religious beliefs of others and to refrain from activities that hold religious beliefs up to ridicule and the rights to have one's religious beliefs respected;
- Refrain from sexual harassment and the right to be protected from sexual harassment;
- Respects others' personal property and the right to have personal property respected
- Know and obey school behavioral expectations and to report unsafe situations to school or law enforcement personnel and the right to feel safe from crime, violence, intimidation, bullying, harassment, racism and other discrimination in the school.

### **Student Discipline**

Respect and responsibility are the key values that we teach in our school. Students are responsible for their own conduct and are expected to contribute positively to the environment of our school. Violations of the student conduct and discipline code will result in student discipline. Each consequence will depend on the violation and whether the violation is a first offense or a repeated act. The FBCS principal and staff will attempt to solve problems informally before proceeding to the next level of consequences. Consequences for inappropriate behavior may include, but are not limited to the following:

- Apology
- Conferencing
- Calling home
- Detention
- Peer mediation
- In School Suspension (ISS)
- Out of school suspension (OSS)
- Expulsion
- Behavior Review Board hearing

### **Zero Tolerance Behaviors**

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

#### **Fighting:**

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

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

### **Weapons, Drugs, Tobacco:**

Possession, use or distribution of weapons, drugs, tobacco, alcohol or other illegal substances will not be tolerated.

\*Special note: According to Idaho Code Section 18-3302D (2019), students are not permitted to carry any knives on school grounds. Knives found on students will be treated as a weapons on school grounds.

### **Harassment, threats of violence, violent language, or physical violence:**

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

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

### **Consequences**

1. Student will be escorted to the office by a staff member.
2. Parent or guardian will be called.
3. Material, if necessary, will be taken by the school official.
4. Police will be notified.
5. Student will be suspended from school.
6. Student may be taken to the Charter Board for a Disciplinary Hearing.
7. Student may be readmitted to Forrest Bird Charter School only after fulfilling any and all requirements placed on him/her by the Board, and petitioning the Board for re-admittance.

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

# Graduation Requirements

## Credits

Students shall be expected to earn a total of 60 trimester credits and additional requirements in order to complete graduation requirements for an Honors diploma, or 59 trimester credits in order to complete the requirements for a General diploma, or 46 trimester credits and petition the FBCS Board of Directors to obtain a Basic diploma. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

## Diplomas

FBCS offers three types of graduation paths: General, Honors and Basic.

### Honors Diploma

Secondary Language Arts and Communication		10 credits
English 1	2 credits	
American Literature	2 credits	
World Literature	2 credits	
Literature or Dual Enrollment	2 credits	
Senior Project	1 credit	
Speech or Debate	1 credit	

Mathematics		8 credits
Algebra	2 credits	
Geometry	2 credits	
Algebra 2 or higher and/or Dual College Credit	3 credits	
Personal Finance	1 credit	

Note 1: Two credits of mathematics must be earned during the student's last year in the year the student plans to graduate.

Science		8 credits (4 lab)
Biology 1	2 credits	
Chemistry 1	2 credits	
Physics, Anatomy or Dual College Credit	2 credits	
General Science	2 credits	

Social Studies		8 credits
US History	2 credits	
Government	2 credits	
Economics	1 credit	
World History or Dual College Credit	2 credits	
General Science	1 credit	

Humanities		4 credits
Foreign Language	2 credits	
Art	1 credit	
Music	1 credit	
Note: Humanities courses will be counted towards the elective credit count		

Health/Wellness		1 credit
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\*Each student shall receive a minimum of 1 class period on psychomotor cardiopulmonary resuscitation (CPR) training as outlined in the American Heart Association (AHA) Guidelines for CPR to include the proper utilization of an automatic external defibrillator (AED) as part of the Health/Wellness course. Additionally, Students participating in one season in any sport recognized by the Idaho High School Activities Association or club sport recognized by the District, or 18 weeks of a sport recognized by the District may choose to substitute participation for up to one credit of physical education.

Elective Credits		25 credits
Note: Includes Humanities		

\*\*\* Students complete a combination of 8 dual enrollment college credits, or successfully pass 2 AP exams, or earn 15 honors credits to be awarded an honors diploma.

\*\*\* Students must have a 3.5 or higher to be considered for the Honors Diploma.

