



2025-26  
Parent/Student  
Handbook

614 South Madison  
Sandpoint, ID 83864

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[www.forrestbirdcharterschool.org](http://www.forrestbirdcharterschool.org)

- *Note: Forrest M. Bird Charter School may be referred to as FBCS throughout this handbook.*

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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 School!**

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 an individual.

FBCS 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 different subjects, you will be 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 as develop important skills allowing you to 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 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 of the school's operations and expectations. Please read it carefully. If you have any questions during the school year, please ask. FBCS staff, teachers, advisory leaders, and are here to help you have the best year possible.

Have a wonderful year full of learning and fun!

Mary Jensen, Executive Director

Amber Williams, Principal

# FBCS Team

## Administrative Team

<b>Executive Director:</b>	Mary Jensen – maryjensen@forrestbirdcharterschool.org
<b>Principal:</b>	Amber Williams – amberwilliams@forrestbirdcharterschool.org
<b>Academic Advisor:</b>	Ben Evans – benevans@forrestbirdcharterschool.org
<b>Registrar:</b>	Christi Burns – <a href="mailto:christiburns@forrestbirdcharterschool.org">christiburns@forrestbirdcharterschool.org</a>
<b>Communication Coach:</b>	Scout Gates – scoutgates@forrestbirdcharterschool.org
<b>HS Office Coordinator:</b>	Krista Webber – kristawebber@forrestbirdcharterschool.org
<b>MS Office Coordinator:</b>	Maddie Herron - maddieherron@forrestbirdcharterschool.org
<b>IT Director:</b>	Mark Webber – markwebber@forrestbirdcharterschool.org
<b>IT Technician:</b>	Skyler Kent – skylerkent@forrestbirdcharterschool.org
<b>Business Manager:</b>	Greta Warren – gretawarren@forrestbirdcharterschool.org
<b>Special Ed. Director:</b>	Kenda Russell – kendarussell@forrestbirdcharterschool.org
<b>Title IX Coordinator:</b>	Mary Jensen – maryjensen@forrestbirdcharterschool.org
<b>504 Coordinator</b>	Mary Jensen – maryjensen@forrestbirdcharterschool.org

## Faculty

### **Art Department:**

Holly Walker, electives department head – hollywalker@forrestbirdcharterschool.org

### **Culinary Arts Department:**

Molly Bond – mollybond@forrestbirdcharterschool.org

### **English Department:**

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### **PE and Health:**

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### **Math:**

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Danika Moore – [danikamoore@forrestbirdcharterschool.org](mailto:danikamoore@forrestbirdcharterschool.org)

### **Music and Drama Studies:**

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**Social Studies Department:**

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**Science Department:**

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**Special Education:**

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

Brittnay Twomey, Paraprofessional – [brittnaytwomey@forrestbirdcharterschool.org](mailto:brittnaytwomey@forrestbirdcharterschool.org)

# Mission and Philosophy

## 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.



## Admissions

In the spring 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. If a student plans to return for the next school year, no re-application is required. 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 to the end of March. Perspective families are asked to apply within this time frame. Early submission does not necessarily guarantee admission 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

#### **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.

**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.

**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 semester.

**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.

**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.

**Communications and Conferences****General Communications:**

Legal guardians and/or parents have access to their student's Canvas pages, where they may check grades and communicate with faculty through the Canvas communication tool. Additionally, faculty are available via email Canvas messenger or by phone. Faculty and administration 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 semester will be in danger of postponing their target graduation date and may be retained additional semesters 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.

### High School Academic Intervention Steps

1. Progress Reports: Academic Intervention Warning Notice

Parents/guardians will receive this notice if their child is failing 3 or more classes during the semester and is in danger of postponing their graduation date. Please set up 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.

2. End of Semester: 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 semester. 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. The student is in danger of not reaching targeted graduation date.

3. End of Semester: 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 or the Executive Director for graduation status progress.

### Middle School Academic Intervention Steps

1. Progress Reports: Academic Intervention Warning Notice

Parents/guardians will receive this notice if their child is failing 2 or more core classes during the semester and is in danger of not moving to the next grade level. Please set up 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.

2. End of Semester: Academic Intervention Notice – Possible Retention to Grade

Parents/guardians will receive this notice when the student failed 2 or more classes at the end of the semester. The principal or executive director 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 being promoted to the next grade level.

