

Taylor's Crossing Public Charter School

STUDENTS

3000

Entrance, Placement and Transfer

Entrance, Date and Age

No pupil may be enrolled in the kindergarten or first grade whose fifth (5th) or sixth (6th) birthday does not occur on or before the first (1st) day of September of the school year in which the child registers to enter school. Any child of the age of five (5) years who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the age and date requirements set forth above, shall be allowed to enter the first grade.

Initial Enrollment

Immunization records (or an appropriate waiver) and birth certificate (subject to provisions of McKinney Homeless Assistance Act) are required for admission to Taylor's Crossing Public Charter School.

If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the Charter School shall notify the person enrolling the student in writing that he must provide within thirty (30) days either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa or other governmental documentation of the child's identity. If the person enrolling a student fails to provide the information within the requested thirty (days), the school shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that he has an additional ten (10) days to comply. If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the school shall immediately report the same to the local law enforcement agency. *Local law enforcement will investigate these reports. Failure of a parent, or person in custody of a child, or a person enrolling a student, to comply with the documentation requirements of this section after a lawful request ... shall constitute a misdemeanor.*

Placement

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

Transfer

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

Elementary Grades (K-8): Any student transferring into the school will be admitted and placed on a probationary basis for a period of two (2) weeks.

Should any doubt exist with teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-(2)-week probationary period, the student will be subject to observation by the teacher and Administrator.

Secondary Grades (9-12), Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

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

Cross Reference: 3125 Education of Homeless Children

Legal Reference: Art. IX, § 9, Idaho Constitution- Compulsory Attendance at School
I.C. § 18-4511 School Duties—Records of Missing Child—Identification
Upon Enrollment—Transfer of Student Records
I.C. § 33-201 School age
I.C. § 33-209 Transfer of School Records
I.C. § 39-4801 Immunization required
I.C. § 39-4802 Exemptions

Policy History:

Adopted on: 5/12/2010

Revised on: 1/18/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3010

Open Enrollment

The School Board of Directors recognizes that some of its patrons may want to enroll their children in a school that is located within a district other than where their primary residence is located, therefore, this policy is adopted to allow all in-district and out-of-district patrons to choose among this District's schools under specified conditions. In making a decision on a student's open enrollment application, the board of trustees shall consider the needs of the student requesting the transfer as well as the other students affected by the transfer. A student currently under suspension or expulsion in this district or another district is not eligible for Open Enrollment under this policy.

Transportation

Parent's or guardian's of a student accepted under this open enrollment policy will be responsible for transporting their child or ward. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within the District's boundaries.

Varsity Sports

It is recommended that a student who is considering submitting an open enrollment application to this district, and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) should review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

Application/Approval Process

An open enrollment application must be submitted annually for admission to a specific school. Applications will be accepted from January 1 to February 1 of each year for enrollment in the subsequent school year. The application acceptance period may be waived with the mutual agreement of the Taylor's Crossing Public Charter School and the district in which the student's parent or guardian resides or between principals for an in-district transfer. It is the School Board's intent to allow waiver of the application acceptance period for continuous acceptance of open enrollment applications when classroom space is available.

The Superintendent shall establish a procedure for:

- the method of determining which students are chosen when classroom space is limited;
- notifying parents of the action taken on the open enrollment application;
- the factors which may possibly cause an open enrollment application to be denied;
- the process for removing a student from a transfer school, including the grounds for removal,

parent notification and the appeal process.

Re-enrollment

As long as a transfer student continues to reapply for enrollment, the Superintendent shall treat that student as if he/she resides in that school's attendance area, except in the circumstances described below. To the extent possible, the Superintendent shall expedite the enrollment process.

In situations where class size is limited, the Superintendent may give priority to certain students. Priorities may include, but are not limited to situations where a student:

- resides in the District and seeks enrollment in another district school under the provisions of the No Child Left Behind Act;
- was previously enrolled at the requested school during the prior year;
- has a brother or sister enrolled at the requested school;
- has parents who are founders of the school;
- has parents employed by the District; or
- has unique situation or extraordinary circumstances.

The Superintendent may deny an open enrollment request when such enrollment would negatively impact the efficient use of the District resources. The Superintendent may set numerical limits defining hardship for schools, grade levels, or programs to provide for appropriate and efficient use of facilities and staff. The student to teacher ratios shall not exceed the overloaded class/teacher limits outlined in the Class Size policy #2240.

Revocation of a Transfer

Transfer students are required to comply with all District policies. Unacceptable behaviors by a transfer student or false or misleading information on their open enrollment application are grounds for the District to remove a transfer student at any time. If a student's open enrollment transfer is revoked, the parent/guardian may request an administrative review by the Superintendent of the district. The Board of Trustees may review the Superintendent's decision.

Student Rights and Responsibilities

All student's rights and responsibilities remain the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy. If a student who is a resident of another, applies to this district and is accepted under the terms of this policy, and fails to attend shall be ineligible to apply again for open enrollment in this district.

Preventing or Recruiting Potential Open Enrollment Students

The District or its' employees will not take any action to prohibit or prevent application by a students to attend school in another school district or to attend another school within the District. In no event is the District, or an employee of the District to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including

dismissal.

Evaluation of Policy

Annually, the Administrator shall be prepared to report to the Board the effect of this policy. Their report may include the number of open enrollment requests accepted or denied by each school, the reasons for denial, and any unanticipated results of this policy.

Cross Reference: 2240 Class Size

Legal Reference: I.C. §33-512
 I.C. §33-1401
 I.C. §33-2001
 I.C. §33-1402

Policy History:

Adopted on: 5/12/2010
Revised on: 1/18/2012
Adopted on: 8/14/2013

_____ **Charter School**

STUDENTS

3010F

OPEN ENROLLMENT APPLICATION
DATE/TIME RECEIVED: _____

For School Year 20____ - 20____
Grade _____

This application form (approved March 2000) was prepared pursuant to Section 33-1402, Idaho Code, and may be used by any school district. Any other form must be approved the State Superintendent of Public Instruction.

NOTE: For out-of-district applicants, a copy of the applicant student's cumulative record must be attached to this application. The cumulative record may be obtained from the student's current school.

() Out-of-District Application Name of District _____

() In-District Transfer Application

Name of Proposed Receiving School _____

(Some specialized programs are only offered in a limited number of schools, e.g. special education, English Language Learner, etc. Contact _____ District Services Center _____ for further information.)

1. Applicant Student's Name _____

Date of Birth _____

2. School student is presently attending, or would attend if student were in a public school.

Name of School _____

Address of School _____

Present Grade Level of Student _____

3. Has the student ever been suspended or expelled from school or has the student committed a disciplinary violation for which he/she could be suspended or expelled? Yes _____ No _____

4. Has the student had a history of disciplinary infractions? Yes _____ No _____
If YES, describe the circumstances (including dates and duration) _____

5. Reason(s) for requesting attendance in this school (optional).

6. Special and/or unique instructional programs in which the applicant student is currently enrolled. (For example: vocational, foreign language, remedial, special education, gifted/talented, etc.) _____

7. Special and/or unique instructional programs in which the applicant student expects to enroll in at the new

school. _____

8. Extra-curricular activities in which the applicant wishes to participate _____

9. Transportation arrangements that will be made by the parent/guardian. _____

10. Parent/Guardian's Name _____

Parent/Guardian's Address _____

Home Phone _____

Work Phone _____

Message Phone _____ Work
Phone _____

I have read the school district procedure on open enrollment, and hereby request that my son/daughter be permitted to attend _____

(Name of Proposed Receiving School)

Parent/guardian's Signature: _____

Misrepresentation of information on this application may result in revocation of the applicant's approval to attend a _____ School District school.

() Approved
() Disapproved
Date _____

Superintendent's or Designee's Signature _____

Within 60 days following action on the application, copies must be sent to Parents, Building Principal and, for out-of-district applicants, the Superintendent of the home district. If the application is denied, a written explanation for the denial must be attached.

PRINCIPAL SIGNATURES

_____ **In-District Transfer:** _____ **(Home School)**

_____ **(Receiving School)**

Out-of-District Transfer: _____ **(Receiving School)**

Taylor's Crossing Public Charter School

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Enrollment and Attendance Records

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

Policy History:

Adopted on: 5/12/2010

Revised on: 1/18/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3020P

Enrollment and Attendance Records

Average Daily Attendance

A day of attendance is one in which a pupil is physically present for a full day (at least four (4) hours for grades 1 through 12 (1-12) and at least two and one-half (2 ½) hours for kindergarten) under the guidance and direction of a teacher or other authorized school personnel while school is in session or is a homebound student under the instruction of a teacher employed by the Charter School.

Average Daily Attendance (ADA) is the aggregate number of days enrolled students are present divided by the number of days of school in the reporting period. Students who attend school in another state that abuts the student's resident school, shall be counted for purposes of ADA. Students for whom no Idaho school is a home school shall not be counted for purposes of ADA. Funding for schools is based on ADA and must be accurate.

Attendance Accounting:

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

Legal Reference: I.C. § 33-1001 Definitions
I.C. § 33-1002E Pupils attending school in another state
IDAPA 08.02.01.250.05 Day of Attendance (ADA) – Grades One Through
Twelve (1-12)
IDAPA 08.02.01.250.03 Day in Session When Counting Pupils in
Attendance
IDAPA 08.02.01.250.04 Day of Attendance - Kindergarten

Policy History:

Adopted on: 5/12/2010

Revised on: 1/18/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

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3030

Part-Time Attendance / Dual Enrollment

For purposes of this policy the term “non-public school student” is any student who is enrolled in a non-public school (including a home school or private school), enrolled in a public charter school or enrolled in a post-secondary institution.

Any non-public school student will be allowed to enroll in the school and be entitled to participate in any program (curricular or extracurricular), subject to the same requirements as other students who are enrolled full-time in the school and subject to the requirements set forth below in this Policy.

Non-public school students admitted to the school shall only be on school property during the hours of enrollment or as otherwise indicated by the Administrator. The school will not be responsible for the student during non-enrollment hours or times.

Admittance

The parent/legal guardian of any non-public school student wishing to admit their son/daughter in this school for any academic or nonacademic program must register the student and provide the following prior to acceptance of any such student:

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

Extracurricular Activities

The following rules apply for a non-public school student to be eligible to participate in nonacademic school activities (i.e., extracurricular activities):

1. Eligibility standards must be met the same as other regular full-time students;
2. The non-public school student shall achieve a minimum score on the achievement test(s) required annually by the State Board of Education for purposes of determining eligibility for the following school year. The minimum composite test score of the student must fall within the average range or higher as established by the test service utilized. The minimum score on each assessment is the fifth (5th) stanine for the battery total score;
3. A non-public school student will be subject to the same requirements as public school students regarding school attendance on the date of an activity. If the non-public school student is not scheduled to attend academic courses in the school on

activity days, the non-public school student's primary education provider shall provide assurance to the school that such student has met the attendance requirements in the non-public school academic setting.

Priority

Priority for enrollment, when school programs reach maximum capacities, will be given to students enrolled on a regular full-time basis. If a number of non-public school students request admission into the same class, they will be accepted on a first-come basis. In the event the class enrollment position of a non-public school student is needed for a regular full-time student during the course of the year, the full-time student will have priority for the position beginning with the semester after the need is identified. Students with disabilities residing in the school who are attending private or home schools will be accepted in accordance with state and federal statutes.

Average Daily Attendance

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

Transportation

Non-public school students may be eligible for Charter School transportation services.

Graduation

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

Legal Reference: I.C. § 33-203 Dual enrollment
 I.C. § 33-1001, et. seq. Average Daily Attendance
 IDAPA 08.02.03.111.13 Dual Enrollment

Policy History:

Adopted on: 5/12/2010

Revised on: 1/18/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3040

Compulsory Attendance

Parents are responsible for seeing that their children of age seven (7) or older prior to the first day of school attend school until the child's sixteenth (16th) birthday.

Unless the child is otherwise comparably instructed, the parent/guardian shall cause the child to attend a public, private or parochial school during a period in each year equal to that in which the public schools are in session.

Legal Reference: Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School
I.C. §33-201 School age
I.C. § 33-202 School attendance compulsory

Policy History:

Adopted on: 5/12/2010

Revised on: 1/18/2012

Adopted on: 8/14/2013

Attendance Policy

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

Students, parents/guardians, and educators recognize the importance of attendance and punctuality at all grade levels. Key reasons for regular and punctual attendance at school are employability, educational benefits, and success in school.

Employability—Punctuality and attendance are important skills identified by employers for employment. Developing these skills is critical, whether students plan to work during school, after graduation, or after college.

Educational Benefits—Regular attendance helps to assure that students are getting the benefits of a program that is 90% direct instruction.

Success in School—Students must be present in order to experience success in school; further, each student's presence enhances the success of the entire class.

Financial Solvency of our School—Our school's funding is based on obtaining an average of 96% attendance. Average daily attendance is determined on a weekly basis. It is critical to the financial viability of the school that parents/guardians adhere to their commitment of at least 96% attendance.

Policy History:

Adopted on: 5/12/2010

Revised on: 1/18/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3050(A3)

Attendance Policy

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

Activities or Preplanned Absences

It is the student's responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one (1) day to make up work for each day missed, upon return.

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

Excused Absences

An absence shall be excused when the absent is due to:

1. Illness
2. Bereavement
3. Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies. Verification should be available prior to requesting an admit slip. School work missed during an excused absence can be made up at full credit, even those beyond ten (10) days (see Ten-Day Policy). Time allotted for make up work is stated in each school's student handbook.

Unexcused Absences

Unexcused absences are not acceptable in the school. An unexcused absence is an absence for some other reason than specified in the Activities/Preplanned Absence or Excused Absence sections or an absence for which the student did not receive prior approval from the building administrator. The Administrator shall have the authority to determine the appropriate penalty for any student whose absence is considered unexcused.

Ten-Day Policy

Students who are not in attendance 96% of the time, and who are not on a 504 Accommodation Plan or have an IEP that accommodates for attendance, are subject to the following:

- Parents/guardians will be notified in writing of the 3rd absence from class during a semester and the potential loss of credit.
- Parents/guardians will be notified in writing of the 5th absence from class during a semester, the student's possible loss of credit, and the appeals process.
- On the 6th absence from class during a semester, the student will lose credit for that class. Students may appeal to the administrator if extenuating circumstances exist. Students may appeal the administrator's decision to the Board for final determination. Extenuating circumstances will be handled by the administrator and/or Board on a case-by-case basis when based on situations beyond the student's control.
- If a student has been absent from school 10 total days during a semester, the student may be administratively withdrawn in accordance with this policy.

Tardies

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

Policy History:

Adopted on: 5/12/2010

Revised on: 1/18/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3060

Education of Homeless Children

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The trustees must assign and admit a child who is homeless to a school in the school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees may not require an out-of-school attendance agreement and tuition for a homeless child.

The Administrator or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students shall have access to services comparable to services offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which the student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education, as well as programs for gifted and talented students; and
5. School nutrition program.

The Administrator or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Administrator or designee shall appoint a liaison for homeless children.

A "homeless child" is defined as provided in the McKinney Homeless Assistance Act.

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the school's director of special services. Thereafter a written complaint must be filed in accordance with the Charter School's Uniform Grievance Procedure.