### General Diploma

Secondary Language Arts and Communication		9 credits
English 1	2 credits	
American Literature	2 credits	
World Literature	2 credits	
Literature or Dual Enrollment	1 credit	
Senior Project	1 credit	
Speech or Debate	1 credit	

Mathematics		8 credits
Algebra	2 credits	
Geometry	2 credits	
General Mathematics, such as Alg. 2, Trig, etc.	3 credits	
Personal Finance	1 credit	

Note 1: Two credits of mathematics must be earned during the student's last year in the year the student plans to graduate.

Science		8 credits (4 lab)
Biology	2 credits	
Chemistry or Physical Science	2 credits	
General Science	4 credits	

Social Studies		8 credits
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US History	2 credits
Government	2 credits
Economics	1 credit
General Social Studies	3 credits

Humanities 3 credits

Foreign Language	2 credits
Humanities Course	1 credit

Note: Humanities courses will be counted towards the elective credit count.

Health/Wellness 1 credit

\*Each student shall receive a minimum of 1 class period on psychomotor cardiopulmonary resuscitation (CPR) training as outlined in the American Heart Association (AHA) Guidelines for CPR to include the proper utilization of an automatic external defibrillator (AED) as part of the Health/Wellness course. Additionally, Students participating in one season in any sport recognized by the Idaho High School Activities Association or club sport recognized by the District, or 18 weeks of a sport recognized by the District may choose to substitute participation for up to one credit of physical education.

Elective Credits 25 Credits

Note: Includes Humanities.

### Basic Diploma

The Basic Diploma meets the Idaho State Standards for Graduation. This diploma is awarded in particular circumstances, which will be first approved by the Charter Administrator before going to the FBCS Board of Directors for approval.

### Early High School Graduation

Nine Trimester graduate: A student who completes all of the graduation requirements for a general diploma set forth by the Charter School and the State Department of Education prior to the completion of twelve trimesters of school attendance in grades 9-12 may petition the State Board of Directors for early graduation by submitting such a petition to the Principal. The Principal shall submit the petition to the Board of Directors for endorsement and approval at the end of the quarter preceding the requested graduation date.

1. Attendance: To be eligible for early graduation, a student must complete nine trimesters of school attendance and must have been in attendance in Forrest M. Bird Charter High School prior to the beginning of his/her nine trimester of attendance. During the student's ninth trimester of school attendance, the student must be in school for six class hours and must pass five or more subjects during his/her ninth trimester of attendance
2. Guidelines: Students should notify the school of their interest to graduate early by the end of the first trimester of their third year of high school. Approval to enter the nine trimester program must be subsequent to a conference of parents, student, and school principal. The

conference and application should be submitted to the school prior to the last day of the first trimester of the third year.

### **Middle School Students earning High School Credit**

If a middle school student completes any required high school course with a grade of C or higher before entering the 9<sup>th</sup> grade and if that course meets the same standards that are required in high school and the course is taught by a teacher certified to teach high school content, then the student has met the high school content area requirement for such course. The student shall be given a grade for the successful completion of that course and such grade and the number of credit hours assigned to the course shall be transferred to the student's high school transcript, and the student's parent or guardian shall be notified in advance when credits are going to be transcribed. However, the student's parent/guardian may elect to not have the credits and grade transferred to the student's high school transcript. The student still must complete the required number of credits in all high school core subjects identified above in addition to the courses completed in middle school, unless the student is a participant in the 8 in 6 Program.

### **College Entrance Examination**

A student must take one of the following college entrance or placement examinations before the end of the student's 11<sup>th</sup> grade year: COMPASS, ACCUPLACER, ACT, or SAT.

A student may elect an exemption in their 11<sup>th</sup> grade year from the college entrance exam requirement if the student is:

1. Enrolled in a special education program and has an Individual Education Plan that specifies accommodations not allowed for a reportable score on the approved tests;
2. Enrolled in a Limited English Proficient program for 3 academic years or fewer;
3. Enrolled for the first time in grade 12 at an Idaho high school after the spring statewide administration of the college entrance exam; or
4. Eligible to take an alternative assessment. In this case, the student may instead take the ACCUPLACER placement exam during their senior year.

A student who misses the statewide administration of the college exam during the student's 11<sup>th</sup> grade year may instead take the examination during his or her 12<sup>th</sup> grade year if the student:

1. Transferred to an Idaho public school during his or her 11<sup>th</sup> grade year;
2. Was homeschooled during his or her 11<sup>th</sup> grade year; or
3. Missed the spring statewide administration of the college entrance exam for a documented medical reason.

### **Senior Project**

A student shall complete a senior project that includes reading, research, a research paper and oral presentation by the end of grade 12. Successful completion of the Senior Project and course work will be given English credit.