3. End of Semester: Retained to Grade

Parents/Guardians will receive this notification only if their child has failed 80% or more classes of the school year. The student and parents/guardians will meet with the principal or executive director.

## **Four Year Plan**

The purpose of the Four Year Plan is to help guide the student towards post-secondary goals. As per state requirements, each 8<sup>th</sup> grade student will develop a Four Year Plan during their last semester of their 8<sup>th</sup> grade year. Each new High School student will meet with the Academic Advisor within the 1st semester 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, Canvas or by phone. Our teachers are generally available after school hours until 3:30 pm if you need to meet with them.

## **Conferences:**

Conferences will be held during first and second semester. Parents are encouraged to participate in the conferences in order to understand how their student is doing academically. During conferences, parents are encouraged to ask questions, discuss progress, identify and possible issues and hear positive aspects towards their student's learning.

## **Texting Service:**

Family members and students with cell phones will be automatically signed up for the FBCS texting service. Texts will be sent throughout the year regarding emergency closures or other notifications.

## **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 semester for first semester grades, one week after the completion for second semester 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 semester. Mid-term progress reports will be sent to the family once a semester. Families may access current grades at any time 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, the use of Artificial Intelligence (A.I.) to complete assignments as their own, original work—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.

### **Middle School Credit System and Promotion to the Next Grade Level**

Forrest M. Bird Charter School has established a set of advancement requirements for 6<sup>th</sup> through 8<sup>th</sup> grade students which will act as a guide in helping students move methodically and purposefully on a course that will eventually lead to high school graduation. Therefore, the following advancement requirements are required in Forrest M. Bird Charter School.

1. To advance to the 7th grade, students must earn at least 80 percent of the core credits attempted in 6th grade and be in compliance with the School's attendance policy;
2. To advance to the 8th grade, students must earn at least 80 percent of the core credits attempted in 7th grade and be in compliance with the School's attendance policy;
3. To advance to the 9th grade, students must earn at least 80 percent of the credits attempted in 8th grade, complete instruction in career exploration, and be in compliance with the School's attendance policy;

Additionally, unless the student's parent/guardian provides Forrest M. Bird Charter School with a written request that the plan not be developed, the student must develop a career pathways plan which outlines the student's plans for high school and beyond as required by IDAPA 08.02.03.104.02.a. FBCS shall make a good faith effort to notify each student's parent/guardian of their responsibility for assisting in the development and approval of the student's career pathways plan. Each year following the development of the plan until the

student graduates or leaves FBCS, the pathways plan shall be reviewed by the student and one of the following: parent, counselor, administrator, or advocacy teacher.

4. Students who have failed more than 20 percent of the core courses attempted in 6th, 7th, or 8th grade may make up the credits needed to achieve the minimum portion of credits attempted by retaking the necessary course(s) during the summer with an Idaho accredited teacher online. FBCS not provide summer credit recovery summer courses. Summer credit recovery courses are to be approved by the Executive Director or principal.

## **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 the 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 semester 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 \$4,625.00 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 College Credits.**

Dual credit are courses taken by high school students that are transcribed on their high school and college transcripts. The Advanced Opportunities program can pay up to \$75



per credit. Dual Credit courses can be taken online, by virtual conferencing, or in some cases students can go directly to the college/university campus.

### **Exams**

Students can utilize Advanced Opportunities funds to pay for a variety of college-credit bearing or career-technical exams.

### **Workforce Training**

Advanced Opportunities funds may be used to pay for regionally approved workforce training courses at an Idaho public college in our area. Up to \$500 per course or \$1000 a year can be utilized for these courses.

### **Challenging Courses**

A student may challenge a core course. To learn more about challenging a course, please contact the Executive Director or Academic Advisor.

### **Advanced Opportunities Scholarship**

Students who successfully complete grades 1 through 12 at least one year early may be eligible for an advanced opportunities scholarship. A student shall be eligible if they:

1. Shows that they have met all of the graduation requirements of Forrest M. Bird Charter School; and
2. Completes grades 1 through 12 curriculums in 11 or fewer years.
3. Apply within two years of graduating from a public school.

A student is not required to graduate early and can choose to participate in dual credit or advanced placement classes upon meeting these criteria.

If an eligible student requests an advanced opportunities scholarship, the student shall be entitled to such a scholarship which may be used for tuition and fees at any publicly funded institution of higher education in Idaho. The amount of such scholarship shall equal 35 percent of the statewide average daily attendance-driven funding per enrolled pupil for each year of grades 1-12 curriculum the student avoids due to early graduation.