Cross Reference: 3210

Uniform Grievance Procedure

Legal Reference: 42 U.S.C. § 11431, et seq. McKinney Homeless Assistance Act
I.C. § 33-1404 Districts to Receive Pupils

Policy History:

Adopted on: 5/12/2010

Revised on: 2/8/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3070

Students of Legal Age

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

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

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

Absence-Lateness-Truancy: Absence notes, normally signed by parents or guardians, may be signed by adult students. Excessive absences will result in consequences according to policy 3122P and will be reported on the report card.

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

Withdrawal from School: Adult students may withdraw from school under their own cognizance.

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

Report Cards: Progress reports will be sent to the parent or legal guardian.

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

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

Policy History:

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3080

Nonresident Student Attendance Policy

Students may attend school in other than the resident student's school under the following circumstances:

1. State Enrollment Options Program;
2. When the resident and non-resident districts mutually agree;
3. When the resident district and an out-of-state school district mutual agree;
4. Except when such transfer would work a hardship on the receiving school district

State Enrollment Options Program – choose one

Whenever the parent or guardian of a student determines it is in the best interest of the student to attend a school other than the student's resident school, the parent/guardian must apply annually for admission to the non-resident school on a form provided by the state department of education. The application, together with the student's cumulative record, shall be submitted to the receiving district no later than February 1 for enrollment during the following school year. The February 1 deadline may be modified by mutual agreement of the resident and non-resident school. Notice of the application must be given to the student's residence district. The non-resident school will have sixty (60) days in which to consider the application. If the application is denied, the non-resident school must provide a written explanation of the denial of enrollment.

No tuition shall be charged when a student attends a non-resident school under the State's Enrollment Options Program.

The parent/guardian of a non-resident student is responsible for transporting the student to/from the school or to a bus stop within the non-resident district.

Eligibility rules for participating in extra-curricular activities shall apply to non-resident students. Any suspended/expelled student will not be eligible to attend a non-resident school under the provisions of this law.

Mutual Agreement Of Resident And Non-Resident Idaho Districts

The boards of trustees of a resident and non-resident district may agree in writing, on an annual basis, that students may be allowed to attend school in the non-resident district.

Mutual Agreement Of Resident District And An Out-Of-State District

The board of trustees may agree in writing, on annual basis, that a resident student attend school in the nearest appropriate school district in a neighboring state. Such agreement shall state the rate of tuition and cost of transportation, if any, to be paid by the District. The agreement will be

entered into the records of the board of trustees. A copy must be filed with the State Board of Education.

The board of trustees may, upon approval of the State Board of Education, enter into an agreement with the governing body of a school district in another state for education and/or transportation of an out-of-state student. The rate of tuition, cost of transportation as well as other appropriate costs shall be specifically addressed in the agreement. The agreement will be entered into the records of the board of trustees with a copy to be filed with the State Board of Education.

Hardship Exception

When tuition is to be paid by the resident district, or waived by this District, the District will admit students except when any such transfer would constitute a hardship. In the following circumstances, the District may determine that a hardship exists when acceptance of a non-resident student(s) would:

1. require the hiring of additional staff, the provision of educational services not currently provided in the school, or the crowding of existing classes;
2. cause an excessive number of students in a particular building;
3. cause the total enrollment in a specialized program to exceed the limits below;
4. would cause disruption of the education process. The District will consider the following criteria in making this determination:
 - a. Is the student in good standing with the most recently attended school in terms of academics, conduct, and attendance;
 - b. Can the student demonstrate a record free of truancy;
 - c. Can the student demonstrate a clean behavior record in the school last attended for a period of at least one (1) year;
 - d. Would the student's presents pose a detriment to the health and safety of other students and/or staff.;
 - e. Has the student been suspended/expelled from any other school district.

Idaho Youth Rehabilitation/Child Protective Act

Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency or institution located within the District shall be enrolled and shall not be charged tuition.

Homeless Children

Homeless children as defined by the Steward B. McKinney homeless assistance act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of such homeless child.

Other conditions:

The Board will not admit any student prior to viewing that student's records from the student's previous school districts.

The District has the option of accepting a nonresident student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

The Board will not admit any student who is expelled from another school district.

Legal Reference: I.C. § 33-1400 et seq. Transfer of pupils
 I.C. § 33-205 Denial of school attendance

Policy History:

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3090(A1)

Foreign Exchange Students

It is the policy of the Board to recognize the benefits from non-immigrant students in the school. The Board does not, however, sponsor student foreign exchange programs. The school does not provide any financial contribution to the student. The Board assumes no responsibility or control over items such as travel, living accommodations, funding, insurance, etc., which remain the responsibility of the sponsor and/or student.

J-1 visa holders (students sponsored by an approved foreign exchange organization) are eligible to attend either elementary or secondary school. Any sponsoring organization must be a nonprofit organization, and be approved by the Council on Standards for International Education Travel. F-1 visa holders (individual foreign students sponsored by relatives or friends) may not be eligible to attend the school.

The number of foreign exchange students attending Taylor's Crossing High School at one time shall not exceed 10% of the total high school enrollment. The Board reserves the right to withdraw approval and regulate the number of students participating.

Legal Reference: 20 U.S.C. 221, et seq.

Policy History:

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3090P

Foreign Exchange Students

Admission Requirements

- I. Foreign exchange students must be eighteen (18) years of age or younger at the time of enrollment.
- II. Foreign exchange students must reside with a legal resident who resides within the school's attendance area. Limited exceptions may be granted at the discretion of the Board.
- III. Foreign exchange student must have sufficient knowledge of the English language to enable effective communication and to use instructional materials and textbooks printed in English.
 - A. An English proficiency test of the school's own choosing may be administered and will supersede all other tests.
 - B. If an organization places a student who, upon arrival, is deemed by the school to be deficient in English language proficiency, the organization will do one of the following:
 1. Terminate the student's placement.
 2. Provide, and pay for, tutorial help until the student reaches proficiency, as determined by the school.

Academic Standards and Graduation

- I. Foreign exchange students will be expected to meet all appropriate standards required of any student enrolled in the school.
- II. Foreign exchange students will not graduate from or receive a diploma from the High School, but they may participate in the ceremonies and receive a certificate of attendance.

Student Opportunities/Responsibilities

- I. Foreign exchange students will be expected to enroll in the following academic classes while attending Taylor;s Crossing High School:
 - A. One (1) English class;
 - B. One (1) United States history class or one (1) government class;
 - C. Maintain enrollment in at least six (6) classes.

- II. Foreign exchange students are eligible to participate in the High School Activities Program. Guidelines for participation are set by school policy and by the Idaho High School Activities Association, as follows:
 - A. RECOGNITION. The student must be a participant of an “official Foreign Exchange Program” as defined in the publication from the National Association of Secondary School Principals, entitled, “Advisory List of International Educational Travel and Exchange Programs”.
 - B. GRADUATION. The student cannot have graduated or received a diploma in his/her own country.
- III. Foreign exchange students are expected to pay all yearbook fees, lab fees, prom tickets, yearbook costs, athletic fees, cap and gown fees, lunch prices, and all other school incurred expenses that are expected of other students enrolled in the High School.
- IV. Foreign exchange students must maintain passing grades in all classes, follow rules and regulations of school student policies, and show satisfactory discipline and attendance. Failure to comply with these expectations shall result in dismissal of the student from the school’s Foreign Exchange Program.

Procedure History:

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

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3100

Programs for At-Risk/Disadvantaged Students

Taylor's Crossing Public Charter School will designate one (1) at-risk coordinator to collect and disseminate data regarding drop-outs in the School and to coordinate the School's program for students who are at high risk of dropping out of school.

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

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

The Board will review and approve the plan annually.

At-Risk Students

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

Programs and District Plan

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

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

1. emphasize a comprehensive team approach that includes the Principal, parent/guardian, teacher, student, community service provider, business representative, or others;
2. include objectives designed to meet the identified needs of at-risk students and to retain those students in school;
3. be designed to use community resources that are available to serve at-risk youth;
4. provide for parental involvement, such as participation in developing student academic plans and training programs for parents; and
5. provide for review of individual profiles for at-risk students.

The District plan may also:

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

Alternative high school programs conducted during the school year will be conducted off-site or scheduled at a time when school is not in session and shall comply with the State Board of Education Rules Governing Thoroughness (IDAPA 08.02.03.110).

Legal Reference: IDAPA 08.02.03.110 Alternative Secondary Programs

Policy History:

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3200

Student Rights and Responsibilities

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

Cross Reference: 3370 Searches and Seizure
 3330 Student Discipline

Legal Reference: I.C. § 33-205 Denial of school attendance
 Tinker v. Des Moines Ind. Sch. Dist., 89 S.Ct. 733 (1969)

Policy History:

Adopted on: 5/12/2010

Revised on: 4/11/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3210

Uniform Grievance Procedure

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy.

The Taylor's Crossing Public Charter School will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the administrator within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the administrator shall investigate and attempt to resolve the complaint. If either party is not satisfied with the administrator's decision, the grievance may be advanced to Level 3 by requesting in writing that the Board review the administrator's decision. This request must be submitted to the Board within fifteen (15) days of the administrator's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the administrator, who serves as the Nondiscrimination Coordinator, shall investigate the complaint. The administrator will complete the investigation and prepare the report within thirty (30) days after receipt of the written grievance. The administrator may hire an outside investigator if necessary. If either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the administrator to the Board for a hearing.

Level 3: The Board

Upon receipt of a written appeal of the decision of the administrator, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Policy History:

Adopted on: 5/12/2010

Revised on: 4/11/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3220

Student Use of Buildings: Equal Access

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

The following criteria must be met:

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

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

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

Legal Reference: 20 U.S.C. 4071 Equal Access Act
Board of Education v. Mergens, 110 S.Ct. 2356 (1990)

Policy History:

Adopted on: 5/12/2010

Revised on: 4/11/2012

Adopted on: 8/14/2013

STUDENT CLUB RISK MANAGEMENT PLAN

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

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

WHAT ARE THE PURPOSES AND GOALS OF THE CLUB?

WHAT ARE THE RESPONSIBILITIES OF THE CLUB MEMBERS?

WHAT TRAINING IS TO BE REQUIRED OF CLUB MEMBERS? ARE THERE MINIMAL KNOWLEDGE REQUIREMENTS? HOW WILL THESE BE TESTED? HOW ARE TRAINING AND TEST RESULTS DOCUMENTED AND MAINTAINED?

WHAT ARE THE RESPONSIBILTIES OF THE FACULTY OR SCHOOL APPOINTED SPONSOR?

WHAT SPECIAL TRAINING OR EDUCATION IS REQUIRED OF THE FACULTY OR SCHOOL STAFF SPONSOR? ARE THEY CERTIFIED THROUGH A RECOGNIZED ORGANIZATION?

WHAT SAFETY RULES ARE NECESSARY TO CONDUCT CLUB ACTIVITIES MINIMIZING HAZARDS AND EXPOSURES TO CLUB MEMBERS, SCHOOL STAFF MEMBERS, AND SCHOOL PROPERTY?

WHAT SAFETY EQUIPMENT IS NEEDED? WHO IS TO PROVIDE THIS EQUIPMENT? HOW IS THE EQUIPMENT TO BE INSPECTED AND TESTED?

WHAT EMERGENCY RESPONSE PROCEDURES ARE NECESSARY BASED UPON THE INHERENT RISKS OF THE CLUB ACTIVITIES? AS AN EXAMPLE; FIRST-AID, AND EMERGENCY COMMUNICATION?

ARE PARENT CONSENT FORMS REQUIRED? IF SO, WHERE ARE THE RECORDS MAINTAINED?

Taylor's Crossing Public Charter School

STUDENTS

3225

Student Clubs: Equal Access

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

Definitions:

As used in this policy:

- (a) "School" shall mean Taylor's Crossing Public Charter School.
- (b) "Club" shall mean a sponsored club or a non-sponsored or non-curriculum club of students of the school who wishes to organize and meet form common goals, objectives, or purposes, but does not include school activities.
- (c) "Sponsored Club" shall mean a club which is directly under the sponsorship, direction, and control of the school.
- (d) "Non-sponsored or non-curriculum Club" shall mean a student initiated club which is not under the sponsorship, direction or control of the school or any student initiated club that does not directly relate to the body of courses offered by the school.
- (e) "non-participating capacity" shall mean a person may not promote, lead or participated in any meeting.

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

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

Equal Access Regulations

The following general guidelines will be observed in approving, establishing, and operating student clubs at Taylor's Crossing Public Charter School.

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

For sponsored clubs, the following guidelines will apply:

- A. Each sponsored club will have a faculty or staff member appointed as sponsor. The sponsorship shall be approved by the administrator or designee.
- B. All activities of the club must have prior approval of the sponsor.
- C. Club funds shall be subject to deposit, audit and disbursement in accordance with the regulations of the school.
- D. The content and placement of club posters or advertisements shall be approved by the club sponsor.

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

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

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

Policy History:

Adopted on: 5/12/2010

Revised on: 4/11/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

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3230

Student Government

The Board encourages the function of a student council in the high school. The student council shall assist in improving the general welfare of all students and give students the opportunity to participate in the orderly workings of the democratic process

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

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

Legal Reference: I.C. § 33-506(1)

Policy History:

Adopted on: 5/12/2010

Revised on: 4/11/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3240

Student Publications

Student publications produced as part of the school's curriculum or with the support of student body funds are intended to serve both as vehicles for instruction and student communications. They are operated and substantively financed by the student body and the school.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided they are treated in depth and represent a variety of viewpoints. Such materials may not be libelous, obscene or profane nor may they cause a substantial disruption of the school, invade the privacy rights of others, demean any race, religion, gender, or ethnic group, or advocate the violation of the law. They may not advertise tobacco, liquor, illicit drugs or drug paraphernalia.

The administrator shall develop guidelines to implement these standards and shall establish procedures for the prompt review of any materials that appear not to comply with the standards.

Policy History:

Adopted on: 5/12/2010

Revised on: 4/11/2012

Adopted on: 8/14/2013

Taylor’s Crossing Public Charter School

STUDENTS

3250

Distribution and Posting of Materials

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

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

No staff member may distribute any materials on school property without prior approval of the chief school administrator. All materials distributed will clearly indicate their source. Non-school-related materials will be plainly labeled, including a disclaimer that the activity is “not a school-sponsored activity.”

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

In order to facilitate the distribution of materials with information about student activities offered in the community, each school will do the following:

- A. Maintain a bulletin board for the posting of bulletins.
- B. Maintain a table where flyers and other information can be made available to students.
- C. Include announcements for student related activities in newsletters that go home to students. The announcements must be submitted one (1) week prior to the newsletter in which the announcement is to go home, must advertise a youth-oriented activity, and must be of non-religious or political nature.

Cross Reference:	3430	Distribution of Fund Drive Literature Through Students
	4240	Distribution of Fund Drive Literature Through Students

Policy History:

Adopted on: 5/12/2010
Revised on: 4/11/2012
Adopted on: 8/14/2013

Student Dress

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

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

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

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

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

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

Interpretation and Implementation of Policy

The administrator or designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building administrator or designee shall be final. Administrators and teachers shall use reasonable discretion in enforcing this policy.