### **Idaho Standards Achievement Tests (ISAT)**

In addition to obtaining the necessary credits as outlined above, a student will take the Idaho Student Achievement Test (ISAT) as defined by State Board of Education rules.

### **Civics Test**

Beginning with the class of 2017, all secondary students must successfully pass the civics test or alternate path. "Civics test" as used herein means the 100 questions used by officers of the United States citizenship and immigration services as a basis for selecting the questions posed to applicants for naturalization.

The Charter School will determine the method and manner in which to administer the civics test. A student may take the civics test, in whole or in part, at any time after enrolling in grade 7 and may repeat the test as often as necessary to pass the test. The School will document on the student's transcript that the student has passed the civics test.

The applicability of this requirement for students who receive special education services will be governed by the student's Individualized Education Plan.

### **Waiver of Requirement**

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the Executive Director may approve minor deviation from the graduation requirements.

### **Alternative Programs**

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, correspondence courses, and online/virtual courses.

Credit for work experience may be offered when the work program is a part of and supervised by Forrest M. Bird Charter School.

All classes attempted at Forrest M. Bird Charter School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit shall be awarded only once, regardless of repetition of the course.

### **Honor Roll**

A student must have a minimum grade-point average of 3.5 to be placed on the honor roll. Specific information regarding honors at graduation is included in the student handbook.

## **Opportunities for Parent Involvement**

Parent involvement is critical to Forrest Bird Charter School's overall effectiveness. Parents are encouraged to become a volunteer and/or participate in various school activities.

### **Family and Community Engagement (FACE)**

FBCS believes that partnership with family and community is crucial to student achievement. FACE is our volunteer network that helps strengthen family, school and community partnerships by (1) create a welcoming school climate, (2) build a community of

trust between parents, students and school staff, (3) link families to community resources focused on supporting student well-being, and (4) engage families in school planning, leadership and meaningful volunteer opportunities. Family members who are interested in volunteering in our FACE group are encouraged to contact the school.

### **Fund-Raising**

Occasionally, school sponsored events such as field trips, may require student fundraising.

### **Volunteering**

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

## **Safety and Health**

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

### **Distribution and Consumption of Medication**

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

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

Students are not to carry any medication (prescription or over-the-counter) on their person with the exception of prescribed inhalers for asthma. They must have a signed order from the doctor. No school staff will be held responsible or liable for medications of any kind.

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

### **Immunizations/Medical Examination**

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



## **Emergency Drills/ Emergency Protocol**

### **Fire**

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

### **Emergency Protocol**

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

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

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE- "To the Announced Location"

SHELTER- "For a Hazard Using a Safety Strategy"

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

### **Emergency Closures**

During the school year there may be days when schools are closed because of bad weather or other emergency circumstances. Whenever the Lake Pend Oreille Schools are closed for weather, Forrest M. Bird Charter School will also be closed. Additionally, Lake Pend Oreille School District has a telephone message machine (263-2312) that will have closure information on it. Many area radio and television stations also broadcast school closings. Occasionally, FBCS will be closed while LPOSD is not. Whenever FBCS are closed, FBCS will place an announcement on the school website and Facebook page. A text message will also be sent out via our emergency texting service.

Contact the school for more information for signing up for the text alert system.

# Student Dress Code

## Dress Code Philosophy

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 Forrest M. Bird Charter School 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 standards of dress when the student is on school premises or at any School sponsored activity, regardless of location.

In order to allow appropriate attire for a particular educational or school activity, the building principal 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 (Policy 3255).

## Overview

The dress code applies to all students, grades 6-12. If a student chooses not to abide by the dress code, the following are the consequences of that decision:

Staff may deny class entrance to any student not in approved FBCS dress code. Families will be notified if the student is out of dress code and asked to bring their student appropriate clothing. Families will also be notified if the student has a consistent issue with being in dress code. FBCS will work with families to ensure the dress code is fulfilled by the student. Students who are insubordinate and refuse to either change their clothes or call home for appropriate clothing will be subject to immediate consequences (possibilities include but are not limited to In School Suspension (ISS) to being sent home). Students who chronically violate the dress code agreement may be suspended and/or required to meet with the FBCS board.