Forrest M. Bird Charter School shall collaborate with publicly funded institutions of higher education in Idaho to assist early-graduating students in enrolling in postsecondary or advanced placement courses held in high school.

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 FBCS's Academic Advisor.

## Attendance

At FBCS, we strive to create innovative learning opportunities that foster community, individuality, and imagination. Our staff work individually and in collaborative teams to design lessons and projects that give students voice, choice, and belonging within the school community. However, the vision of our school is unrealized when students do not attend school regularly. Chronically absent students struggle to create and maintain connections with other students/staff at the school. It is our belief that every student in the FBCS community matters and can contribute to the rest of the school in a unique way. Our community learns, grows, matures, and excels when we meet in person and work together.

The mission and vision of our school can only be fully realized when students attend school. Because of this, a parent cannot excuse their child out of the attendance policy no more can they excuse their child away from the mission of the school.

Regular school attendance is highly correlated with on-time graduation which then has implications for a student's future beyond high school and into the workforce. Students who are chronically absent may not develop the soft skills needed to be successful in their next step whether that is in the workplace or formal education. FBCS desires to maximize post-secondary academic and career opportunities thus we must also encourage regular attendance while enrolled at our school.

Definition of Absent	Missing more than 15 minutes in a class. <b>All absences except school excused absences (field trip/ISS/OSS) and medical exemptions will count toward total absences.</b>
Tardiness	Students who arrive late to class will be given warnings from their teacher and may lose credit for activities and assignments missed. Repeated tardiness will be subject to behavior intervention. Tardiness greater than 15 minutes will be considered an unexcused absence.
Chronic Absence Definition	Missing more than 10% of school days in a school year. This is regardless of whether the absence is excused or unexcused.  At FBCS, a student who misses more than <b>sixteen days</b> per school year is chronically absent. This includes ROADS Days.
Excused Absence vs Unexcused Absence	<b>Excused Absence:</b> To be an excused absence, a parent, guardian, or custodian must give notice to the school within 48 business hours of the student's return to school. Students will have one school day per day of excused absence to make up any work missed. A phone call to the office the day of the absence is preferred.

	<p><b>Unexcused Absence:</b> Any absence that is not excused by a parent, guardian, or custodian within 48 hours of the student's return to school is unexcused. Students are unable to make up work for an unexcused absence and will receive a zero for any assignments due on the days of an unexcused absence.</p> <p><b>Excused and Unexcused absences will count toward total absences.</b></p>
Students who are Eighteen Years of Age or Older	Students who turn eighteen while in high school will meet with the principal before being allowed to excuse their own absences in the future. The purpose of the meeting is to ensure the student is aware of the attendance policy and can make informed decisions about attendance.
Truancy	Truancy occurs when a student leaves class without permission or leaves with permission but fails to go to the designated location. If a truant student is gone for more than 15 minutes, they are absent from class, and this absence is unexcused. Behavior interventions may happen for truant students.
Attendance Accountability Plan	<p><u>Tier One: Warning</u></p> <p>When a student reaches <b>eight</b> absences from school (greater than or equal to three or more missed classes), a warning letter will be mailed home. This letter will reiterate the rationale for attendance and how attendance is vital to the mission of our school.</p>
	<p><u>Tier Two: Intervention Plan</u></p> <p>Once a student has reached <b>twelve</b> absences during the school year, a meeting will be held between parents, student, and the attendance team. An attendance contract will be developed for the remainder of the school year.</p> <p>NOTE: Having a meeting at <b>twelve</b> absences will catch students before they are chronically absent while still allowing for legitimate absence moving forward as part of their plan.</p>
	<p><u>Tier Three: Board Referral</u></p> <p>Students who do not meet the terms of the attendance contract, and are thus deemed chronically absent, are</p>

	subject to board intervention. This could result in discussions about alternative placement for education.
Do Tiers Reset?	Yes. Tiers may reset at the onset of a school year. A student who is under a board contract may not be able to reset tiers at the conclusion of the school year. This will be written into the contract at the discretion of the board.

### **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.

## **Expectations of Student Behavior**

### **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.

### **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 behaviors absolutely cannot be accepted and the violating student will face strict repercussions, such as a written Behavioral Plan, In-school suspension (ISS), Out of School suspension (OSS), or a Board of Directors discipline hearing with the possibility of expulsion. The behavioral consequence will be determined by review of the case and severity of the behavior. 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.

