

Forrest M. Bird Charter Schools Policy Manual Table of Contents

3000 SERIES—STUDENTS

Enrollment and Attendance

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

Student Rights and Responsibilities

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

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

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

STUDENTS

3000

Entrance, Placement, and Transfer

Entrance, Date, and Age

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

Initial Enrollment

Immunization records or an appropriate waiver and birth certificate are required for admission to the Charter School, subject to provisions of McKinney Homeless Assistance Act. Communication of the requirement for immunization records or exemptions shall comply with Charter School Policy 3525.

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

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

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

Placement

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

Transfer

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

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

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

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

Policy History:

Adopted on: December 10, 2019

Revised on: October 18, 2022

Reviewed on:

STUDENTS

3010

Enrollment Opportunities

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

Enrollment Deadline

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

Requests for Admission

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

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

Admission Preferences

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

1. Pupils returning to the School for a subsequent school year;

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

Equitable Selection Process

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

Notification and Acceptance Process

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

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

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

Subsequent School Years

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

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

Policy History:

Adopted on: December 10, 2019

Revised on:

Reviewed on:

Permission to Release Records to:

Forrest M. Bird Charter School

614 South Madison Avenue, Sandpoint ID 83864

(208) 255-7771 Middle School (208) 265-9737 High School (208) 763-3196 FAX

Student Information: (Please Print)

Student's First Name Middle Name Last Name

Current Mailing Address

Home Phone

Date of Birth

This form authorizes FBCS to request the following documents from your student's previous school:

- Official transcript
Copy of Immunization Records
Copy of Birth Certificate

Please check the box below if your student has any other documents we should request such as IEP's, 504's or other?

Yes Describe

Information to be transferred from previous school:

School Name

City/ State/ Zip

Phone/ Fax

Authorizing Signature Date

*Valid only if signed by the Office Coordinator or the Parent/Legal Guardian of the above mentioned student.



Primary Email Information

We send email announcements to alert families of important news and events. This is one of our most effective forms of communication. If possible, please provide the best email address to communicate with you and to assist us in this effort.

**Reminder: As with phone and address changes, don't forget to keep us posted on any email changes.*

Authorization To Use Pictures For Publicity Purposes

Periodically, students are photographed participating in Forrest M. Bird Charter School (FBCS) activities. These photographs may appear on the FBCS website, in the Yearbook, in brochures or in other informational/promotional material. Please indicate below if your student's photograph may be used for these purposes.

Yes, my student's photograph may be used for publicity purposes of all kinds and types related to the promotion of the school and its activities.

No, my student's photograph may not be used for publicity purposes.

Field Trip Liability Release

The students of FBCS participate in many activities which take place off school grounds. Some of these activities include, but are not limited to community service, life sports including biking, skiing, snowboarding, golf, hiking, tennis, softball, camping and other physical activities that carry the risk of injury or harm. This is a general field trip form for all activities. We will send out specific permission forms for other field trips as the dates draw near.

I give permission for _____
Students name - please print Grade _____

to be released from FBCS grounds and be allowed to participate in the above mentioned activities and other unlisted activities under the supervision of a FBCS teacher, administrator aide or volunteer. I agree to hold harmless FBCS, administrators, teachers or any of its agents for any and all liability from these activities.

Parent Signature

Date

Student Sign Out

As students move through FBCS, 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. Parents or Guardians must send a note, call, or email the school office before a student will be permitted to sign out and leave campus during regular class times. All absences are unexcused until we receive a note or phone call from a parent/guardian. At their discretion, teachers may not allow work to be made up for unexcused absences.

I understand that by giving my student permission to sign out and leave campus, I agree to hold harmless FBCS, administrators, teachers or any of its agents for any and all liability for my student while my student is not on campus.

Parent Signature

Date

Open Campus Lunch 9th-12th grades only

Lunch will be open campus for those students with permission to leave. Students will be expected to return in time for third period and can only be accompanied by other students allowed to participate in open lunch.

I understand that by giving my student permission to participate in the open lunch privilege that my student must meet the requirements and abide by the open lunch policy. I agree to hold harmless FBCS, administrators, teachers or any of its agents for any and all liability for my student while my student is not on campus.

Parent Signature

Date

Study Lab 4th Period - 11th and 12th grades only

As a privilege to the 11th and 12th grade classes only, FBCS offers an open campus 4th period study lab opportunity. Students who have this permission may stay at the school until they have their homework completed, then check out when they are ready to leave the school grounds. In order for Juniors to take part in this privilege, a legal guardian must give permission. All students who do NOT have permission will continue to go to a supervised 4th period study lab.