## Acceptable clothing

### Tops

- Have sleeves
- Cover midriff area

### Bottoms

- No shorter than the top of the knee when standing
  - Bottoms that are shorter than the knee must be worn with leggings
- No pajama pants/ pajama shorts

### Shoes

- Student may not be barefoot or only wear socks.
- Footwear must have a back strap to them.
- No flip-flops

### Unacceptable clothing

- Clothing that has holes
- Showing of any underwear
- Garments that are see-through or transparent
- Word, terms, pictures, cartoons, slogans, symbols or references to illegal items for people under 18, such as cigarettes, drugs, alcohol, and pornography.
- Word, terms, pictures, cartoons, slogans, symbols or references to any type of weapon, profanity, or bullying.
- Spikes
- Hoodies may be worn; however, the hoods of the hoodies may not be up on heads.
- Sunglasses in the classroom unless prescribed by a doctor.

### **Physical Activity Dress Code**

<u>Appropriate Dress Code</u>	<u>Inappropriate</u>
<ul style="list-style-type: none"><li>• Short and long sleeve t-shirts</li><li>• Sweatshirts, Sweatpants</li><li>• Gym shorts, no shorter than a hand width above the knee</li><li>• Sweatpants</li><li>• Appropriate gym shoes with socks</li></ul>	<ul style="list-style-type: none"><li>• Clothing that has holes</li><li>• Clothing that is excessively baggy</li><li>• Clothing that is excessively tight or revealing</li><li>• Showing of any underwear</li></ul>

## **Technology**

### **Internet Use Policy**

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

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

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

### **Unacceptable Usage**

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

- Uses that violate the law or encourage others to violate the law, including but not limited to: transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by FBCS policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and/or, downloading or transmitting confidential information, trade secret information, or copyrighted materials.
  
- Uses that cause harm to others or damage to their property, including but not limited to: engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than the actual user is communicating; otherwise using another's access to the network or the Internet without authorization; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
  
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
  
- Uses that do not foster an environment of educational excellence. Internet Safety FBCS computers and other school-owned technology-related services shall have filtering that prohibits sending, receiving, downloading, or viewing materials that are: obscene; pornographic; harmful to minors; or, that depict sexual exploitation of a minor as defined by, but not limited to, the Children's Internet Protection Act and Chapter 15 of Title 18 of Idaho Code [Ref. R14], and/or as determined by the Charter Administrator or his/her designee.

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

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

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

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

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

### **Policy Enforcement**

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

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

**Internet Access Conduct Agreements**

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

**Office 365**

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

**Warranties / Indemnification**

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

**Violations**

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

**Computer Fines**

**Computer Fines**

Students are financially responsible for all damages to school issued technology. Students with outstanding fines due to damage to school technology, will not be eligible for scholarships.

Damage will be assessed as a case-by-case evaluation. The specified repair or replacement cost will be limited to the market cost of the required part, or parts, needed to restore the device to delivered condition. The maximum fine to be imposed will not exceed the full replacement cost of the device as listed below.

Lost or damaged computer:.....	\$450 maximum
Lost or damaged charger: .....	\$30 maximum

## Computer Use

### Computer Use

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

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

The user agrees to:

- Communicate only in ways that are appropriate and respectful
- Report threatening or discomfoting materials to teachers.
- Not intentionally accessing, transmitting, coping, or creating material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not using the resources to further other acts that are criminal or violate the school's code of conduct.
- Not sending spam, chain letters, or other mass unsolicited mailings.
- Use only school approved email accounts at school.
- Not buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- Not installing applications or change operation settings on FBCS computers.
- Allow Administrator's access to personal computers if being used at school for monitoring while on campus.

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

### Bring Your Own Technology (BYOT) (Policy 3260)

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 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.

### *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 the device has been approved by the technology director and building principal.

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

1. Laptop computers;
2. Tablet PCs;
3. E-readers;
4. Other personal electronic devices approved by the building principal.

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.

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. 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.

### **Required Online Access Day for Success (ROADS)**

#### **Required Online Access Day for Success (ROADS)**

Required Online Access Day for Success (ROADS) are utilized so teachers can meet, plan and receive professional development to ensure quality educational experience. ROADS days also allow students to make appointments with teachers in order to have additional tutoring on work. ROADS are considered school days in which attendance will be taken and assignments given to students via Canvas. ROADS are considered to be "C days. Because of this, students will have assignments given electronically on these days, and students shall expect work assigned will take at least 45 minutes to complete per class. These assignments are generally due on the ROADS day by 3:30 and are an important part of the overall class grade. Students are required to check into all eight of their classes and complete any assignments. Students who do not turn in the expected assignment for the day will be marked absent for the class.