### **Weapons:**

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.

### **Substance and Alcohol Abuse:**

The use of alcohol and drugs is a serious problem and the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety, and welfare of students and staff. Forrest M. Bird Charter School wishes to help those in need of alcohol and drug intervention and, at the same time, to protect others who are affected by the presence of alcohol and drugs and to enforce the policies of the School relating to use, possession, and being under the influence of alcohol or controlled substances. Forrest M. Bird Charter School shall strive to create an environment free from alcohol and illicit drugs.

**Voluntary Disclosure:** In the case of students who come forward and voluntarily disclose using and/or being under the influence of alcohol and/or drugs while on school property or at a school function, prior to the school having reasonable suspicion, the school will immediately notify the student’s parent/guardian, and the school will work with the parent in the establishment of a plan to assist the student in whatever means are deemed necessary and appropriate.

The mere fact that a student previously disclosed use of alcohol or controlled substances, in and of itself, shall not establish reasonable suspicion at a later date.

**Use of Alcohol/ Drugs Not Disclosed Voluntarily:** If the school has reasonable suspicion (based upon reliable information received or the personal observations of staff) to believe that a student is using or is under the influence of alcohol or a controlled substance and the

student has not voluntarily disclosed such use or influence, Forrest M. Bird Charter School may take whatever action is deemed appropriate, including but not limited to suspension, and/or expulsion. The school shall notify the student's parent/legal guardian as well as local law enforcement. The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student will be asked if they have used and/or are under the influence of alcohol and/or drugs;
2. If the student admits to the use, the student's parent/legal guardian will be immediately called;
3. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;
4. The student will be immediately suspended from School, and depending upon the circumstances, may be suspended for up to 20 days and/or recommended for expulsion.
5. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation will be conducted, which may include a search of the student's locker, car, desk or any other School property used by the student. In addition, law enforcement will be called immediately as will be the parent/guardian. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion may be made to the Board of Directors. The student will be entitled to full due process prior to being expelled from school. Only persons who have a "need to know" may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others.

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

Bullying will not be tolerated, whether it is in person or through the school IT network. Bullying is the repeated unwanted, aggressive behavior that involves a real or perceived power imbalance. Conflict is a interpersonal disagreement or argument in which both sides are participating. If students are experiencing conflict, FBCS's Communication Coach may be utilized for conflict mediation with the permission of the legal guardian/ parent.

Threatening someone or using violent language creates a very unsafe environment for school. A threat is an expression of the intent to cause physical harm to others. Threats against FBCS students or staff will be referred to law enforcement as well as handled through administration.

Sexual harassment under Title IX law includes any unwelcome sexual conduct, such as unwelcome sexual advances, 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. The

Title IX federal laws have specific guidelines for schools in which FBCS will adhere. To report any suspected Title IX violation, contact Mary Jensen, the Title IX Coordinator., by calling the school offices or by emailing the complaint to [maryjensen@forrestbirdcharterschool.org](mailto:maryjensen@forrestbirdcharterschool.org).

### **Disrespect towards FBCS faculty 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.

### **Respect for facilities, school furnishings and equipment.**

- Students are expected to respect FBCS facilities and equipment. Any student involved will be required to fix and/or pay for any damages that he/she causes, as well as face disciplinary consequences, such as In-school suspension, out-of-school suspension or a Board of Directors Discipline Hearing. Additionally, students may be referred to law enforcement.

### **Dress Code Violations**

FBCS is a professional environment where a dress code is enacted. Staff may deny class entrance to any student not in approved FBCS dress code. If a student is found to be in violation of the dress code, students will be required to change into appropriate dress code and may need to call home to obtain appropriate dress code attire. Families will also be notified if the student has a consistent issue with being in dress code. Students who are insubordinate and refuse to either change will be considered disrespectful towards a staff member and will have consequences appropriate for staff disrespect. Students who chronically violate the dress code agreement may be suspended and/or required to meet with the FBCS board. FBCS will work with families who have economic difficulties and may need additional help in maintaining their students dress code.

### **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, extended length hugging, and/or kissing are not allowable. 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 notification to families, In-School Suspension (ISS), or Out of School suspension (OSS).