Enforcement

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

Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the administrator 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 History:

Adopted on: 5/12/2010

Revised on: 4/11/2012

Adopted on: 8/14/2013

Legal Reference: I.C. 33-506
 I.C. 33-512(6)

Taylor's Crossing Public Charter School

STUDENTS

3265(A2)

Alternative 2—Devices Allowed, With Controls

Electronic Communications Devices

Students, with permission of their parent(s)/guardian(s), or request of the student him/herself if over eighteen years of age, may be in possession of a cellular telephone, pager/beeper or other related electronic devices on school property. Such devices must remain hidden and silent in the student's backpack or locker during school hours. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, use of devices shall be limited to the period before classes begin in the morning and after the student's last class in the afternoon. Such use must take place outside the building or at the front office. **IN NO CASE WILL ANY PERSONAL COMMUNICATION DEVICE BE ALLOWED THAT PROVIDES FOR A WIRELESS, UNFILTERED CONNECTION TO THE INTERNET OR WHICH HAS THE CAPABILITY TO TAKE PHOTOGRAPHS OF ANY KIND.**

Students who violate this policy and/or are found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Repeated offenses may result in confiscation until the end of the school year.

Students are responsible for keeping up with devices they bring to school. The school shall not be responsible for loss, theft, or destruction of devices brought onto school property.

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

Students who violate the provisions of this policy, are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator or designee will confiscate the devices, Where appropriate, police authorities may be contacted.

Policy History:

Adopted on: 5/12/2010

Revised on: 4/11/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3270P

Acceptable Use of Electronic Networks

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

Terms and Conditions

1. Acceptable Use – Access to the school's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the school; or (b) for legitimate business use.
2. Privileges – The use of the school's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or administrator) will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. His or her decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;

- i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or administrator. Do not

demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

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

Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using school Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each school computer for use by students with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Administrator or designee.
4. The system administrator and administrator shall monitor student Internet access.

Legal Reference: Children's Internet Protection Act, P.L. 106-55420 U.S.C. § 6801, et seq.
47 U.S.C. § 254(h) and (l)

Policy History:

Adopted on: 5/12/2010

Revised on: 4/11/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3270

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

General

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

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

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the school shall provide an appropriate planned instructional component for internet safety which shall be integrated into the school's regular instructional program. The purpose of the program is to increase students' knowledge of safe practices for internet use.

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

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

Acceptable Uses

1. **Educational Purposes Only.** All use of the school's electronic network must be (1) in support of education and/or research, and in furtherance of the school's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the school's electronic network or school computers. The school reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

2. **Unacceptable Uses of Network.** The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:
- A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school's student discipline policy, local, state, or federal law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate local, state, or federal law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
 - B. Uses that cause harm to others or damage to their property, person or reputation, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; 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.
 - C. Uses amounting to harassment, sexual harassment, bullying or cyber-bullying defined as using a computer, computer system, or computer network to convey a message in any format (audio or video, text, graphics photographic, or any combination thereof) that is intended to harm another individual.
 - D. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - E. Uses that are commercial transactions. Students may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
 - F. Sending, receiving, viewing or downloading obscene materials, materials harmful to minors and materials that depict the sexual exploitation of minors.
 - G. Students are prohibited from using e-mail; this includes school e-mail accessed through a web browser. E-mail access may be given to students on a case-by-case basis (e.g., foreign exchange students keeping in contact with home). Students are prohibited from joining chat rooms, using school equipment or school systems for any such activity, unless it is a teacher-sponsored activity.

Internet Safety

Each school computer for use by students and with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the administrator or designee.

The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material

that is inappropriate for minors. The administrator or designee shall enforce the use of such filtering devices.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as 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;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The term “harmful to minors” is defined in Section 18-1514(6), Idaho Code as meaning one or both of the following:

- The quality of any material or of any performance of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:
 - Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
 - Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:
 - Intimate sexual acts, normal or perverted, actual or simulated; or
 - Masturbation, excretory functions or lewd exhibits of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political or scientific value for minors, according to prevailing standards in the adult community, with respect to what is suitable for minors.
- The quality of any material or of any performance, or of any description or representation, in whatever form, which, as a whole, has the dominant effect of substantially arousing sexual desires in persons under the age of eighteen (18) years.

Internet Filtering

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

- Nudity/ pornography – prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites
- Sexuality – sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads
- Violence – sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images
- Crime – information of performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy)
- Drug Use – sites which promote the use of illegal drugs, material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug. Exception: material with valid-educational use
- Tastelessness – images or descriptions of excretory acts (e.g., vomiting, urinating), graphic medical images outside of a medical context
- Language/Profanity – passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor
- Discrimination/Intolerance – Material advocating discrimination (e.g., racial or religious intolerance), sites which promote intolerance, hate or discrimination
- Interactive Mail/Chat – sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas
- Inappropriate Banners – advertisements containing inappropriate images or words
- Gambling – sites which allow or promote online gambling
- Weapons – sites which promote illegal weapons, sites which promote the use of illegal weapons
- Body Modification – sites containing content on tattooing, branding, cutting, etc.
- Judgment Calls – whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Filtering should also be used in conjunction with:

- Educating students to be “Net-smart;”
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using “Acceptable Use Agreements;”
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The system administrator or designee shall monitor student Internet access.

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

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

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

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 Internet Access Conduct Agreement prior to having access to the school's computer system and/or Internet Service.

Warranties/Indemnification

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

Violations

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

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

Internet Safety Coordinator

The Administrator shall serve, or appoint someone to serve, as “Internet Safety Coordinator” with responsibility and authority for ensuring compliance with the requirements of federal law, state law and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate school personnel regarding the internet safety component of the school’s curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy.

Public Notification

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

Submission to State Superintendent of Public Instructions

This policy shall be filed with the State Superintendent of Public Instruction no later than August 1, 2011 and every five (5) years after initial submission and subsequent to any edit to this policy thereafter.

Cross Reference: 3330 Student Discipline

Legal Reference: I.C. § 33-132 Local school boards internet use policy required

Policy History:

Adopted on: 5/12/2010

Revised on: 4/11/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3270F

INTERNET ACCESS CONDUCT AGREEMENT

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

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

User's Name (Print) _____ Home Phone: _____
User's Signature: _____ Date: _____
Address: _____

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

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

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

Parent / Legal Guardian (Print): _____
Signature: _____
Home Phone: _____ Address: _____
Date: _____

This Agreement is valid for the _____ school year only.

Taylor's Crossing Public Charter School

STUDENTS

3280

Equal Education, Nondiscrimination and Sex Equity

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child. Any student may file a discrimination grievance using the procedure that follows this policy.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the administrator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

In compliance with federal regulations, the school will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks.

The school will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff or volunteers with disabilities. The school considers this behavior to constitute discrimination on the basis of disability in violation of state and federal law.

Legal Reference: I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: 5/12/2010

Revised on: 4/11/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3290

Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited in the school. An employee, school agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- I. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
- II. has the purpose or effect of:
 1. substantially interfering with the student's educational environment;
 2. creating an intimidating, hostile, or offensive educational environment;
 3. depriving a student of educational aid, benefits, services, opportunities or treatment; or
 4. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any school employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the school who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The school will make every effort to insure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the administrator for the name of the current Title IX Coordinator for the school. The administrator shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the school's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106
I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: 5/12/2010

Revised on: 4/11/2012

Adopted on: 8/14/2013

Harassment Reporting Form for Students

School _____ Date _____

Student's Name _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

Who was responsible for the harassment or incident(s)? _____

Describe the incident(s). _____

Date(s), time(s), and place(s) the incident(s) occurred. _____

Were other individuals involved in the incident(s)? yes no
If so, name the individual(s) and explain their roles. _____

Did anyone witness the incident(s)? yes no
If so, name the witnesses. _____

Did you take any action in response to the incident? yes no
If yes, what action did you take _____

Were there any prior incidents? yes no
If so, describe any prior incidents _____

Signature of complainant _____

Signatures of parents/legal guardian _____

Taylor’s Crossing Public Charter School

STUDENTS

3295

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, cyber bullying, or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated at the school.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the administrator or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

The administrator is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, as needed, and provisions to ensure notice of this policy is provided to students, staff and third parties.

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: I.C. § 18-917 Hazing
I.C. § 18-917A Student Harassment – Intimidation – Bullying
I.C. § 33-205 Denial of School Attendance
I.C. § 33-512 Governance of Schools
I.C. § 67-5909 Acts Prohibited
20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106
20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106
I.C. § 67-5909 Acts Prohibited

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Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3295F

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

HARASSMENT COMPLAINT FORM

School _____ Date _____

Student's/Complainant's Name _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

Who was responsible for the harassment or incident(s)? _____

Describe the incident(s). _____

Date(s), time(s), and place(s) the incident(s) occurred. _____

Were other individuals involved in the incident(s)? yes no

If so, name the individual(s) and explain their roles. _____

Did anyone witness the incident(s)? yes no

If so, name the witnesses. _____

Is there any evidence of the harassment (i.e. letters, photos) yes no

If so, please describe. _____

Did you take any action in response to the incident? yes no

If yes, what action did you take _____

Were there any prior incidents? yes no

If so, describe any prior incidents _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of complainant _____

Signatures of parents/legal guardian _____

Cross Reference: 3210

Uniform Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments

34 CFR Part 106

I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: 5/12/2010

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Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3295P

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, cyber bullying, and menacing.

Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in school business, such as employees of businesses or organizations participating in cooperative work programs with the school and others not directly subject to school control at school athletic competitions or other school events.
 2. "School" includes school facilities, school premises and nonschool property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school business.
 3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any school-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
 4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic, or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, [sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location].
- § "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
- a. Physically harming a student or damaging a student's property;

- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment.

\$ "Cyber bullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs through the school's computer network and the Internet, whether accessed on campus or off campus, during or after schools hours. In the situation that cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be severely disruptive of the educational process. In addition, such conduct must also be in violation of a school policy or state law. Administration shall in their discretion contact local law enforcement.

\$ "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

\$ "Menacing" includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Confidentiality

It is recognized that harassment is often very distressing for the victim and those who suffer harassment may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and/or complaints are dealt with in confidence.

Policy Distribution

Information about this policy must be distributed to the school community. Faculty and staff will be reminded annually about the policy. Information about the policy will be included in student orientation material and in the student handbook. All new faculty and staff members will be given a copy of the policy as part of their orientation program.

Complaint Procedures

The administrator has the responsibility for investigations concerning hazing, harassment, intimidation, bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyber bullying, or menacing in violation of this policy [shall] [is encouraged to] immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

- Step I Any hazing, harassment, intimidation, bullying, cyber bullying, or menacing information (complaints, rumors, etc.) shall be presented to the administrator. Complaints against the administrator shall be filed with the Board of Directors. Information may be presented anonymously. Complaints against the administrator shall be filed with the Board chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step II The school official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The school official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The school official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
[A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the administrator.]
- Step III If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the administrator or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The administrator or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The administrator or designee shall provide a written decision to the complainant's appeal within [10] working days.
- Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step III decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Idaho Department of Commerce & Labor, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying or menacing complaints and documentation will be maintained as a confidential file in the school office.

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106
I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: 5/12/2010

Revised on: 4/11/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3300

Drug Free School Zone

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For purposes of this policy, "Drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Idaho law;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substances so designated and prohibited by law.

In accordance with Federal law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any district-related event. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The superintendent shall prepare guidelines for the identification and regulation of drug use in the schools. Such guidelines shall emphasize the prevention of drug use and include a statement to students that use of illicit drugs and the unlawful possession of alcohol is harmful. The student handbook shall provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity.

Sanctions for violation of this or any other policy which addresses illegal drug and alcohol possession, use or distribution may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment.

Cross Reference: 3330 Student Discipline.

Legal Reference: 20 U.S.C. 3170 et. seq. Drug-Free Schools and Communities Act of 1986,

Policy History:

Adopted on: 5/12/2010

Revised on: 5/9/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3310

Gangs and Gang Activity

The Board is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, defined below, shall be restricted from school grounds or school activities.

Definitions

"Gang"

Any group of three (3) or more persons, whether formal or informal, that has a common name or common identifying sign or symbol, associate together to advocate, conspire, or commit:

1. One or more criminal acts; or
2. Acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.

or;

As defined in I.C. 18-8502.

Students on school property or at any school-sponsored activity shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
2. Display tattoos which may be affiliated with any gang and/or representative of any gang;
3. Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
4. Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
 - A. Soliciting membership in or affiliation with any gang;
 - B. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - C. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
 - D. Engaging in violence, extortion, or any other illegal act or other violation of school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

Cross Reference: 3260 Student Dress

Legal Reference: I.C. 33-506 Organization and Government of Board of Trustees
I.C. 33-512 Governance of Schools
I.C. 18-8500 Idaho Criminal Gang Enforcement Act
I.C. 18-8502 Definitions
Stephenson v. Davenport Community Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)

Policy History:

Adopted on: 5/12/2010

Revised on: 5/9/2012

Adopted on: 8/14/2013

Substance and Alcohol Abuse

The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety and welfare of students and staff. It is the desire of the school to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the school relating to use, possession or being under the influence of alcohol or controlled substances, as that term is defined in statute (I.C. § 37-2732C). It is the philosophy of the school that the school will help those who desire to help themselves.

The school's desire is to create an environment where students feel safe from the many harmful influences that are prevalent in our society. For those students that 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 provide counseling to any such student and make recommendations for referral to appropriate agencies for screening and assessment. The parent or legal guardian of the student will be immediately notified and the school will cooperate with and work with the parent in the establishment of plan to assist the student in whatever means are deemed necessary and appropriate. Only persons on a "need to know" basis may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others.

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

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, the school may take whatever action deemed appropriate, including but not limited to, notifying the parent or legal guardian and notifying local law enforcement, suspension and/or expulsion. 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 he/she has used and/or is 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. Law enforcement will be called when deemed appropriate.

5. The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to twenty (20) days and/or recommended for expulsion.
6. As a condition of readmission, the student and parent will agree to undergo assessment and counseling for alcohol and/or drug use.
7. 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 may be subject to search. 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 will be made to the Board of Trustees. The student will be entitled to full due process prior to being expelled from school. As a condition of readmission, the Board may require that the student undergo assessment and counseling for alcohol and/or drug use.

The school shall provide written annual notification of the voluntary disclosure provisions of this policy as well as counseling availability and any other pertinent information in the student handbook or other reasonable means.

Cross Reference: 3370 Searches and Seizures
3330 Student Discipline
3340 Corrective Actions and Punishment.
3360 Discipline of Students with Disabilities

Legal Reference: I.C. § 33-210 Students using or under the influence of controlled substances
Drug Free Schools and Community Act of 1988 – PL 100-690 and all subsequent amendments

Policy History:

Adopted on: 5/12/2010

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Adopted on: 8/14/2013

Student Discipline

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

- Habitual truancy.
- Incurability.
- Academic Dishonesty.
- Conduct continuously disruptive of school discipline or of the instructional effectiveness of the Charter School.
- Conduct or presence of a student when the same is detrimental to the health and safety of other pupils.
- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
- Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or any disruptive activity.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing – For purposes of this policy, the term "hazing" shall have the meaning set forth in I.C. § 18-917.
- Initiations

- The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- 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 which bears a reasonable relationship to school

- Traveling to and from school or a school activity, function or event; or
- Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Disciplinary Measures

Disciplinary measures include, but are not limited to:

- expulsion
- suspension
- detention, including Saturdays
- clean-up duty
- loss of student privileges
- loss of bus privileges
- notification to juvenile authorities and/or police
- restitution for damages to school property

No person who is employed or engaged by the school may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and school personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

Gun-Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with I.C. § 33-205 and Policy 3340.

Possession of a Weapon On School Property – Misdemeanor

No person shall possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location.