Electronic Access days are every Friday designated a school day for the school year. The school building will be open to students who need access to the internet or extra help. Doors will open and teachers will be available from 12 to 3:00 pm. Teachers can also be reached via email on these dates; students may schedule additional time with specific teachers.

ROADS days may also designated in the event of an emergency school closure, such as for inclement weather days.

## General Information

### Academic Advisor

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

### Bell Schedule

Monday – Thursday (Every Friday is a ROADS Day)

Doors open at 7:30

ADVO	7:55 – 8:25
1 <sup>ST</sup> Period	8:28 – 10:02
2 <sup>ND</sup> Period	10:05-11:39
Lunch	11:39 – 12:09
3 <sup>TH</sup> Period	12:13 – 1:47
4 <sup>TH</sup> Period	1:50 – 2:50

### Campus Visitors & Student Sign Out

Families, community members and others are always welcome to visit. Visits to individual classrooms during instructional time are welcome and encouraged providing no interfere will occur with the delivery of instruction or disrupt the normal school environment. In order to visit a classroom during hours, please contact the front office. For your and our student's safety, visitors must sign in or out at the office and pick up an authorized visitor pass.

We understand that there will be occasions that require students to sign out and leave campus, such as attending college classes, employment obligations, extracurricular activities and doctor's appointments. Legal Guardians must send a note, email or call the high school office before a student will be permitted to sign out and leave campus. Students with a regular sign-out situation, such as weekly appointment, may do so with parent permission allowing this. Students who leave campus without parent permission are considered truant.

### Canvas

Canvas is the learning management system of choice for Forrest Bird Charter School. Students are assigned password protected logins to Canvas where course content, academic progress, assignments, homework, and calendaring is accessed. You can access the Canvas site through our website: [www.forrestbirdcharterschool.org](http://www.forrestbirdcharterschool.org). It is highly recommended that parents/families create a Parent Canvas account to monitor their students' academic performance.

### Cell Phone Procedure

Students may possess personal communication devices, such as cell phones, smart phones, and mP3 players, during the school day, provided that the devices do not disrupt the educational program or school activity. These devices shall be turned off and placed out of sight during the educational periods in order to minimize the disruption to the educational environment. Students, however, may use personal communication devices between instructional periods, before or after school, and during lunch.

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

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

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

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

### **Change of Address**

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

### **Field Trips**

#### Walking Field Trips

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

#### Distance Field Trips

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

#### Prohibited attendance of a field trip

Although field trips are an important aspect of the education, students may be prohibited to attend a field trip. Circumstances for prohibited attendance include a

discipline consequence, no parent permission form signed, or lagging behind in other classes, which would be missed for longer field trips. When a student is prohibited to attend a field trip, an alternate assignment will be given to make up the work missed on the field trip.

### **Immunization Requirements**

Idaho School Immunization Law (IDAPA 16, Title 16, Title 02, Chapter 15) requires specific immunizations for students who attend public school. Immunization records or a written Exemption of Immunization form must be provided to the school by the legal guardian before enrollment and must be kept on file in the student's school records. Families are to ensure immunization requirements are met throughout the years of school. If not, the student will not be allowed to attend the school. Immunization requirements may be found at [www.cdhd.idaho.gov/pdfs/imm/Idaho%20School%20Immunization%20Law%2001-07.pdf](http://www.cdhd.idaho.gov/pdfs/imm/Idaho%20School%20Immunization%20Law%2001-07.pdf).

Note: Idaho does not require students to have a COVID-19 vaccination to attend public school.

### **Lunch Program**

FBCS does not have a lunch program. Students will be asked to bring a lunch. Please send items that do not need refrigeration. FBCS does not have the facilities to accommodate perishable foods. There will be a student store with some food items available if needed. Microwaves are available.

Food deliveries from outside sources, such as pizza, will not be accepted at the school for students. Families may bring food for their students for lunch during the day. The food provided by families shall be left at the office for the student to pick up.

### **Lost and Found Items**

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

### **Media Release**

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

### **Messages**

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

### **Open Campus Lunch**

The open campus lunch is available to 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade students with parent/legal guardian written permission. Students must make every effort to be back on campus in time for third period. Students can lose the open campus privilege at the discretion of the principal, teachers, or by parent request. Only students with a signed permission form on file may leave campus for lunch.

### **Publications**

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

### **Release of Students during the Day**

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

### **School Business Office Hours**

All school business should be conducted during the regular business hours of 7:30 a.m. to 3:30 p.m.