I understand that by giving my student permission to participate in the open study lab privilege that my student must adhere to the student handbook, and that FBCS administrator or that I, as the legal guardian, may revoke this privilege at any time due to poor grades. I agree to hold harmless FBCS, administrators, teachers or any of its agents for any and all liability for my student while my student is not on campus.

Parent Signature

Date

Release Of Information To Step-Parent

I, _____, natural mother/father of my child,
_____, authorize _____, step parent, to receive any
and all information regarding school records, attendance, grades, etc.

Parent Signature

Date

Student Cell Phone

It is very helpful to have our students phone numbers. We often communicate important information via our texting system. Please provide your students cell phone number if applicable.

Student's cell phone

Emergency Contact

Please fill out the following information with two or three emergency contacts who will be allowed to pick your student up from the school. Emergency contacts will be contacted if we are unable to reach you in the event that your student has an injury, becomes ill, or is being sent home due to disciplinary reasons.

1. Name: _____
Relationship: _____ Phone _____

2. Name: _____
Relationship: _____ Phone _____

3. Name: _____
Relationship: _____ Phone _____

If there are any guardianship or restraining orders set forth by the court system, we will need a copy of these documents to keep with your student file.

Your student will not be released to anyone who is not on our pick up list.

Computer Use Agreement

FBCS 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 access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Use only school approved email accounts at school.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Not install applications or change operation settings on FBCS netbooks.
- Allow Administrator's access to personal computers if being used at school.

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

Student User _____ Date _____ Parent/
Guardian _____ Date _____

Student User will be:

- using a school issued netbook
- a privately owned laptop

Prescription Medicines		
Name of Medication	Dose & time of dose	Possible Side Effects

All medications that are brought must be in their original container and be properly labeled with dates, name of student, medication name, dosage, and physician's name.

Health Conditions _____

Allergies _____

Parent/Guardian Name: _____ Phone: _____

Doctor's Name _____ Phone: _____

Medical Insurance Yes No

If yes, name of Health Insurance _____ Policy # _____

Authorization To Administer Medications

I give FBCS permission to give my student non-prescription medications or prescription medications that are provided by the family, in accordance with directions provided. I shall indemnify and hold harmless FBCS and its employees or agents for legal fees, costs and any potential damages concerning the administering of the above mentioned medications arising out of any claims brought by the named child or anyone else.

We cannot give any student medication without authorization from this form.
We will be unable to accept permission by phone.

_____ Parent Signature

_____ Date

Medical Authorization & Liability Release

In the event of a medical emergency, I understand FBCS and its authorized agents or employees will exercise their best efforts to contact me and, if requested, I will come to the school to access my child's needs. I further understand that in the event I cannot be reached, efforts will be made to contact those individuals listed as emergency contacts included in this form. I understand it is my responsibility to keep the school office informed of any changes to this form. In the event that neither the emergency contacts nor I can be reached, I give FBCS and its authorized agents or employees the authority to do any action deemed necessary in their judgments should my child sustain an injury, either minor or major. Further, I will cover any expense incurred as a result of any action deemed necessary by FBCS and its authorized agents or employees realizing they must exercise their best efforts to contact me in the event an injury is sustained by my child.

****I have fully read and understand the contents of this Authorization and Release, and I am signing the same of my own free will.**

Parent Signature

Date

Ethnicity Report

FBCS

Student Name: _____

Grade: _____

Step 1: Check below, if true:

Hispanic/Latino (Cuban, Mexican, Puerto Rican, South or Central America, or any other Spanish Culture, regardless of race)

Step 2: Check ALL that apply:

American Indian/Alaska Native

Asian

White Black/African American

Native Hawaiian/Other Pacific Islander

Ethnic/Race form completed by:

Parent

Student

Print name of person completing survey

Signature

Date

Federal law now makes it MANDATORY for school districts to collect and report this information.

Pets On Campus

FBCS believes in the therapeutic benefits of animals in the educational environment. Both the middle school and the high school do utilize dogs within the facilities. Is your student allergic to animals? the facilities.

Yes

No

If yes, what animal(s)?

What is the severity?

Mild

Severe

Recommendations for your student:

Home Language Survey

Our school district along with the Idaho State Department of Education and the Office for Civil Rights require that students' language(s) are identified. This survey's purpose is to determine whether they are potentially eligible for language services.