As used in this section of this Policy only:

- (a) "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C. section 930;
- (b) "Firearm" means any firearm as defined in 18 U.S.C. section 921;

Any person who possesses, carries or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the school.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry or store a weapon in a school building.

This section of this policy does not apply to:

1. law enforcement personnel;
2. Any adult over eighteen (18) years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in his vehicle in an unobtrusive, nonthreatening manner;
3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students or school employees to and from school or a school activity;
4. A person or an employee of the school or school who is authorized to carry a firearm with the permission of the board of trustees of the Charter School or the governing board.

Delegation of Authority

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Cross Reference: 3295 Hazing, Harassment, Intimidation, Bullying
 3340 Corrective Actions and Punishment
 4320 Disruption of School Operations

Legal Reference: I.C. § 33-205 Denial of school attendance
 I.C. § 917 Hazing
 I.C. § 18-3302D Possession weapons or firearms on school property
 I.C. § 18-3302I Threatening Violence on School Grounds
 I.C. § 33-1224 Powers and duties of teachers
 20 U.S.C. § 8921, et seq. Gun Free Schools Act
 29 U.S.C. § 701 Rehabilitation Act of 1973

Policy History:

Adopted on: 5/12/2010

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Adopted on: 8/14/2013

Academic Honesty

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and administration will have the responsibility for monitoring the above actions.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their administrator, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to administrator.

All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. A copy of the Academic Honesty Policy shall be included in student handbooks and shall be distributed to parents via the charter school's publications at least annually.

Cheating

Cheating is defined as and includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.
3. Obtaining test questions and/or copies of tests outside the classroom test setting.
4. Lending and/or copying from another student's work (homework, tests, projects, assignments).
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading).
6. Allowing another student to copy answers during a test situation.
7. Collaborating with other students on an assignment in direct violation of teacher's instructions.
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher.

10. Submitting work previously presented in this course or in another course.

Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.
2. Paraphrasing the source without proper citation.
3. Copying stories, in whole or part, which appear in books, magazines, television or film.
4. Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
5. Submitting papers written in whole or part by someone else, including the Internet.
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
7. Submitting a paper purchased from a research or term paper service, including, but not limited to the internet.

Policy History:

Adopted on: 5/12/2010

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Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3340

Corrective Actions and Punishment

All students shall submit to the reasonable rules of the school. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion.

For the purposes of the school's policies relating to corrective action or punishment:

1. "Temporary Suspension" is the exclusion from school or individual classes for a specific period of up to five (5) school days. Administrators may temporarily suspend.
2. "Extended Temporary Suspension" is the exclusion from school or individual classes for an additional ten (10) school days. Only the Principal (or the Board) can extend an initial temporary suspension.
3. "Prolonged Temporary Suspension" is the exclusion from school or individual classes for an additional five (5) school days. Only the Board can extend a temporary suspension for an additional five (5) days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils' health, welfare or safety.
4. "Expulsion" is the exclusion from school. Only the Board has the authority to expel or deny enrollment to any pupil who is an habitual truant, who is corrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school in the State of Idaho or any other state. The school will provide written notice of any student who is expelled or denied enrollment to the prosecuting attorney within five (5) days of the Board's actions.
5. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the school. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed.

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

Students with disabilities may also be suspended under these same rules if the suspension will not constitute a change in placement. If a student with a disabling condition accrues ten (10) or

more days suspension per incident, the Child Study Team who has knowledge of the student's disabling condition will determine if there is causal relationship between the disabling condition and the student's misconduct. If such a relationship exists, the student's educational placement may not be changed without parental approval or a court order, pending a due process hearing under IDEA.

Likewise, before a recommendation on the expulsion of a disabled student is submitted to the Board, the Child Study Team must meet to determine if there is a causal relationship between the disabling condition and the student's misconduct. The Board shall consult legal counsel before expelling any disabled student.

When a disabled student is acting in such a way that he/she poses a danger to himself/herself or to another student or property, or substantially disrupts his/her educational program or that of other students, an emergency suspension may take place. Emergency suspensions may not last longer than ten (10) school days. The principal shall convene the Team for reviewing the student's record before the student is readmitted to school and no later than the tenth (10th) day of suspension.

Once a student is expelled in compliance with school policy, the expulsion shall be brought to the attention of appropriate local or state authorities, in order that such authorities may address the student's needs.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

Cross Reference: 3360 Discipline of Students with Disabilities

Legal Reference: 20 U.S.C. 1400, et seq. Individuals with Disabilities Education Act
 I.C. § 33-205 Denial of school attendance
 I.C. § 33-512 Governance of schools

Policy History:

Adopted on: 5/12/2010

Revised on: 5/9/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3340P

Corrective Actions and Punishment

It is the intent of the Board to provide each student with those due process rights that are provided by law.

Suspension

In the event the proposed punishment of a student is to include denial of the right of school attendance from any single class or full schedule of classes for at least one (1) day, the following procedure shall be used:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given the opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent or legal guardian. A written notice of suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent or guardian of the right to a review of the suspension. A copy of the notice shall be sent to the Principal.
4. Upon request of the parent or legal guardian, a review of the suspension shall be conducted by the Principal. At the review, the student and parent or legal guardian may appear and discuss the suspension with the Principal. After the meeting, the Principal shall take such action as appropriate. That action is final.
5. Students who are absent as a result of an out-of-school suspension do not have the right to make up the work missed.
6. The suspension of a student may be extended by the Principal and/or the Board in accordance with State law. Written notice of the extension of a suspended student will be provided to the student's parent/legal guardian.

Expulsion

A student may be expelled from school only by the Board, and only after the following due process procedures have been followed:

1. The student and parent or legal guardian shall be provided written notice of the Board hearing to consider the recommendation for expulsion, by registered or certified mail at least five (5) school days before the date scheduled for the hearing. The notice shall include the grounds for the proposed expulsion, the time and place of the hearing, information describing the process to be used to conduct the hearing, including the rights of the student to be represented by counsel, to produce witnesses and submit documentary evidence and the right to cross-examine adult witnesses who testify against the student.
2. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the Principal at least two (2) school days prior to the date of the hearing as originally scheduled. The Principal shall determine if the request shows good cause.
3. At the hearing, the student may be represented by counsel, present witnesses and other evidence, and cross-examine adult witnesses. Formal rules of evidence are not binding on the Board.

Procedures for Suspension and Expulsion of Students with Disabilities

The school shall comply with the provisions of the IDEA when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. Any special education student whose gross disobedience or misconduct is not a manifestation of the student's disability may be expelled pursuant to expulsion procedures, except that the disabled student shall continue to receive education services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for ten (10) days of school per incident, regardless of whether the student's gross disobedience or misconduct is a manifestation of the student's disabling condition. Any special education student who has or will exceed ten (10) days of suspension may be temporarily excluded from school by court order or by order of a hearing officer if the school demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others. The student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from the student's current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days in accordance with the IDEA.

Policy History:

Adopted on: 5/12/2010

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Adopted on: 8/14/2013

Use of Restraint, Seclusion and Aversive Techniques for Students

Conduct of Employees Directed Toward Students:

The use by appropriately trained school personnel towards or directed at any student of any form of restraint or seclusion as defined in this policy, is prohibited except in circumstances where proportional restraint or seclusion of a student is necessary when a student's conduct creates a reasonable belief in the perspective of a school employee, that the conduct of the student has placed the student, the employee or any other individual in imminent danger of serious bodily harm.

The employee or any employee who is a witness to this event shall immediately seek out the assistance of the school's administration and if such administrator is not available a certificated or classified employee with special training in seclusion and restraint, if available. Upon the arrival of such individual, the administrator or if no administrator is available, the most senior trained individual on seclusion or restraint shall take control over the situation.

Seclusion and/or restraint of a student shall immediately be terminated when it is decided that the student is no longer an immediate danger to him/herself or to any other third person and/or if it is determined that the student is exhibiting extreme distress and/or at such time that appropriate administrative personnel have taken possession of the child and/or upon such time that the parent/legal guardian of the child has retaken possession of the child.

Regardless of employee training status, no school personnel shall use any form of aversive technique against any school student.

If a situation occurs where a properly trained school employee must use acts of restraint or seclusion against a school student, the following shall occur:

1. The employee shall immediately report to their building principal, in writing, the following information:
 - a. The date the event occurred
 - b. The circumstances leading to the event
 - c. The student involved
 - d. Other witnesses or participants to the event
2. The administrator shall retain a copy of the report of events.
3. The administrator shall ascertain if any of the school's video equipment captured the event on a recording.
 - a. If such event was captured on recording, the administrator shall take all best efforts to maintain a copy of the recording.
4. The administrator or designee shall ascertain the special needs status of the student involved in the seclusion or restraint and shall ascertain and maintain

- documentation as to whether or not such events were consistent with or contraindicated due to the student's psychiatric, medical or physical condition(s).
5. The administrator or designee shall notify the parent or legal guardian of the subject student of the situation and the event of restraint or seclusion via telephone and provide the parent/legal guardian with the name and telephone contact information of the building principal where the parent may obtain additional information regarding the event.
 6. The administrator or designee shall provide the parent/legal guardian of the student with written notice of the event of restraint or seclusion of their student.
 7. The administrator's office shall maintain documentation as to events of restraint and seclusion and shall prepare any and all necessary reports to legal entities upon whom such reports are or may become due pursuant to state and federal regulations.

Training of School Personnel:

As part of the training and preparation of each certificated administrator, certificated teacher and in-building classified employee of the school, the following shall occur:

1. Training to personnel as to proper situations and events leading to student seclusion and intervention, including possible preventative alternatives to seclusion and/or restraint, safe physical escort, de-escalation of student crisis situations and positive behavioral intervention techniques and supports.
2. Training of personnel in crisis/conflict management and emergency situations which may occur in the school setting, including examples and demonstrations of proper activities and techniques and trainers observing employee use of proper activities and techniques in the training setting.
3. Techniques to utilize to limit the possibility of injury to the student, the employee and any other third party in the area.
4. Information as to the school's student seclusion areas in each respective school building to which the employee is assigned.
5. Training in CPR and basic first aid.
6. Provision of the employee with a copy of this policy.

It is a goal that all new employees are trained in the area of student restraint and seclusion during their first week of employment. However, this may not be able to occur due to realities of the operation of a school district. If an employee has not yet undergone training and a situation necessitating student restraint or seclusion occurs, and another properly trained employee of the school is present at the event, the properly trained employee shall take the lead in addressing the student crisis.

Designated Locations:

Each school building for which students are present must have a building designated location for student seclusion.

It is the responsibility of the administrator, or designee, to assure that the building's designated seclusion location is a safe and clean location and that such location has appropriate supervision when any student has been placed into seclusion pursuant to this policy.

Appropriate supervision shall include an adult in the seclusion location which has continuous visual observation of the secluded student.

Definitions:

For the purposes of this policy, the following definitions shall apply:

Restraint – the immobilization or reduction of a student's freedom of movement for the purpose of preventing harm to students or others through: chemical, manual method, physical or mechanical device, material or equipment.

Seclusion – involuntary confinement in a room or other space during which a student is prevented from leaving or reasonably believing that the he/she can leave or be prevented from leaving through: manually, mechanically or electronically locked doors that when closed cannot be opened from the inside; blocking or other physical interference by staff; or coercive measures, such as the threat of restraint, sanctions, or the loss of privileges that the student would otherwise have, used for the purpose of keeping the student from leaving the area of seclusion.

Aversive Technique – physical, emotional or mental distress as a method of redirecting or controlling behavior.

Annual Review:

On an annual basis, the Principal or designee shall review this policy and make a determination as to whether or not any modifications or amendments to this policy are necessary and/or should be proposed to the school's Board.

In conducting this annual review, such individual shall also review the reports of all events of seclusion and/or restraint that occurred with the school's students in the past school year. This review will include an analysis as to whether or not the school's personnel are following the terms of this policy, whether additional training activities are necessary or if there is any weakness in the implementation of this policy that can be strengthened.

Cross Reference: 3360

Discipline of Students with Disabilities

Policy History:

Adopted on: 5/12/2010

Revised on: 5/9/2012

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3350

Detention

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students. Students may be required to attend Saturday detention for up to four (4) hours.

Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged, and/or the specific conduct that allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member. Parents must be notified prior to a student serving an after-school detention.

Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.

Policy History:

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Adopted on: 8/14/2013

Discipline of Students with Disabilities

**Code of Conduct Violations by Students with Disabilities, Resulting
In Disciplinary Consequences of Ten (10) School Days or Less**

Student commits code of conduct violation for which the disciplinary consequence would result in removal from the student's placement for ten (10) consecutive days or less.



School personnel may assign the consequence applicable to non-disabled students for a similar period of time, not to exceed ten (10) consecutive school days. 34 CFR 300.520(a)(1)(i)



During the first ten (10) cumulative school days of removal in one (1) school year, the school does not have to provide any services to the student if non-disabled students would not receive services. 34 CFR 300.121(d)(1).



School personnel may continue to remove the student for disciplinary reasons for up to ten (10) school days at a time throughout the same school year for separate incidents of misconduct, so long as the removals do not constitute a change of placement under 34 CFR 300.519(b) and are those which would be applied to non-disabled students. 34 CFR 300.520(a)(1)(i).



A series of disciplinary removals, each for ten (10) consecutive school days or less, may result in a change of placement if they cumulate to more than ten (10) school days in one (1) school year. School personnel should analyze the length of each removal, the proximity of the removals to each other, and the total amount of time the child is removed. 34 CFR 300.519(b). If a removal would result in a change of placement, a manifestation determination review (MDR) must first be done. 34 CFR 300.523(a).

Beginning with the 11th day of disciplinary removals in a school year, educational services must be provided. 34 CFR 300.520(a)(1)(ii); 34 CFR 300.121(d)(2)(i)(A). If the removal does not result in a change of placement, school personnel, in consultation with the student's special education teacher, determine the services to be provided. 34 CFR 300.121(d)(3)(i).

The educational services to be provided must meet the standard of enabling the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. 34 CFR 300.121(d)(3)(i).



Beginning with the 11th day of disciplinary removals in a school year, the IEP Team must address behavioral issues. If the removal does not result in a change of placement, the IEP Team must meet within ten (10) business days of first removing the student for more than ten (10) school days in a school year, to develop a plan to conduct a functional behavioral assessment, if one was not conducted before the behavior that resulted in the removal. 34 CFR 300.520(b)(1)(i).



After the functional behavioral assessment is completed, the IEP Team meets as soon as practicable to develop a behavioral intervention plan to address the behavior and implement the plan. 34 CFR 300.520(b)(2).



If the student is assigned subsequent disciplinary removals in a school year for ten (10) days or less that do not result in a change of placement, the IEP Team members (including the parent) informally review the behavior intervention plan and its implementation to determine if modifications are necessary. 34 CFR 300.520(c)(2).

If the student's IEP already includes a behavior intervention plan, within ten (10) business days of first removing the student for more than ten (10) school days in a school year, the IEP Team must meet to review the behavior intervention plan and its implementation, and modify the plan and its implementation as necessary to address the behavior. 34 CFR 300.520(b)(1)(ii).



If one or more team members believe modifications are needed, the IEP Team must meet to modify the plan and its implementation to the extent the IEP Team deems necessary. 34 CFR 300.520(c)(2).

Code of Conduct Violations by Students with Disabilities for Which Recommended Disciplinary Consequences Would Result in Change of Placement for More Than Ten (10) School Days (Excluding Drug and Weapon Offenses)

Student violates code of conduct, and the recommended disciplinary consequence would result in a removal from the current educational placement for more than ten (10) consecutive school days (alternate placement, expulsion). This constitutes a change of placement. 34 CFR 300.519(a).