## **Expulsion and Denial of School Enrollment (Idaho Code 33-205)**

Idaho code allows for students to be expelled from school for the following provisions:

- 1) Behavior detrimental to the health and safety of other students.
- 2) Conduct continuously disruptive of student discipline or instructional effectiveness.
- 3) Habitual Truancy
- 4) Conviction or adjudication for any offense identified in Idaho Code 20-525 or Idaho Code Title 18, chapters 9, 61, or 66.
- 5) Parent or Guardian failure to disclose conviction or adjudication when seeking enrollment
- 6) Possession of a deadly or dangerous weapon or firearm on school property.
- 7) Possessing, providing, or selling illegal substances on campus, during the school day, or during a school sponsored activity.

FBCS has the right to not accept students who have been expelled or withdrew from a school to avoid expulsion from other school districts.

## **Graduation Requirements**

**Policy 2700P**

### Credits

Students shall be expected to earn a total of 57 credits and additional requirements in order to complete graduation requirements for an honors diploma, or 57 credits in order to complete the requirements for a general diploma, or 57 credits in order to complete the STEM diploma requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

### Honors Diploma

Secondary Language Arts and Communication		9 credits
Composition and Literature	2 credits	
Language Arts	5 credit	
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	



Science		8 credits
Biology	2 credits	
Chemistry, Physics, Earth Science or Dual College	2 credits	
General Science	4 credits	

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

Digital Literacy (begins for 2028 graduating class)		1
Credit		
Fine Arts or World Languages		2 credits

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		20 credits
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\*\*\* The additional honors credits must total of a combination of 8 dual credit or/and honors level credits.

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

### General Diploma

Secondary Language Arts and Communication		9 credits
Composition and Literature	2 credits	
Language Arts	5 credit	
Senior Project	1 credit	
Speech or Debate	1 credit	

Mathematics		6 credits
Algebra	2 credits	
Geometry	2 credits	
General Mathematics	2 credits	

Science		6 credits
Biology	2 credits	
Chemistry, Physics or Earth Science	2 credits	
General Science	2 credits	
Social Studies		6 credits
US History	2 credits	
Government	2 credits	
Economics	1 credit	
Western Civilizations	1 credit	
Fine Arts or World Languages		2 credits
Digital Literacy (begins for 2028 graduating class)		1 credit
Elective Credits		26 Credits
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.

### STEM Diploma

Secondary Language Arts and Communication		9 credits
Composition and Literature	2 credits	
Language Arts	5 credit	
Senior Project	1 credit	
Speech or Debate	1 credit	
Mathematics		8 credits
Algebra	2 credits	
Geometry	2 credits	
Algebra 2	2 credits	
Math Elective	2 credits	
Science		8 credits
Chemistry, Physics or Earth Science	2 credits	
Biology	2 credits	
General Science	2 credits	
Social Studies		6 credits
US History	2 credits	

Government	2 credits
Economics	1 credit
Western Civilizations (begins for 2027 graduating class)	1 credit

STEM Electives	5 credits
Fine Arts or World Languages	2 credits
Digital Literacy (begins for 2028 graduating class)	1 credit
Elective Credits	17 Credits
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.

### Basic Diploma

Basic diplomas are based upon the Idaho High School Graduation Minimum Requirements. To earn a basic diploma, permission must be obtained by the Executive Director.

### Middle 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. The student's parent/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.

### Early Graduation

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 eight semesters of school attendance in grades 9-12 may petition the State Board of Directors for early graduation by submitting such a petition to the Executive Director. The Executive Director 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 seven semesters and must have been in attendance in Forrest M. Bird Charter High School prior to the beginning of his/her seventh semester of attendance. During the student's seventh semester of school attendance, the student must be in school for six class hours and must pass five or more subjects.
2. Guidelines: Interested students should notify the school in writing of their interest to graduate early by the end of the first semester of their third year of high school. Approval to enter the early graduation 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 semester of the third year.

### Middle 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.

### Future Readiness Project

A student shall complete a future readiness project that includes reading, research, a research paper and oral presentation by the end of grade 12. Successful completion of the Future Readiness 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

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.

Forrest M. Bird 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 except as outlined in the Early Achievement of College/Career Readiness and Flexible Schedule portion of this policy. 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, online/virtual courses, , extended learning opportunities, and mastery-based education

Credit for work experience may be offered when the work program is a part of and supervised by the 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.

### Class Rank (Grade Point Average)

Forrest M. Bird Charter School does not generally place students in a class rank. When a Class Rank is needed for university or scholarship purposes, the class rank is compiled from yearly GPA calculations.

### Early Completion of Graduation Requirements

A student who completes all of the graduation requirements set forth above prior to the completion of eight semesters of school attendance in grades 9 through 12 may petition the Executive Director and Board for early graduation by submitting such a petition to the Executive Director. The Executive Director shall submit the petition to the Board for endorsement and approval at the end of the quarter preceding the requested graduation date.

### Early Achievement of College/Career Readiness and Flexible Schedule

A student may, at the student's option and upon notification to the School, be relieved from completing their remaining high school graduation requirements and apply for a flexible schedule or graduate early if the student:

1. Is at least 16 years of age;
2. Maintains a cumulative 3.5 grade point average;
3. Obtains permission from a parent/guardian, if under the age of 18;
4. Achieves a college and career readiness score;
5. Files the following with the school:
  - A. Notification of their intent to take a flexible schedule OR graduate early;
  - B. The student's participation portfolio; and
  - C. An essay of at least one page explaining why the student wishes to have a flexible schedule which must include the future plans using the flexible schedule OR early graduation;
6. Completes the following:
  - A. The required civics test;
  - B. The economics credit, government credits, and senior project required to graduate. A student's senior project may describe the student's experience in achieving a college and career readiness score and a detailed explanation of the student's future plan.

Students eligible for a flexible schedule may be relieved from high school graduation requirements in order to:

1. Take elective courses, career technical education programs, or courses selected by the student which are available at the School;
2. Participate in apprenticeships or internships;
3. Act as a tutor at any grade level; or
4. Engage in such other activities identified by the Board.

A student who is granted a flexible schedule must adhere to the plan submitted to the school as a part of their eligibility. Students who are under 18 may be modify their plan with the approval of the student's parent/guardian.

The Executive Director is authorized to create any procedures necessary to assist students to achieve early graduation or flexible schedules as well as create incentives for participation in any early graduation program. Students who opt for a flexible schedule may apply for Advanced Opportunities funding. Existing programs providing incentives to complete coursework early are described in Policy 2435 Advanced Opportunities.

## **Opportunities for Family Involvement**

Family involvement is critical to Forrest Bird Charter School's overall effectiveness. Families 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 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.

### **Volunteering**

Family members interested in volunteering with an FBCS activity are encouraged to contact the staff or administration of the school.

## **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**

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. Hold Secure, 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.

HOLD – “In your room or areas.” Students are to remain in their classrooms.

SECURE - “Get inside; lock the doors”

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 (LPOSD) 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 social media pages. A text message will also be sent out via our emergency texting service.



# Student Dress Code

## Dress Code Philosophy

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 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 the approved FBCS dress code. If a student is found to be in violation of the dress code, students will be required to change into an appropriate dress code and may need to call home to obtain appropriate dress code attire. Families will also be notified if the student has a consistent issue with being in dress code. Students who are insubordinate and refuse to either change will be considered disrespectful towards a staff member and will have consequences appropriate for staff disrespect. Students who chronically violate the dress code agreement may be suspended and/or required to meet with the FBCS board. FBCS will work with families who have economic difficulties and may need additional help in maintaining their students' dress code.

## 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**

<b><u>Appropriate Dress Code</u></b>	<b><u>Inappropriate</u></b>
<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**

### **Student-owned electronic devices/ Cell phones (Policy 3265)**

#### Restrictions on Time and Location of Use

Students are prohibited from using cell phones and any personal electric devices, such as smart phone, tablets, laptops, e-readers and smart watches, not issued by Forrest M. Bird Charter School in the following times and places:

1. On school property during class time.
2. At any school event;
3. During class time;
4. At school activities outside of school hours; and
5. In bathrooms, locker rooms, or changing rooms;

Students are permitted to use cell phones and any personal electronic devices not issued by Forrest M. Bird Charter School in the following times and places:

1. Before and after the school day;
2. During lunch;
3. During passing periods;
5. Any use of an electronic device required by a student's 504 Plan or Individualized Education Plan (IEP) shall be permitted regardless of whether it would otherwise violate this policy.
6. Students may use a personal electronic device in the case of an emergency to contact help. In this policy, an emergency is an event that poses an immediate threat to the health or safety of any person or a risk of damage to property. If a student needs to use a personal electronic device in such an emergency, they should ensure they are in as safe a location as is feasible. If a student's parent/guardian or their designee needs to contact a student in the case of an emergency at a time when student cell phone use is not permitted, the parent/guardian or designee should call the school office and ask staff to relay the message or bring the student to the office to speak with the parent/guardian or designee by phone or in-person.

## **Internet Use Policy**

### **Acceptable Use of Electronic Networks.**

Student-owned electronic devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use of Electronic Networks Policy and the Internet Access Conduct Agreement.

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

### **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.
- Uses that violate State or Federal executive orders directives. On December 14, 2022, the Governor of Idaho issued an executive order relating to the application TikTok. The order prohibits downloading the TikTok application or otherwise accessing the TikTok website on state issued devices, including cell phones, laptops, tablets, or any other device that connects to the internet. This order is not limited to onsite school usage but is bound to any state issued electronic devices transported to home or any other offsite locations. Connection to a network other than the FBCS domain does not negate any directives of this order.

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.

## **Computer Use and 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**

Students are financially responsible for all damages due to negligence or for lost school-issued technology.

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 appropriate condition.

### **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, copying, or creating material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not using the resources to further other acts that are criminal or violate the school's code of conduct.
- Not sending spam, chain letters, or other mass unsolicited mailings.
- Use only school approved email accounts at school.
- Not buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- Not installing applications or change operation settings on FBCS computers.
- Allow Administrator's access to personal computers if being used at school 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**

FBCS will provide each student with a laptop computer for school work. Students are not permitted to bring their own computers to school. However, there may be times in which a personalized technology provided by the family may be of educational benefit to the student. For these cases, the personalized technology device are to be approved by the administration and IT department. If a student's personal device is approved, the student must adhere to Policy 3260.

## **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. Teachers will be available from 12 to 3:00 pm by appointment only with the individual teacher. Teachers can also be reached via email on these dates; students may schedule additional time with specific teachers.

ROADS days may also be 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 7:35)

ADVO	8:00 – 8:30
1 <sup>ST</sup> Period	8:34 – 9:59
2 <sup>ND</sup> Period	10:03-11:28
Lunch	11:28 – 11:58
3 <sup>TH</sup> Period	12:00 – 1:25
4 <sup>TH</sup> Period	1:29 – 2:54

#### Recommended ROADS Schedule

Students are required to sign-in and complete school work for all classes on ROADS. Students may create their own schedule for the day; however, work assigned for the day must be completed between 8:00 and 2:54 in order for students to not be counted as absent for the day.

ADV	8:00 -8:30
1A	8:30 – 9:13
2A	9:13 – 9:56
3A	9:56 – 10:39
4A	10:39 – 11:22
Lunch	11:22 – 12:02
1B	12:02 – 12:45
2B	12:45 – 1:28
3B	1:28 – 2:11
4B	2:11- 2:54

### 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.

## **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 designation location and then walk back. Teachers will notify families when these trips occur.

### Distance Field Trips

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

### 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).

## **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.

## **Medications**

All medications, including those approved for keeping by a student for self-administration, must first be delivered by the parent or other responsible adult to the front desk of the school. The medications will be kept at the front desk. When the student needs to take the medication, they will report to the front desk to obtain and take the medication. Students may not keep prescription medications in their possession unless those medications are for epilepsy or other seizures, life-threatening allergies or diabetes. No more than a 45 day supply of medication for the student will be stored at the school. All medications are to be stored in their original containers.

## **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> - 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 parent/ legal guardian. 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 7:35am to 3:30pm. School office hours are 7:35am to 3:30pm on Monday through Thursday. School offices are closed on Fridays.

## **School Hours**

School begins at 8:00 a.m. and dismisses at 2:50 p.m. Doors open at 7:30 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.

## **Student Records**

Student educational records are confidential, and information from them shall not be released other than as provided by law. Legal guardians/ parents have the right to review educational records of a minor student at any time. The school may release directory information as permitted by law. Military recruiters and institutions of higher education may request and received the names, addresses, and telephone numbers of all high school students, unless the parent directs FBCS not to release the information.

## **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.

### **Visitors to the School**

FBCS encourages families and community to visit the school. All visitors are required to report to the front offices upon entering the school building to sign-in and obtain a visitor pass. An individual who wishes to visit a classroom during instructional time may only do so with prior approval from the principal and classroom teacher. Visitors, including parents/guardians, who are otherwise legally prohibited from access shall not be granted permission to visit. (Policy 4140).