### **School Hours**

School begins at 7:55 a.m. and dismisses at 3:15 p.m. Doors open at 7:45 a.m. Students are welcome to stay after school for school activities; or if they have made arrangements with a teacher for tutoring. Students will be asked to leave the school if they are not engaged in one of these activities and should be picked up no later than 3:30 p.m. FBCS employees are not responsible for supervising students who arrive on school grounds more than 30 minutes before school or before a school sponsored activity is scheduled to begin. FBCS employees are not responsible for students remaining on school grounds more than 30 minutes after school or after a school-sponsored activity ends. FBCS is not responsible for supervising students not in attendance at school, or students not authorized to participate in school-sponsored activities. Parents or guardians should not rely on FBCS employees to provide supervision for their student outside of the above time period.

### **Social and Emotional Counselor**

High school years are full of growth, promise, excitement, frustration, disappointment and hope. The Social and Emotional Counselor is a person who helps with student activities dealing with mental health wellness, proper relationship interactions, and more. A student may speak to the counselor confidentially about what may be upsetting them. All FBCS staff are mandatory reporters and are obligated to report the following to authorities: harm to self

or others, abuse, or illegal activities. The Social and Emotional Counselor is *not* a replacement for professional counseling services. Because of this, the counselor may speak to families about obtaining outside of the school help for mental health services.

## **Student Transportation**

### **Bicycles and Other Wheels**

Students may ride their bicycles or skateboards to school. Care and cooperation from everyone will ensure the safety of all students and property. Students riding bicycles to school must park them in the bike racks and use lock. The school is not responsible for the bike, skateboard or other wheels that are stolen or damaged. Caution and respect toward other pedestrians and regular bicycle traffic laws are to be observed. Use of personalized wheeled transportation will not be permitted during the school day or school activities. Wheeled transportation is not allowed on school sidewalks or in the school buildings.

### **Buses**

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

### Bus Conduct

Students are expected to conduct themselves in an orderly manner while waiting for or riding the bus. Appropriate student behavior is essential for a safe and positive environment while transporting students and therefore, it is important not to distract the bus driver. It is the responsibility of every student to know and obey the bus rules. Misbehavior on the bus can deprive a student of the privilege to ride.

#### **Bus Use Rules:**

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

In the event of a violation of bus policy that results in a Driver's Report, FBCS students will lose their bus riding privilege for 5 days. In the event of a second violation, the student will lose their bus riding privilege for 30 days. A third violation of the bus policy will result in the loss of bus privileges for the remainder of the school year.

### **Student Driving**

All drivers of motorized vehicles are to observe Idaho traffic codes, school regulations and common sense when operating their vehicles on campus. Students who endanger the lives of others on school property by speeding or reckless driving are subject to citation by local police, may be reported to the DMV for possible suspension of student license, and actions may result in additional school consequences. All student vehicles must be parked in the student/visitor lot only.

### **Delivery and Pick up of Students**

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

### **Study Labs**

Each student will be assigned a daily 90-minute 4<sup>th</sup> period study lab. Study labs allow students to complete assignments and receive additional help on assignment if needed. With effective use of study labs, students will be able to spend more time with families or find a job. 11<sup>th</sup> grade and 12<sup>th</sup> grade students may gain parent permission to leave during study labs regularly due to employment opportunities or family obligations; students who leave study labs without parent permission will be considered truant.





May 29, 2022

Dear Forrest Bird Board Members,

Please accept my letter of resignation for the position as Board member of Forrest Bird Charter School. I plan on finishing my commitment on the Board to the end of the school calendar year of 2021/2022.

It has been an honor to serve on the Board of Forrest Bird Charter School for the past three years. I have had the privilege of joining a team that has dedicated themselves to the mission of the school with integrity, excellence, and sacrificial service.

In coming to this decision, I could not stop thinking of how I have been so touched by the heart of this staff. They are the true reason I volunteered my time to the school. It should not go unsaid how the staff's heart and dedication really is the "secret sauce" to the machinations of the school, setting it apart from other school choices. I have admired the collaborative and innovative learning pathways the teachers have offered the students to help them achieve. This pioneering effort has helped inspire so many through their education journey.

Within the years as a Board member, I have had to navigate through some difficult personal challenges that are now requiring me to adjust my commitments. As much as I have valued contributing my time to supporting the vision of the school, I have conflicts up ahead juggling board commitments versus traveling and personal commitments that need my time and attention.

I will continue to cheer on the sidelines for the success of the staff and vision of Forrest Bird Charter School.

Sincerely,

Stacey Mueller