The recommended disciplinary consequence may be for a removal from the current educational placement for less than ten (10) consecutive school days, but may constitute a change of placement because the student has already been removed for disciplinary reasons for ten (10) or more school days in the current school year, and the length of each removal, their proximity to each other and the total amount of time the student has been removed result in a change of placement. 34 CFR 300.519(b).

School personnel may remove from current educational placement for ten (10) school days or less (34 CFR 300.520(a)(1)(i)) and recommend further discipline according to the code of conduct. (The ten-(10)-day-or-less alternative must be one equally applicable to non-disabled. See pp. 1-2 for educational services to be provided during a short removal.) If a criminal act has been committed, charges may be filed, and law enforcement authorities to whom the crime was reported must be provided special educational and disciplinary records to the extent disclosure is permitted by FERPA. 20 USC 1415(k)(9), 34 CFR 300.529.

At the time decision is made to take this action, school personnel must notify parent of decision and provide procedural safeguards notice in 34 CFR 300.504. 20 USC 1415(k)(4)(A)(i), 34 CFR 300.523(a)(1).

Within ten (10) business days, IEP Team and other qualified personnel must meet and review relationship between disability and the behavior subject to disciplinary action (manifestation determination review-MDR). 20 USC 1415(k)(4)(A), 34 CFR 300.523(a)(2)(b). If there has been no previous functional behavior assessment and creation of a behavior intervention plan, the IEP Team must develop an assessment plan. 34 CFR 300.520(b)(1)(i). As soon as practicable after the assessment, the IEP Team must meet again to develop and implement the behavior intervention plan. 34 CFR 300.520(b)(2). If the IEP contains a behavior intervention plan, the IEP Team reviews the plan and its implementation and modifies them as necessary to address the behavior. 34 CFR 300.520(b)(1)(ii).

For the MDR, the IEP Team must look at all information relevant to the behavior subject to discipline, such as evaluation and diagnostic results, including such results and other relevant information from the parent, observation of the student, and the student's IEP and placement. The misbehavior is not a manifestation of the disability, if the IEP Team finds that in relationship to the misbehavior subject to discipline:

- The IEP and placement were appropriate;
- Consistent with the content of the student's IEP and placement, special education services, supplementary aids, and behavior intervention strategies were actually provided;
- The disability did not impair the ability of the student to understand the impact and consequences of the misbehavior; and
- The disability did not impair the ability of the student to control the misbehavior.

20 USC 1415(k)(4)(C), 34 CFR 300.523(c).



If the IEP Team determines any of the standards were not met, the misbehavior was a manifestation of the disability, and no punishment may be assessed. 34 CFR 300.523(d). If IEP Team identified deficiencies in IEP, placement, or implementation, it must take immediate steps to remedy. 34 CFR 300.523(f).



If the IEP Team determines the misbehavior was not a manifestation of the disability, regular disciplinary consequences may be applied to the student, except that the student must continue to be provided a free appropriate public education. 20 USC 1415(k)(5)(A); 20 USC 1412(a)(1)(A). 34 CFR 300.121(a); 34 CFR 300.524(a). The



Parent may appeal a finding that the misbehavior was not a manifestation of the disability. The hearing is expedited before a special education hearing officer, who applies the same standards as the IEP Team. 20 USC 1415(k)(6), 34 CFR 300.525(a), (b).

Parent may appeal decision to place student in forty-five-(45)-day interim placement. The hearing is expedited before a special education hearing officer, who applies the standards regarding a dangerous student in 34 CFR 300.521. 20 USC 1415(k)(6)(B)(ii), 34 CFR 300.525(b)(2).

When a parent requests a hearing in a drug or weapon case to challenge the interim alternative placement or the manifestation determination, student remains in interim placement until decision of hearing officer or forty-five (45) days expires, whichever comes first, unless the parent and school agree otherwise. 34 CFR 300.526(a). Then student returns to current placement (defined as placement prior to interim alternative educational setting). School can ask for expedited hearing before special education hearing officer to prevent this return, if the student is substantially likely to injure self or others. 34 CFR 300.526(b),(c). The hearing officer applies the standards in 34 CFR 300.121. 34 CFR 300.526(c). Hearing officer can order another placement for up to forty-five (45) days. 34 CFR 300.526(c)(3). This procedure may be repeated as necessary. 20 USC 1415(k)(7), 34 CFR 300.526(c)(4)

campus must ensure that special education and disciplinary records are transmitted for consideration by the school district person making the final determination regarding the disciplinary action. 20 USC 1415(k)(5)(B); 34 CFR 300.524(b).

The standard the educational services must meet is to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. 34 CFR 300.121(d)(2)(i)(B); 34 CFR 300.524(a). The IEP Team must determine what services are necessary to meet this standard. 34 CFR 300.121(d)(3)(ii).

Drug and Weapon Offenses by Students with Disabilities

Student carries weapon to school, or possesses, uses, sells, or solicits sale of illegal or controlled substance on school property or at a school function.



School personnel may remove from current educational placement for ten (10) school days or less, and recommend further discipline according to the code of conduct. 20 USC 1415(k)(1)(A)(i); 34 CFR 300.520(a)(1)(i). (The ten-(10)-day-or-less alternative must be one equally applicable to non-disabled students. See pp. 1-2 for education services to be provided during a short removal.) If a criminal act has been committed, charges may be filed, and special education and disciplinary records shall be transmitted to law enforcement authorities to whom the crime was reported, to the extent disclosure is permitted by FERPA. 20 USC 1415(k)(9); 34 CFR 300.529.



At time decision is made to take this disciplinary action, school personnel must notify parent of decision and provide procedural safeguards notice in 34 CFR 300.504. 20 USC 1415(k)(4)(A)(i); 34 CFR 300.523(a)(1).



Illegal drug - controlled substance. Excludes legally used and possessed prescription drugs. 20 USC 1415(k)(10)(B); 34 CFR 300.520(d)(2).

Controlled substance - drug or substance in 21 U.S.C. § 812(c), Schedules I-V. 20 USC 1415(k)(10)(A); 34 CFR 300.520(d)(1).

Weapon - A firearm and more. Something used for or readily capable of causing death or serious bodily injury. Excludes pocket knife with blade of 2½ inches or less. 20 USC 1415(k)(10)(D); 34 CFR 300.520(d)(3).

The forty-five-(45)-day alternative interim placement must:

- Enable student to progress in general curriculum, although in

Within ten (10) business days, IEP Team must meet and may extend the removal by placing student in appropriate interim alternative educational setting applicable to non-disabled student for same amount of time non-disabled student would be assigned, but not more than forty-five (45) calendar days. 20 USC 1415(k)(1)(A)(ii) and (3)(A); 34 CFR 300.520(a)(2); 34 CFR 300.522(a). IEP Team must review the behavior intervention plan, if one exists, and its implementation and modify, as necessary, to address behavior. 34 CFR 300.520(b)(1)(ii). If there has been no previous functional behavioral assessment and creation of behavior intervention plan, IEP Team must develop assessment plan. 20 USC 1415(k)(1)(B); 34 CFR 300.520(b)(1)(i). As soon as practicable after the assessment, the IEP Team must meet again to develop and implement the behavior intervention plan. 34 CFR 300.520(b)(2). The IEP Team and other qualified personnel must review the relationship between disability and the behavior subject to disciplinary action (manifestation determination review-MDR). 20 USC 1415(k)(4)(A); 34 CFR 300.523(a)(2),(b).

another setting.

- Enable the student to continue to receive those services and modifications, including those described in the student's IEP, that will enable the student to meet the goals set out in that IEP; and
- Include services and modifications designed to address the drug or weapon offense so that it does not recur. 20 USC 1415(k)(3)(B); 34 CFR 300.522; 34 CFR 300.121(d)(2)(ii).

▶ Comments to regulations: Students may be subject to multiple forty-five-(45)-day interim placements for separate drug and weapon offenses. The forty-five-(45)-day interim placement may be completed even if drug or weapon offense was manifestation of disability. If misbehavior was not a manifestation of disability, regular disciplinary consequence can be applied in addition to forty-five-(45)-day interim placement.

For the MDR, the IEP Team must look at all information relevant to the behavior subject to discipline, such as evaluation and diagnostic results, including such results and other relevant information from the parent, observation of the student, and the student's IEP and placement. The misbehavior is not a manifestation of the disability if the IEP Team finds that, in relationship to the misbehavior subject to discipline:

- The IEP and placement were appropriate;
- Consistent with the content of the student's IEP and placement, special education services, supplementary aids and services, and behavior intervention strategies were actually provided;
- The disability did not impair the ability of student to understand the impact and consequences of the misbehavior; and
- The disability did not impair the ability of the student to control the misbehavior.

20 USC 1415(k)(4)(C); 34 CFR 300.523(c).



If the IEP Team determines any of the standards were not met, the misbehavior was a manifestation of the disability, and no punishment may be assessed. 34 CFR 300.523(d). If IEP Team identifies deficiencies in IEP, placement, or implementation, it must take immediate steps to remedy. 34 CFR 300.523(f).

OR

If the IEP Team determines the misbehavior was not a manifestation of the disability,

Parent may appeal a finding that the misbehavior was not a manifestation of the disability. The hearing is expedited before a special education hearing officer, who applies the same standards as the IEP Team. 20 USC 1415(k)(6); 34 CFR 300.525(a), (b).

If IEP Team finds no manifestation and changes placement to comply with the disciplinary recommendation, parent may appeal the placement decision. The hearing is expedited before a special education hearing officer. 20 USC 1415(k)(6)(A); 34 CFR 300.525(a)(2).

During appeals, stay put applies. 34 CFR 300.524(c). If child is substantially likely to injure self or others in the current placement, the school can request an expedited hearing and request the hearing officer to remove to an interim alternative educational placement for up to forty-five (45) days. Standards to be met are those in 20 USC 1415(k)(2) and 34 CFR 300.521.

regular disciplinary consequences may be applied to the student, except that the student must continue to be provided a free appropriate public education. 20 USC 1415(k)(5)(A); 20 USC 1412(a)(1)(A). 34 CFR 300.121(a). 34 CFR 300.524(a). The campus must ensure that special education and disciplinary records are transmitted for consideration by the school district person making the final determination regarding the disciplinary action. 20 USC 1415(k)(5)(B); 34 CFR 300.524(b).



The standard the education services must meet is to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. 34 CFR 300.121(d)(2)(i)(B); 34 CFR 300.524(a). The IEP Team must determine what services are necessary to meet this standard. 34 CFR 300.121(d)(3)(ii).

Students Dangerous to Self or Others

IDEA discipline procedures are followed for a non-drug or weapon or offense, the penalty for which would result in expulsion or removal from the student's placement for more than ten (10) school days.

IEP Team meets, determines no manifestation and recommends discipline proceed. Parent disagrees and requests a due-process hearing. Stay put applies, and child stays in the current placement, unless school acts to change the placement. 34 CFR 300.524.



School requests hearing officer to change the placement during the pendency of the hearing, because of the likelihood of injury to self or others. 20 USC 1415(k)(2); 34 CFR 300.521.



Hearing officer holds expedited hearing to consider request. School has burden of proof to show by more than a preponderance of the evidence that maintaining the child in the current placement is substantially likely to result in injury to self or others. 20 USC 1415(k)(2)(A), (10)(D); 34 CFR 300.521(a). Hearing officer must also:

- consider the appropriateness of the current placement.
- consider whether the school has made reasonable effort to minimize the



If parent appeals forty-five-(45)-day interim alternative placement by IEP Team in drug or weapon case, hearing officer applies these standards in expedited hearing. 20 USC 1415(k)(6)(B)(ii); 34 CFR 300.525(b)(2).

risk of harm in the current placement, including the use of supplemental aids and services.

- determine that the interim alternative setting proposed by the school personnel, in consultation with special education teacher
 - ♦ enables the student to participate in the general curriculum, although in another setting;
 - ♦ enables the student to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in the IEP; and
 - ♦ include services and modification designed to address the behavior so that it does not recur.

20 USC 1415(k)(2); 34 CFR 300.521(b),(c),(d); 34 CFR 300.522(b); 34 CFR 300.121(d)(2)(ii)(B).

If all requirements are met, hearing officer may order a change of placement to the interim alternative educational setting for up to forty-five (45) days. 20 USC 1415(k)(2); 34 CFR 300.521.



Student returns to his or her current placement (the placement prior to the interim alternative educational setting) at end of forty-five (45) days, if no decision has been issued by hearing officer in pending due-process hearing. If school believes it would be dangerous for student to return to current placement while hearing is still pending, school may request another expedited hearing to again place student in forty-five-(45)-day interim placement while hearing continues to be pending. 34 CFR 300.526(b), (c)(4). Hearing officer holds same type of hearing initially held when hearing officer ordered first forty-five-(45)-day interim placement. 20 USC 1415(k)(7); 34 CFR 300.526. Any subsequent forty-five-(45)-day interim setting must meet the standards in 34 CFR 300.522.

Policy History:

Adopted on: 5/12/2010

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Taylor's Crossing Public Charter School

STUDENTS

3365

Student Sex Offenders

Definition

A Student Sex Offender is defined as a student who has been adjudicated delinquent or convicted of and placed on probation for a dangerous offense such as sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child.

Notification to Charter School

The superintendent of public instruction is required by state law to notify a school district, charter school, or private school regarding the enrollment of a registered juvenile sex offender. The superintendent of public instruction is also required to notify the district or school of the offender's probationary status or treatment status, if known. The administrator of the charter school or designee shall make contact with the State Department of Education in order to receive regular updates of this information.

Educational Placement

The administrator of the charter school or designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the administrator or his/her designee shall consider such factors as the safety and health of the student population. The administrator or designee shall develop guidelines for managing each student sexual offender in the school. The administrator or designee, may determine that, in the best interest of school, the student sexual offender should be placed in an alternative educational setting.

Convicted juvenile sex offenders shall not attend a school attended by their victims or a victim's sibling. The offender and his or her parent or guardian shall be responsible for providing transportation or covering other costs related to the offender's attendance at another school.

An IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The IEP team shall develop procedures for managing each student sexual offender with a disability that attends a Charter School.

Staff

Staff members are to be alert to and inform school officials of any behavior by a juvenile offender that creates an abnormal risk to members of the school community. However, each circumstance involving a student probationary juvenile offender attending the school shall be evaluated on a case-by-case basis. Whenever possible without placing other students or adult members of the school community at risk, reasonable efforts should be made to continue the student's education, to provide supportive services, and to avoid any acts of harassment or vigilantism against the student. Although federal and state laws and rules permit the release of information concerning a student registered sex offender, discretion should be exercised when discussing or disseminating information about the student. Whenever possible, the school community should encourage and support timely and appropriate intervention toward the expected outcome that a juvenile offender's conduct will be rectified so the student will commit no further offense and will develop into a responsible, self-controlled adult.

Legal Reference: I.C. §18-8402 Findings

I.C. §18-8408 Providing List To Superintendent Of Public Instruction

I.C. §33-205 Denial of School Attendance

Policy History:

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Taylor's Crossing Public Charter School

STUDENTS

3370

Searches and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property. Administrators may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

The administrator may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

Students

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the school's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Policy History:

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Taylor's Crossing Public Charter School

STUDENTS

3370P

Searches and Seizure

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The administrator and authorized assistants shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the school, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
3. The authorized administrator may perform random searches of any locker, car or container of any kind on school premises without notice or consent.
4. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the school, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
5. No student shall hinder, obstruct or prevent any search authorized by this procedure.
6. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date and results shall be made. A copy shall be forwarded to the administrator as soon as possible.
7. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
8. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

Policy History:

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Taylor's Crossing Public Charter School

STUDENTS

3380

Extracurricular and Co-Curricular Participation Policy

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. **However, participation in extracurricular and co-curricular activities is a privilege, not a right.** I.C. § 33-512(12). As representatives of their school, students participating in such activities are expected to meet high standards of behavior.

General Definitions for Extracurricular and Co-Curricular Participation Policy

Unless the context otherwise requires, in this policy:

“Extracurricular Activities” means Taylor’s Crossing Public Charter School authorized activities which take place outside of the regular school day and do not involve class credit, including, but not limited to athletics, student groups or organizations, and community activities for which high school letters are awarded.

“Co-Curricular Activities” are Taylor’ Crossing Public Charter School authorized activities held in conjunction with a accredited class, but taking place outside of the regular school day including, but not limited to, debate, drama, drill team, band or choir.

“Activity Suspension or Suspension from Extracurricular or Co-Curricular Activities” means that suspended students shall not travel, dress in uniform, associate or participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices/meetings; however, the administrator or designee may deem it necessary for students to be withheld from practices/meetings for the duration of the suspension.

“Controlled Substances” include, but are not limited to opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents or the substances contained in the plant, any material, compound mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.

“Drugs” include any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substances, any illegal substance, any abused substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities and/or any substance which is tended to alter mood, and/or any substance which is misrepresented and sold or distributed as a restricted or illegal drug.

“Drug Paraphernalia” is defined as any or all equipment, products and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting,

ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined in this policy.

“Emergency Activity Suspension” is defined as imposition of an activity suspension by the administrator or designee prior to an informal hearing when it is necessary to protect the health and safety of the individual(s) involved and immediate action is appropriate.

“Event” is defined as a match, game, meet, or other competitive event, including regional and/or state tournaments, competitions. “Event” is also defined as any band or choir performance(s).

“Knowingly Present” shall mean that a student attended a gathering of two (2) or more individuals at which one or more of the attendees (other than the student at issue) were using or are in possession of drug paraphernalia, controlled substances, drugs, pornography, or alcohol or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

“Minor Infraction” shall mean a minor deviation from acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity and which is not material or substantial. Students will be given notification of the first minor infraction. Students and parents will be given notification of the second minor infraction through a conference and will be informed that a third minor infraction may result in activity suspension.

“Major Infraction” shall mean a material or substantial deviation for acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity, including but not limited to insubordination toward or non-compliance with the person in charge of the activity, verbal or physical abuse (hazing, fighting), refusal of a student to identify him/herself to school personnel upon request.

“On any school premises or at any school sponsored activity, regardless of location” includes, but not be limited to buildings, facilities, and grounds on the school campus, school buses, school parking areas; and the location of any school sponsored activity. “On any school premises or at any school sponsored activity, regardless of location” also includes instances in which the conduct occurs off the school premises but impacts a school related activity.

“Scholastic Year” is defined as the period of time beginning with the first day of the fall extracurricular and co-curricular activities season and ending with the last day of school.

“School Days” include only those days when school is in session.

Eligibility Requirements for Extracurricular and Co-Curricular Participation

To take part in any extracurricular or co-curricular activity students must maintain a 2.0 GPA. If they do not have a 2.0, the administrator may place them on probation as they work to bring up their GPA. If after the probationary period they do not have their work up to 2.0, they are not

allowed to take part in any extracurricular or co-curricular activity until their work is up to 2.0 GPA.

Extracurricular or Co-curricular activity Suspension

The Board believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular or co-curricular activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in criminal conduct or drug use in any location.

At the beginning of each semester, teachers or coaches of co-curricular courses will identify for students how participation in the co-curricular activity impacts their course grade. Co-curricular students who are suspended as a result of this policy will have the co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of a suspension may ask to do, or be required to do, alternative assignments or special projects to make up the missed activity.

I. Activity Suspension as a Result of a School Suspension

A student will be immediately suspended from all extracurricular and co-curricular activities when he/she receives a suspension (not including an in-school detention) from school for any reason.

Consequences:

1. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
2. This type of activity suspension cannot be appealed.

II. Activity Suspension for Repeated Minor Infractions or a Major Infraction During an Activity

A student may be suspended from an extracurricular or co-curricular activity when he/she commits a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any school premises or at any school-sponsored activity, regardless of location. The coach or advisor will recommend suspension to the administrator.

Consequences:

1. The incident will be reviewed pursuant to the Informal Hearing Process at Section V of this policy.
2. If the evidence supports the recommendation, the student may be given an activity suspension for a period of time up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only.
3. If the activity suspension exceeds nine (9) school days, the parent/guardian may request an appeal as outlined in the Appeal Process at Section VI of this policy.

III. Activity Suspension for Criminal Conduct or Drug Use in Any Location During the Scholastic Year

A student may be suspended from extracurricular and co-curricular activities when he/she has been arrested or it reasonably appears to the school that he/she has violated criminal law, other than infractions or minor traffic violations; or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, **in any location, either on or off campus**, during the scholastic year, in any of the following ways: attempting to secure or purchase; using or having reasonable suspicion of having used; possession; intending or attempting to sell or distribute; selling or giving away; or being knowingly present when any of the above are used, possessed, or consumed.

Consequences:

A. Knowingly Present

1. First Violation: When a student violates the “knowingly present” prohibition of this policy for the first time during a scholastic year, school sponsor and/or the administrator:
 - ✓ will hold a conference with the student;
 - ✓ will notify the student’s parent/guardian and the student of the violation;
 - ✓ may arrange a conference with the parent/guardian and the student; and
 - ✓ will inform the student and parent/guardian of consequences for future violations of the policy.
2. Second Violation: When a student violates this “knowingly present” prohibition of this policy for the second time during a scholastic year, he/she is subject to the consequences outlined below in part III.B “Other Violations” of the policy.

B. Other Violations

1. The incident will be reviewed pursuant to the Informal Hearing Process in Section V of this policy. If the evidence supports the accusation, the student may be suspended from all extracurricular and co-curricular events for a period of twenty-one (21) calendar days.
2. The suspension will be reduced to a fourteen (14) calendar day period if:
 - a. In the case of criminal conduct, the student receives counseling which has been approved by the school administrator.
 - b. In the case of drug, alcohol, or tobacco use, the student agrees to and completes
 - 1) A drug/alcohol/tobacco assessment provided by the school (no cost) or the community (the family incurs the cost); and/or
 - 2) Drug/alcohol/tobacco education group, provided or facilitated by the school, and/or the community.
3. If no event is scheduled during the period of the suspension, the student will be withheld from the next scheduled event.
4. If the student notifies school personnel (self-reports) concerning his/her criminal conduct or drug use prior to the personnel’s knowledge of the incident(s), the administrator may reduce the length of the activity suspension.
5. On the occasion of a subsequent infraction during a scholastic year, and if the evident supports the accusation, the administrator will bar the student from any form of extracurricular or co-curricular activity for the balance of the scholastic year.

6. All students who receive an activity suspension for criminal conduct or drug use shall be reported to the administrator and, if applicable, to the appropriate law enforcement agency.
7. The parent/guardian may request an appeal as outlined in the Appeal Process at Section VII of this policy, with either a first or second offense.

IV. Infractions Which Occur in Out-of-School Trips

During an out-of-school trip, if the authorized person in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use or a major infraction, the authorized person will notify the parent/guardian, and ask him/her to take charge of the return of the student. The parent/guardian will assume any expenses incurred for the return of the student.

V. Informal Hearing Process

Prior to giving an activity suspension to a student, the administrator or designee shall grant the student an informal hearing on the reasons for the activity suspension and the opportunity to challenge those reasons unless an emergency activity suspension is necessary. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist.

VI. Student travel to or from an extracurricular or co-curricular activity

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.

The activity must provide at least one instructor\coach\ or adult sponsor for each bus on a special trip. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the administrator as a sponsor will have such authority.

Students must follow all school bus rules with this exception: Food and drink not in glass containers will be allowed on the bus with permission of the administrator. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

If a student causes a disruption or hazard on the bus, a hearing will be held. The driver, adult sponsor, parent/guardian and the student will have the opportunity to share with the administrator their perceptions of the problem. If the administrator finds that there has been an infraction of bus rules, he will take the following action:

1. On the first infraction, the student will be warned that following any further infraction he/she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event.

2. On the second infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events.

3. On the third infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester.

Based on the severity of the problem as it relates to respect and safety for others, the administrator may bypass step #1 and/or step #2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester.

VI. Appeal Process

1. This appeal process may be used by students and their parent/guardian only in those instances where an activity suspension or transportation to an extracurricular or co-curricular activities exceeds nine (9) school days.
2. The parent/guardian must request an appeal in writing within two (2) school days from the notification of the activity suspension decision.
3. The administrator will notify the student and the parent/guardian of the date, location, and time of the hearing; the student will have an opportunity to present additional evidence regarding the circumstances of the suspension or reasons to reduce the length thereof. The appeal must be scheduled within five (5) school days of the request.
4. If the administrator determines that the evidence reviewed at the appeal supports the suspension, the suspension of the student from extracurricular and/or co-curricular activities shall be continued.
5. The student and the parent/guardian will be notified in writing of the administrator's findings and determination with respect to the student suspension from extracurricular and/or co-curricular activities within two (2) school days of the administrator's decision.
6. The administrator's determination is final, and is not appealable to the Board of Trustees.

VII. Elementary Students

Students in kindergarten through sixth (K-6) grade who are in violation of this policy may have the length of the activity suspension reduced by the principal or other authorized administrator.

Policy History:

Adopted on: 5/12/2010

Revised on: 5/9/2012

Adopted on: 8/14/2013

Extra- and Co-Curricular Chemical Use Policy

Extracurricular and Co-curricular activities are subject to the supervision and regulation of the school. Participation in extracurricular or co-curricular activities is considered a privilege; not a right.

Students participating in extra- and co-curricular activities, whether sponsored by the IHSAA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs, or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. If a student is charged with possession, or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks.

Policy Coverage

This policy applies to middle and high school students who are involved in the extra- and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance in grades 7-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent or guardian shall be notified of the violation by telephone where possible, and also by mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered.

APPEAL PROCESS: Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the administrator, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the administrator, and shall be entitled to question staff involved in the matter being grieved.

Legal Reference: I.C. § 33-512 Governance of schools

Policy History:

Adopted on: 5/12/2010

Revised on: 5/9/2012

Adopted on: 8/14/2013

School Sponsored Student Activities

1. Student Organizations:

- a. All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
- b. Bylaws and rules of student organizations must not be contrary to board policy or to administrative rules and regulations.
- c. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.

2. Social Events

- a. Social events must have prior approval of the administration.
- b. Social events must be held in school facilities unless approved by the Board.
- c. Social events must be chaperoned at all times.
- d. Attendance at high school social events and dances shall be limited to high school students, and middle school social events shall be limited to middle school students, unless prior permission is received from the principal.

3. Extracurricular Activities

- a. academic and behavior eligibility rules are established by Idaho High School Activities Association (IHSAA) rules and Charter School policy.
- b. Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.
- c. In establishing an interscholastic program, the Board directs the administration to:
 - i. Open all sports to all students enrolled in the Charter School with an equal opportunity for participation.
 - ii. Recommend sports activities based on interest inventories completed by the students.

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

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Student Fund Raising Activities

The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent providing that the instructional program is not adversely affected.

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

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3430

Distribution of Fund Drive Literature Through Students

Although many community drives are organized for raising funds for worthy nonprofit causes, it is the policy of the Charter School to refrain from having the students, as student body members, used for such collection or dissemination purposes.

Exceptions to this policy will be considered when recognized student or school-affiliated organizations of the Charter School request permission to participate in such activity.

Cross Reference: 4310

Contact with students

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

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3440

Student Fees, Fines and Charges / Return of Property

Within the concept of free public education, Taylor's Crossing Public Charter School shall provide an educational program for the students as free of costs as possible.

A student may be charged a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the Charter School or any course or activity held outside normal school functions. The Board may waive the fee in cases of financial hardship.

The Board delegates authority to the Principal to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the Board regarding fee schedules. Fees may be required for the actual cost of breakage and of excessive supplies used in courses such as commercial, industrial arts, music, domestic science, science or agriculture.

A student shall be responsible for the cost of replacing materials or property that is lost or damaged due to negligence. The Charter School, may require, as a condition of graduation, issuance of a diploma or certificate, issuance of a transcript, that all indebtedness incurred by a student be satisfied, or that all books or other instructional material, uniforms, athletic equipment, advances on loans or other personal property of the Charter School be returned.

Legal reference: I.C. § 33-603 Payment of fees or returning of property

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

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3450

Student Vehicle Parking

Students are permitted to park on school premises as a matter of privilege, not of right. Patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Students are required to unlock vehicles for reasonable inspection when required to do so by an administrator. Failure to cooperate may result in the loss of permission to drive a vehicle onto campus, in-school suspension or short-term suspension from school. In cases involving drugs, alcohol or firearms, the local sheriff or police may be called.

Students will be permitted to park their vehicle in the school parking lot provided they have:

- a. Current vehicle insurance policy;
- b. Driver's license; and
- c. Vehicle registration.

Additional parking requirements include:

1. Students must complete the Student Vehicle Parking form prior to parking on school grounds.
2. Automobiles are restricted to parking in spaces marked for parking. All automobiles inappropriately parked are subject to being towed without additional warning and at owner's expense.
3. Taylor's Crossing Public Charter School assumes no responsibility of automobiles left in the lot overnight.
4. Taylor's Crossing Public Charter School is not responsible for theft or damage to automobiles parked in the student parking lot.
5. The student parking lot is off limits during normal class time, except when the student has permission from an administrator.
6. Students are prohibited from loitering in the parking lot or on school grounds. Students must enter the building immediately upon arrival and leave the premises after school as soon as is reasonably possible.

Consequences for any violation of this policy may include, but are not limited to:

- a. First Offense: Conference with administration and student.
- b. Second Offense: Conference with administration, parent and student.
- c. Third Offense: Loss of right.

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

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Student Vehicle Parking Application

Student Name (please print) Age School

Student Address City Zip Code

Vehicle Make Model Year

License Plate No. Student's Driver's License No.

Insurance Co. Name Insurance Agent's Name

Insurance Policy No. Name of Car Owner

I certify, by my signature below, that the above information is true. I agree that my being able to operate and to park a vehicle on school property is a privilege conditioned on my willingness to have that vehicle subject to search by school authorities at any time the vehicle is on school property. I also understand that it is my responsibility to obey the speed limit on school grounds, to operate the car safely going to and from school and school events, to park in designated areas and to maintain legally required insurance on the vehicle. Finally, I understand that any violation of this agreement or other school rules can lead to the revocation of all parking privileges. I further understand that motor vehicles in violation of the Charter School's Student Vehicle Parking policy may be subject to towing.

Student Signature Date

I, the parent/legal guardian of _____ hereby verify the information supplied above and understand and agree with the rules pertaining to the operation of a vehicle by students of the Charter School.

Parent/Guardian Signature Date

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

School-Related Foreign Travel By Students

School-related foreign trips are allowed by the Taylor's Crossing Public Charter School when the experiences are an integral part of the school curriculum and contribute to the Charter School's desired educational goals. Field trips are intended to allow students experiences that provide them with insight, information or knowledge that cannot be adequately developed through regular classroom experience.

When contemplating approval of a trip, the Principal shall take into account any foreign travel warnings or cautions of the U.S. Department of State. The Principal shall seek advice concerning foreign travel from the Charter School's legal counsel and insurance carrier.

School-related foreign travel supplements regular instructional programs and affords students opportunities for enrichment. However, participation in school-related foreign travel is a privilege, not a right. As representatives of their school, students participating in such activities are expected to meet high standards of behavior.

Trip Plan Submission/Proposal

All student activities involving travel shall be authorized by the Principal or his/her designee. Each trip's authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the students involved.

Requests for trips must be submitted to the Principal no later than eight (8) weeks in advance of the trip.

Trips should be scheduled as much as possible during non-school hours/days such as spring or summer break so that absences from other instructional programs is kept to a minimum.

Advertising, including the distribution of materials, will not be allowed during the school day except under special permission from the Principal.

Private groups and organizations may not use the Charter School in any way to promote their activities.

The Principal will develop procedures for trips, including the approval process, procedures to be used in case of accident or illness and student conduct violations.

The trip proposal must be in writing and contain the following elements:

1. Identify the purpose of the trip and an outline of anticipated educational experiences and/or course of study to be followed.

2. Identify the names of students and chaperones attending the trip.
3. Identify and plan for any special medical needs of student and chaperones attending the trip.
4. Identify adequate liability insurance to protect the Charter School, board members, chaperones, teachers and students.
5. Submit an itemized statement of costs, including transportation, meals and accommodations.
6. Submit an itemized statement of costs as appropriate to the school-sponsored trip, such as passport and visa expenses, costs of a personal nature and optional trip insurance.

The Principal may enforce restrictions regarding the date, length of time and the chaperone/student ratio as a condition of approval.

Students participating in the trip during school hours are permitted and expected to make up any school work missed. The student's absence shall be recorded as "excused." The total number of school days missed due to the trip must be included in the written proposal.

A plan must be developed for the administration of medication for any student requiring such assistance.

The proposal must include the names and numbers of chaperones, including both male and female chaperones if the proposal is for a mixed group of students.

In developing the proposal for the extended trip, the trip organizer will perform the following duties:

1. Hold at least one (1) pre-trip meeting with students and parent/guardian.
2. Provide to the Principal, students, parent/guardian and chaperones detailed written information about the trip and all activities.
3. Provide detailed information on the responsibilities and rules for the students and chaperones.
4. Discuss Charter School policy regarding student conduct while on a school-sponsored activities.
5. Establish a curfew and enforce strict compliance to this curfew. Chaperones will be required to perform periodic checks to insure that students are following the curfew requirements.
6. Perform periodic checks to insure strict compliance with all school rules and policies.
7. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

Pre-Trip Meetings

Pre-trip meetings involving students and their parents, as appropriate, shall be scheduled to assure that all plans are clearly understood. Pre-trip meetings shall not occur until approval from the Principal has been received.

Chaperones

Trip chaperones must include at least one certified staff member from the school sponsoring the trip, and depending on the number of students involved, additional certified staff and/or parents/guardians of students going on the trip. Chaperones shall be selected by the trip teacher/advisor. Chaperones are under the supervision of the trip teacher/advisor.

A student will be permitted to stay in the same motel/hotel room with a chaperone only if the chaperone is the student's parent or legal guardian. Students whose parents or legal guardians are not serving as chaperones will share rooms with same-sex students only.

Chaperones will agree to the following duties:

1. Supervise and be responsible for students during the entirety of the trip.
2. Ensure that students follow all legal and school requirements.
3. Establish a procedure for room checks and monitor compliance.
4. In all ways model the behaviors expected of Taylor's Crossing Public Charter School students.

Any adult convicted of any sex or drug related offenses may not serve as a chaperone. The Charter School reserves the right to request background checks on chaperones.

The safety, protection and supervision of Charter School students are the sole purposes for adult chaperones accompanying Charter School students on foreign trips. Agreeing to serve as a chaperone is accompanied by an understanding that the established rules and policies will be followed.

The certified staff member serving as the trip organizer will carry a roster of students who are on the trip along with emergency information on each student.

Children who are not a part of the group participating in the trip may not accompany parents when the parents serve as chaperones.

All trips must be adequately supervised with a minimum of one (1) adult per ten (10) students. Groups with both male and female participants must have supervision of at least one (1) male and one (1) female adult.

Student Conduct

Students participating in the trip will be subject to all codes of conduct in Charter School policy. Violations will result in appropriate disciplinary action.

Students and their parent/guardian are expected to be knowledgeable about the Charter School's policy on student conduct. Trips are considered an extension of the classroom and all rules and policy pertaining to a school-sponsored activity must be followed.

1. Students and their parent/guardian will read and sign a code of conduct. The code of conduct will be prepared by the Principal and will be reviewed during the pre-trip meetings.
2. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

Permission

All students must return a permission slip for the trip, signed by a parent/guardian, before they will be allowed to participate in the trip.

Fundraising

Fundraising drives may be allowed to defray costs, however, all fundraisers must be pre-approved by the principal.

Responsibilities

Responsibilities of Principal:

1. Obtain and retain on file written parental permission for students who are under the age of 18.
2. Sign any contractual agreement with a public carrier and/or any other service provider.
3. Assure that all plans and arrangements are provided to and understood by the students and their parents.
4. Set student and chaperone conduct rules.

Responsibilities of Trip Organizer:

1. Communicate conduct rules of students and chaperones to parents/guardians, students and chaperones. Set behavior expectations for students and chaperones.
2. Carry a list of the names of students and chaperones participating, their emergency information and submit a copy of the list to the Principal prior to the trip.
3. Notify the Principal of any emergency situation, i.e. an accident involving student(s), student missing from the group, etc.
4. Identify and provide to parents an emergency plan.

Cancellation of Trips

Cancellation of trips may occur due to weather, safety, world events or local school need. Trips will be cancelled only under circumstances under which appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.

Taylor's Crossing Public Charter School is not responsible for financial losses to students and parents due to cancellation of trips.

The authority to cancel trips rests with the Principal or his/her designee.

Report of Trip Conclusion

Following the trip, the trip organizer shall prepare and present a summary and evaluation of the trip to the Principal. The Board may request a summary and evaluation be presented to the Board.

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

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Student Health/Physical Screenings/Examinations

The Board may arrange each year for health services to be provided to all students. Such services may include, but not be limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day.
2. Consulting services of a qualified specialist for staff, students, and parents.
3. Vision and hearing screening.
4. Scoliosis screening.
5. Immunization as provided by the Department of Health and Human Services.

Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

In general, the Charter School will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted which is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described non-emergency, invasive physical examination or screening.

As used in this policy, the term "invasive physical examination" means any medical examination involving the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Idaho High School Activities Association will be required to follow

the rules of that organization, as well as other applicable Charter School policies, rules, and regulations.

All parents will be notified of the requirements of the Charter School's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Legal Reference: General Education Provisions Act, 20 U.S.C. 1232h(b)

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

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3510

Administering Medicines to Students

Any school employee authorized in writing by the school administrator:

- I. May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent or guardian consents in writing.
- II. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consents in writing.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit the administration of medication to students in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, a staff member who has successfully completed specific training in administration of medication may administer medication to any student in the school or may delegate this task pursuant to Idaho law.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a staff member may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements (I.C. § 54-1401 et seq.) who has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

1. A physician or dentist provides a written order for self-administration of said medication.
2. There is written authorization for self-administration of medication from the student's parent or guardian.
3. The principal and appropriate teachers are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the school administrator or principal may assist with self-administration of medications provided that only the following acts are used:

1. verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. opening the lid of the above container for the student;
4. guiding the hand of the student to self-administer the medication;
5. holding and assisting the student in drinking fluid to assist in the swallowing of oral medications;
6. assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

Handling and Storage of Medications

All medications, including those approved for keeping by students for self medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

1. Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician's name.
2. If administration is necessary, a medication administration plan for the student must be developed before any medication is given by school personnel.
3. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
4. Store medication requiring refrigeration at 36F - 46F.

5. Store prescribed medicinal preparations in a securely locked storage compartment. Controlled substances will be contained in a separate compartment, secured and locked at all times.

No more than a forty-five (45) school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation to administer medications.

Disposal of Medication

School personnel must either return to the parent or destroy (with permission of the parent or guardian) any unused, discontinued or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities will be destroyed by the school nurse in the presence of a witness.

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3510F(1)

AUTHORIZATION FOR SELF-ADMINISTERED ASMA/EMERGENCY MEDICATION

STUDENT'S NAME: _____ GRADE _____ DOB _____
PARENT/GUARDIAN NAME: _____ TELEPHONE (HOME) _____
(WORK) _____

I give my permission for my child to self-administer the medication described below. I shall indemnify and hold harmless Taylor's Crossing Public Charter School and its employees or agents for legal fees, costs and any potential damages concerning self-administration of this medication arising out of any claims brought by the above named child or anyone else.

Parent/Guardian's Signature

Date

THE FOLLOWING IS TO BE COMPLETED BY THE PHYSICIAN:

I am recommending that the above named student be allowed to self-administer the following medication.

Name and purpose of medication _____

Identification of chronic medical problem _____

Prescribed dosage to be taken _____

Length of time medication must be taken _____

Possible side effects and/or special precautions to be taken _____

Possible side effects and/or special precautions to be taken _____

Conditions under which self-medication will take place:

_____ Independently *Child must have had training and be proficient in self-administering medication.*

Trainer's

Date of training:

Name: _____

_____ Under the supervision of school staff

Stored in the health office

Medication should be _____

_____ In the possession of the student

Type or print physician's name

Physician's Signature

Date

Taylor’s Crossing Public Charter School

STUDENTS

3510F(2)

Indemnification/Hold Harmless Agreement
For Self-Administration of Medication

Student Name: _____

The parent(s)/guardians(s) agree to indemnify, defend, and hold Taylor’s Crossing Public Charter School harmless from any and all claims, actions, costs, expenses, damages and liabilities, including attorney’s fees, arising out of, connected with or resulting from the self-administration of medication by the pupil. The parent(s)/guardians(s) agree(s) that the school district, Board of Education, Board of Education employees and its agents shall incur no liability as a result of any injury arising out of or connected with the self-administration of medication by the pupil. Specifically, the parent(s)/guardian(s) agree that they will not institute either on their own behalf or on behalf of the pupil, any claim or action against the Board of Education, Board of Education employees and its agents arising out of or connected with self-administration of medication by the pupil.

This agreement shall take effect on the date listed below and shall stay in effect for as long as the pupil is provided permission to self-administer medication. This agreement must be signed and in full effect prior to the granting of permission to self-administer medication.

Parent/Guardian’s Name (Please Print)

Parent/Guardian’s Signature

Parent/Guardian’s Name (Please Print)

Parent/Guardian’s Signature

Principal’s Signature

Date of Agreement

Taylor's Crossing Public Charter School

STUDENTS

3520

Contagious or Infectious Diseases

Taylor's Crossing Public Charter School is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The Charter School shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the administrator or designee and may be sent home as soon as the parent or person designated on the student's emergency medical authorization form has been notified.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify administrator or designee to determine appropriate measures to protect student and staff health and safety. The administrator or designee, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

Legal Reference: I.C. § 33-512 Governance of Schools

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3525

Immunization Requirements

Attendance at Taylor's Crossing Public Charter School may be denied to any child who does not provide a statement to the Charter School regarding the child's immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by the board of health and welfare or has previously contracted the disease. The parent or legal guardian of the child must comply with the immunization requirements at the time of admission and before attendance for the child.

Summary of Immunization Requirements		
Immunization Requirement	Child born after September 1, 1999	Child born on or before September 1, 1999
Measles, Mumps, and Rubella (MMR)	2 doses	1 dose
Diphtheria, Tetanus, Pertussis	5 doses	4 doses
Polio	3 doses	3 doses
Hepatitis B	3 doses	3 doses*

* Unless the child was born on or before November 22, 1991.

Immunization Certification

The immunization certification statement must be signed by a physician or physician's representative stating the type, number, and dates of the immunizations received.

Intended Immunization Schedule

The schedule of intended immunizations statement must be provided by the parent or legal guardian of a child who is in the process of receiving or has been scheduled to receive the required immunizations. A form is provided by the department of Health and Welfare or similar one may be used provided it includes the following information:

1. Name and age of child;
2. School and grade child is enrolling in and attending;
3. Type, number, and dates of immunizations to be administered;
4. Signature of the parent or legal guardian; and
5. Signature of a physician or physician's representative.

Children admitted to school and failing to continue the schedule of intended immunizations may be excluded from school until documentation of administration of the required immunizations is provided by the child's parent or legal guardian.

Exemptions

1. Any child who submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the child is such that all or any of the required immunization would endanger the life or health of the child is exempt from the immunization requirements.

2. Any minor child whose parent or guardian submits a signed statement to school officials stating their objections on religious or other grounds is exempt from the immunization requirements.

3. A child who has laboratory proof of immunity to any of the childhood diseases listed above will not be required to be immunized for that disease.

4. A child who has had measles or mumps diagnosed by a licensed physician upon personal examination will not be required to be immunized for the disease provided they submit a signed statement from the diagnosing physician.

Reporting

The Charter School shall submit a report of each school's immunization status to the State Department of Education on or before the first day of November of each year.

Legal Reference:

I.C. § 39-4801	Immunization Required
I.C. § 39-4802	Exemptions
IDAPA 16.02.15	Immunization Requirements for Idaho School Children

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3530

Suicide

Although neither a school (nor a teacher) has a duty to warn of the suicidal tendencies of a student absent the teacher's or school's knowledge of direct evidence of such suicidal tendencies, the Charter School may, in its sole discretion, provide the following programs in order to prevent adolescent suicide by:

1. offering and providing help and assistance including early identification;
2. support and/or counseling by school support personnel for low-risk students;
3. referral to appropriate sources outside the school for high and moderate-risk students;
4. attendance to the rights of the student and his/her family; and
5. after care support by the school for faculty, staff, and students after a sudden death has occurred.

Legal Reference: I.C. § 33-512B Suicidal tendencies – Duty to warn.

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3540

Emergency Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian.

Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse or a doctor. The administrator or designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the child immediately from other children.
2. Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
3. Report each case of suspected, seriously communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached and in the judgment of the administrator or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3545

Student Interviews, Interrogations or Arrests

Interviews by School Administrators (Student Victims/Witnesses)

When a violation of board policy or school rule occurs, the administrator or designee may question a potential student victim or students who may have relevant information without prior consent of the parent, guardian or legal custodian. Another adult should be present during the questioning of students.

Interrogations by School Administrators (Student Suspect)

In situations where a student is suspected of violating board policy or school rule, the administrator or designee may interrogate the suspected student without the prior consent of the student's parent, guardian, or legal custodian. The school official must first have reasonable grounds, however, to suspect that the student committed such a violation. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will be afforded the opportunity to present his or her side of the story, orally or in writing.

Interviews and Interrogations by Law Enforcement Officials (School-Related Violation)

When a suspected violation of criminal law has occurred on school grounds, at a school sponsored activity, or an activity involving school operations, law enforcement officers may be notified by school officials to request a criminal investigation. Law enforcement officers may also independently determine that an investigation requiring student interviews and interrogations is necessary. When law enforcement officers question a student victim, witness or suspect in such instances, school officials shall make an effort to notify the student's parent, guardian or legal custodian in advance of the interview or interrogation.

When students are interviewed or interrogated by law enforcement officers, the principal or designee shall request that police officers observe all procedural safeguards prescribe by law. However, school personnel are not responsible for a police officer's compliance with the law. If a parent or student refuses to consent to police questioning, it is the law enforcement officer's responsibility to respond appropriately to such refusal.

School discipline investigations conducted by school administrators and criminal investigations conducted by law enforcement officers shall be conducted in a parallel manner rather than as a joint investigation. Therefore, a school discipline investigation need not stop as soon as the school administrator believes that a crime has been committed. The results of the parallel investigations may be shared among school officials and the police.

Interviews and Interrogations by Law Enforcement Officers (Non-School-Related Violation)

Taylor's Crossing Public Charter School strives to maintain cooperative working relations between law enforcement, child protective and school authorities. Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the student's class time. The administrator and administrator's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process while at the same time cooperating with law enforcement efforts. Accordingly, the administrator or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the administrator or designee shall immediately contact legal counsel for assistance.

Before any student interview or interrogation begins regarding suspected criminal activity, the administrator or designee shall ascertain that the law enforcement officer has proper identification evidencing affiliation with an identified law enforcement agency. The administrator or designee shall request that all procedural safeguards prescribed by law are observed by the law enforcement officers when interviewing student witnesses or interrogating student suspects. An effort shall be made to notify the student's parent, guardian or legal custodian in advance of the interview or interrogation regarding suspected criminal activity. Whether or not to postpone the interview or interrogation until the parent arrives is ultimately the law enforcement officer's decision. **In cases involving investigation of reported child abuse of a student where the suspected perpetrator is a member of the student's family, such parent/guardian contact would not be warranted. The Idaho Department of Health and Welfare or law enforcement may exclude school personnel from any child abuse investigations/interviews and may use a school building to conduct the interview.**

Arrests by Law Enforcement Officers

A law enforcement officer may take a student into custody if the student has been placed under arrest or if the student's parent, guardian, or legal custodian and the student consent to such release. The officer must first notify the administrator or designee so that the student may be summoned to the administrator's office and taken into custody in a manner that is as inconspicuous as possible and minimizes disruption of school operations and the educational process. When an emergency situation arises and the student is taken into custody or arrested on school premises without prior notification to the administrator or designee, the law enforcement officer should notify school authorities of the situation as soon as possible.

When a student is removed from school by law enforcement officers for any reason, school officials will make every reasonable effort to notify the student's parent, guardian, or legal custodian. The school official will document such effort in writing. Before removing the student from school, the police shall sign a release form in which they assume full responsibility for the student. If a school official has reason to believe that a student was removed from the school by a law enforcement officer without making a valid arrest or without the consent of the

student and the parent, guardian, or legal custodian, the school official will attempt to immediately contact the school administrator or legal counsel.

School officials will notify the appropriate school administrator of the removal of any student from school by law enforcement under any circumstance. School officials shall request that all procedural safeguards prescribed by law are observed by law enforcement officers conducting an arrest. School personnel are not, however, responsible for an officer's legal compliance with respect said arrest.

Definitions:

1. "Interview"—The questioning of a student who may be a witness or victim of an incident.
2. "Interrogation"—The questioning of a student suspected of violating Board and/or school policy, school rule or criminal law.
3. "Reasonable Grounds to Suspect"—More than a generalized suspicion or a mere hunch, but not requiring certainty that a violation has occurred. For example, it may be based upon, among other things, direct observations or the reported observations or experiences of others. It involves a common-sense conclusion about human behavior based upon all of the circumstances presented.
4. "Probable Cause"—A set of probabilities grounded in factual and practical considerations, which would cause a reasonable person to believe that a violation has occurred. It requires having more evidence for than against.

Cross Reference: 4400 Relations with Law Enforcement and Child Protective Agencies
 4410 Investigations and Arrests by Police
 5260 Abused and Neglected Child Reporting

Legal Reference: I.C. § 6-904(1) Exceptions to Governmental Liability
 I.C. § 16-1605 Reporting of abuse, abandonment or neglect
 I.C. § 16-1606 Immunity
 I.C. § 16-1607 Reporting in bad faith—Civil Penalties
 I.C. § 16-1631 Authorization for Department to Act
 I.C. § 20-516 Apprehension and Release of Juvenile—Detention
 Idaho Attorney General Opinion 93-2

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3545F1

Student Interviews, Interrogations or Arrests

Student Arrest Form

FORM FOR SIGNATURE OF ARRESTING OFFICER

I, _____, a duly sworn peace officer and member of the _____ Department, _____ division, have asked that _____, a student in the _____ School, be surrendered to me, and pursuant thereto have taken said student into my custody and am assuming full responsibility for the student's arrest.

Date _____ Signature _____

Time _____ Badge Number _____

School Action

Date and time parents notified (if more than one attempt is made, include such information here) _____

Signature of Administrator

1 copy for School Records
1 copy for Parent Mailing
1 copy for Police Officer
1 copy for Witnessing Administrator

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3545F2

Student Interviews, Interrogations or Arrests

Student Interview Form

FORM FOR SIGNATURE OF INTERVIEWING OFFICER

I, _____, a duly sworn peace officer and member of
the _____ Department,
_____ division, have asked that _____, a student in
the _____ School, be made
available for interview.

Date _____ Signature _____

Time _____ Badge Number _____

School Action

Date and time parents notified (if more than one attempt is made, include
such information here) _____

Signature of Administrator

1 copy for School Records
1 copy for Parent Mailing
1 copy for Police Officer
1 copy for Witnessing Administrator

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3550

Removal of Student During School Hours

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with Charter School procedures. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the Administrator, evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the Administrator. The Administrator is directed to establish procedures for the removal of a student during school hours.

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3550P

Removal of Student During School Day

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school as provided in Policy 4410P.
2. Any other agencies must have a written administrative or court order directing the District to give custody to them. Proper identification is required before the student shall be released.
3. A student shall be released to the custodial parent. When in doubt as to custodial rights, school enrollment records must be relied upon, as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information.
4. The school should always check with the custodial parent before releasing the student to a non-custodial parent.
5. Prior written authorization from the custodial parent or guardian is required before releasing a student into someone else's custody, unless an emergency situation justifies a waiver.
6. Police should be called if a visitor becomes disruptive or abusive.

Cross Reference: 4400

Relations with the Law Enforcement and Child Protective Agencies

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3560

Video Surveillance

Having carefully weighted and balanced the rights of privacy of students, staff and visitors against the Charter School's goal of ensuring the safety of every student, employee and visitor while they are on school property and also accomplish the goal of safeguarding Charter School facilities and equipment, the Board hereby authorizes the use of video cameras on Charter School property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on Charter School property, and to safeguard Charter School facilities and equipment.

The Charter School shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on Charter School property. Additionally, notices shall be posted on or about Charter School property alerting those on Charter School property that the Charter School is utilizing the use of Video Surveillance.

Review of any video recordings is restricted to those who have a security, safety or a legitimate educational interest.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The Charter School shall comply with all applicable state and federal laws related to record maintenance and retention.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the Charter School to investigate violations of Charter School policy.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video cameras may be installed in public locations as deemed appropriate by the Superintendent, and shall not be installed in areas with a reasonable expectation of privacy.

Audio shall not be part of the video recordings made, reviewed, or stored by the Charter School.

Cross-Reference: 3570

Student Records

Legal Reference: I.C. § 33-512

Books v. Logan, 127 Idaho 484, 903 P.2d 73 (1995); Rife v. Long, 127 Idaho 841, 908 p.2d 143 (1995).

I.C. § 18-6701 et. seq.

34 C.F.R. Part 99

Family Educational Rights and Privacy Act (FERPA)

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3570

Student Records

School student records are confidential, and information from them shall not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The Charter School may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Administrator shall implement this policy and State and federal law with administrative procedures. The Administrator or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. 99 Family Education Rights and Privacy Act,
I.C. § 33-209 Transfer of Student Records -- Duties
I.C. § 32-717A Parents' Access to Records and Information
No Child Left Behind Act of 2001, P.L. 107-334

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3570F

Student Records

Notification to Parents and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The Charter School will maintain a file for each student that shall contain the information, including but not limited to the following:

- basic identifying information
- academic transcripts
- attendance record
- immunization records
- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- special education files
- verified reports or information from non-educational persons
- verified information of clear relevance to the student's education
- information pertaining to release of this record
- disciplinary information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within a reasonable time of the day the Charter School receives a request for access.**

Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school administrator (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The administrator will make arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place where the records may be inspected.

The Charter School charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

When the student reaches eighteen (18) years of age, or is attending an institution of post-secondary education, all rights and privileges accorded to the parent become exclusively those of the student.

2. **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the Charter School to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school administrator or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the Charter School decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the Charter School will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the Charter School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Charter School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Charter School discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is

released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the Charter School may release directory information regarding students, limited to:

- name
- address
- gender
- grade level
- birth date and place
- parents'/guardians' names and addresses
- academic awards, degrees, and honors
- information in relation to school-sponsored activities, organizations, and athletics
- major field of study
- period of attendance in school

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the administrator within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

6. **The right to request that that information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the Charter School is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the Charter School not release this information, and the Charter School will comply with the request.

- 7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3570P

Student Records

Maintenance of School Student Records

The Charter School shall maintain a record for each student that shall contain information, including but not limited to the following:

- basic identifying information
- academic transcripts
- immunization records
- attendance records
- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- verified reports or information from non-educational persons
- verified information of clear relevance to the student's education
- information pertaining to release of this record
- disciplinary information

Information in student files shall be maintained after a student graduates or permanently leaves the Charter School. Records which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the Charter School, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The administrator or designee shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the Charter School's procedure established by the Principal.

Access to Student Records

The Charter School shall grant access to student records as follows:

1. The Charter School or any Charter School employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing

and directed to the records custodian. Access to the records shall be granted within fifteen (15) days of the Charter School's receipt of such a request.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The Charter School shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including pupil-parent interaction.

When the student reaches eighteen (18) years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parent become exclusively those of the student.

Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived his or her right of access, after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The Charter School may grant access to, or release information from, student records to employees of officials of the Charter School or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.
4. The Charter School may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The Charter School shall grant access to or release information from a student's records pursuant to a court order, provided that the parent shall be given prompt written notice, upon receipt of such order, of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
6. The Charter School shall grant access to or release information from any student record as specifically required by federal or state statute.

7. The Charter School shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy shall be mailed to the parent or eligible student by the Principal. Whenever the Charter School requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
8. The Charter School may release student records to the Principal or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the Charter School shall provide prompt written notice to the parents or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
10. The Charter School may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The Charter School shall notify the parents or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
11. The Charter School may disclose, without parental consent, student records or information to the youth court and law enforcement authorities pertaining to violations of the Idaho Youth Court Act or criminal laws by the student.
12. The Charter School will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
13. The Charter School charges a nominal fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship.
14. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and

shall be accessible only to the parent or eligible student, records custodian, or other person. The record of release shall include:

- a. Information released or made accessible.
- b. The name and signature of the records custodian.
- c. The name and position of the person obtaining the release or access.
- d. The date of the release or grant of access.
- e. A copy of any consent to such release.

Directory Information

The Charter School may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

name
address
gender
grade level
birth date and place
parents'/guardians' names and addresses
academic awards, degrees, and honors
information in relation to school-sponsored activities, organizations, and athletics
major field of study
period of attendance in school

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the Charter School is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The parents may challenge the accuracy, relevancy or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:

- the right to present evidence and to call witnesses;
- the right to cross-examine witnesses;
- the right to counsel;
- the right to a written statement of any decision and the reasons therefor;

- the right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. 99 Family Education Rights and Privacy Act,
I.C. § 33-209 Transfer of Student Records - Duties
I.C. § 32-717A Parents' Access to Records and Information

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3575(A)

Relations with Non-custodial Parents

Access to Students

The parent with whom the student primarily resides shall be recognized by the Charter School as the custodial parent unless a current legal document or signed parental agreement indicates otherwise. Unless there are specific court-imposed restrictions on custody or visitation, such as: 1.) a final divorce decree; 2.) interim orders (in the case that the parents are separated); or 3.) a restraining order, the non-custodial parent, upon written request may visit the child briefly at school. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of all relevant court orders, to the Administrator, which curtails these specific rights.

While both parents, absent a court document described above can visit the student at school, only the custodial parent has the right to remove the student from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate a possible student abduction, law enforcement personnel are to be notified immediately.

Access to Student Records

Unless informed otherwise, the Charter School assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of all relevant court orders, to the Administrator, which curtails these specific rights. Otherwise, the non-custodial parent, upon written request may view the student's educational, medical or similar records maintained in such student's cumulative record, receive school progress reports and have an opportunity to conference with the student's teacher(s).

The custodial parent has the responsibility to keep the school office informed as to the address of the student's primary residence, in a manner determined by the school, and how he/she may be contacted at all times. The Charter School reserves the right to request verification in the form of a certified court document from any party presenting legal documents.

Legal Reference: Federal Family Educational Rights and Privacy Act of 1974
Department of Education 34 C.F.R. Part 99 (May 9, 1980 45FR 30802)
regs. Implementing
FERPA enacted as part of 438 of General Education Provisions Act (20
U.S.C. 1232G) – parent and student privacy and other rights with respect
to educational records

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor's Crossing Public Charter School

STUDENTS

3610

Records of Missing Children

Upon notification by the Idaho state police of a missing or runaway child currently enrolled in the Charter School, that student's records shall be flagged in such a manner that whenever a copy of or information regarding the record is requested, the school is alerted to the fact that the record is that of a missing or runaway child. If request is made for a flagged record, the record shall not be forwarded and the local law enforcement agency shall be notified of the request for the flagged record.

Any request concerning flagged records or knowledge as to the whereabouts of a missing or runaway child shall immediately be reported to the local law enforcement agency. Upon notification by the Idaho state police of the return of the missing or runaway child, the school shall remove the flag from the student's record.

Legal Reference: I.C. § 18-4511 School Duties—Records of Missing Child—Identification Upon Enrollment—Transfer of Student Records

Policy History:

Adopted on: 5/12/2010

Revised on: 7/18/2013

Adopted on: 8/14/2013

Taylor’s Crossing Public Charter School

STUDENTS

3620

Transfer of Student Records

Receiving School

Within fourteen (14) days after enrolling a transfer student, the elementary or secondary school shall request directly from the student’s previous school a certified copy of his record and exercise due diligence in obtaining the copy of the record requested.

Forwarding School

A certified copy of the permanent, or cumulative, file of any student and the file containing special education records of any student shall be forwarded by mail, or electronically, to a local educational agency or accredited school in which the student seeks to or intends to enroll within ten (10) days after receipt of a written or electronic request, except as provided in 3605—Records of Missing Children. The files that are forwarded must include information concerning violent or disruptive behavior or disciplinary action, however, such information shall be contained in a sealed envelope, marked as “confidential” and addressed to the principal or other administrator of the receiving school.

Cross Reference: 3570 - 3570P
3610

Student Records
Records of Missing Children

Legal Reference: I.C. § 18-4511
I.C. § 33-209

School Duties—Records of Missing Child—Identification
Upon Enrollment—Transfer of Student Records
Transfer of school records - Duties

Policy History:

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