Student Name:		Date:	
Birthdate:		Gender:	Male Female
School:		Grade:	

1. What language(s) are spoken in the home?

2. What language(s) does your student speak most often?

3. What language(s) did your student first learn?

4. Which language does your child speak with you?

5. Which language do you use when speaking with your child?

6. Which language do you want phone calls and letters?

7. What is your relationship to the child?

Guardian

Mother

Father

Other (specify) _____

8. Is there any additional information you would like the school to know about your child?

Enrollment and Attendance Records

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

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

Policy History:

Adopted on: December 10, 2019

Revised on:

Reviewed on:

Enrollment and Attendance Records

Average Daily Attendance

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

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

Attendance Accounting

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

Procedure History:

Promulgated on: December 10, 2019

Revised on:

Reviewed on:

Forrest M. Bird Charter School

STUDENTS

3030

Part-Time Attendance/Dual Enrollment

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

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

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

Admittance

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

1. Birth certificate;
2. Evidence of residency within the attendance area (for nonacademic activities);
3. Immunization records or an appropriate waiver as described in Policy 3525; and
4. Student records from the previously attended public school, if any, and any other records providing academic background information.

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

Extracurricular Activities

Participation in extracurricular activities shall be subject to Policy 3031.

Average Daily Attendance

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

Priority

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

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

Graduation

In order to graduate from the Charter School, all non-public school students must meet the grade and other graduation requirements the same as regular full-time students as outlined in Policy 2720, unless exceptions are made as described in 2710 High School Graduation Requirements — Specialty Diplomas.

Mixed Curriculum

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

IDEA/ADA/Section 504 Students

Parents who wish to have a dual enrollment student's disability accommodated by the Charter School via a 504 Plan or who wish to have their student enrolled in special programs must comply with the requirements of the Individuals with Disability Act (IDEA), and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

If a dual-enrolled student or a student enrolled in the Charter School part-time is found to be eligible for a 504 Plan, the School's process to create and implement a 504 Plan for a student shall be followed.

Whether the School is responsible for assessing a student's need for special education services and for maintaining and implementing an IEP for the student depends on factors including, but not limited to what other type of school the student is enrolled in. The School shall provide such assessment and related services when required by state or federal law or administrative rules.

Cross Reference:	3525	Immunization Requirements
Legal References:	IC § 33-203 IC § 33-1001, <i>et. seq.</i> IDAPA 08.02.03.111.13	Part-Time/Dual Enrollment Foundation Program — State Aid — Apportionment Assessment in the Public Schools – Dual Enrollment

Policy History:

Adopted on: December 10, 2019

Revised on: May 23, 2023

Reviewed on:

STUDENTS

Compulsory Attendance

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

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

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

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

Policy History:

Adopted on: December 10, 2019

Revised on:

Reviewed on:

Forrest M. Bird Charter School No. 487

STUDENTS

3040F1

(Prepare on Charter School Letterhead)

Date _____

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

To the Office of the County Prosecutor:

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

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

Sincerely,

[Signature]

[Title]

Forrest M. Bird Charter School No. 487

STUDENTS

3040F2

School Truancy Referral Form

PART I

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

Grade: _____ Age: _____ DOB: _____

Mother's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ Zip: _____

Father's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ Zip: _____

Child resides with: _____

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

Phone: _____

PART II

Enrollment Date: _____ Number of Tardies: _____

Number of Absences: With a Valid Excuse: _____ Without a Valid Excuse: _____

Dates Child was Absent from School without Valid Excuse:

Suspension/Expulsion Dates: _____

Contacts with Parents, Actions Taken, and Outcomes (attach additional sheets if necessary):

Date: _____

Date: _____

Date: _____

Date: _____

Advisory Letter Sent? No _____ Yes _____ Date: _____

School Representative (person who can testify to the identification of the child, enrollment, keeping of records, and content of records): _____

PART III: REFERRING SCHOOL INFORMATION

School Name: Forrest Bird Charter School

Telephone: _____

Address: 614 S Madison Ave

City & State: Sandpoint, ID Zip: 83864

(Print name of person submitting report)

(Title and Position)

(Phone)

(Signature)

Attendance Policy

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

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

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

Extended Illness or Health Condition

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

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

Excused Absence for Chronic Health Condition

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

Unexcused Absences

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

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

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

Policy History:

Adopted on: December 10, 2019

Revised on:

Reviewed on: