

HCC Parent/Student Handbook

2020-2021



Ignite the Spark ✨



Welcome to Hayden Canyon Charter!

Where academic excellence, strength of character, quality of work, and 21st Century competencies are cultivated daily in students who are leaders of their own learning and invested in productive growth at every opportunity.

Section I: Philosophy

Vision Statement

Developing self-motivated, passionate students who are life-long learners, realizing their potential through an educational approach which encourages a growth mindset and offers a rich variety of hands-on learning experiences focused on cultivating mastery of knowledge and skills, depth of character, the production of quality work, and the continual development of 21st Century skills and abilities. In a dynamic learning environment built on a culture of respect, collaboration, safety and service, HCC students are actively engaged in creative and innovative, real world problem-solving, shaping leadership skills grounded in balanced thinking, ethical choices, compassion and encouragement.

Mission Statement

Achieving breakthroughs in academic excellence and character development by inspiring passion for inquiry and lifelong learning-utilizing hands-on discovery, real world application, collaboration and community, preparing each student for engagement in productive, thoughtful citizenship.

Ignite the Spark 

Design Principles

Hayden Canyon Charter's philosophy is built upon EL's 10 Design's Principles:

- **Student-centered learning**—as a product of student construction of understanding
- **Impactful ideas**— resulting from learning environments
- **Responsibility and love for learning**— created through a personal process of discovery and a collaborative activity
- **Learning from challenges and persevering to successful outcomes**— through opportunities to grapple with deeper content and work
- **Collaboration and growth**— achieved through self-reflection, the collaborative process and feedback from others
- **Empathy and caring**— facilitated through the Crew community and team building activities
- **Diversity and inclusion**— an overarching school focus --emphasized in heterogeneous and multi-age classroom groupings
- **Relationship with the natural world**—which is both interactive and respectful
- **Higher order thinking and reflection**— cultivating creative and critical thinking, taking time to explore one's own thoughts and consider ideas with other students and adults
- **Service and compassion**—through servant- leadership practices



CREW

“We are crew, not passengers,” is a phrase used to describe HCC’s collaboration philosophy: responsibility is placed on everyone to function as part of the crew, carrying their own weight in all endeavors. Crew is the term used for groups of students working together on a project. Each day, time is allotted to work on crew building activities, designed to encourage a culture of team-work, inclusion, trust, acceptance, and celebrations of successes. Through these activities, Crew, reinforces our vision for a productive and courteous community.

C. – Compassionate

R – Respectful

E. – Engaged

W. – Welcoming



School Governance

HCC is a legally and operationally independent entity, established by the nonprofit corporation’s Board of Directors. The elected and appointed Board Directors are legally accountable for the operation of the charter school. HCC commits to adhering to all federal and state laws and rules and acknowledges its responsibility for identifying essential laws and regulations and complying with them. This includes Idaho’s Open Meeting and Public Records laws. The policies and procedures of the Board will be directed to the administration for implementation. The Education Director is responsible for school management and the success of all students. HCC’s staff is responsible for the daily functions of the school while parents, community, and staff members serve on committees that work with the Education Director in the decision-making process.

School Board Meetings are open to the public. All meetings, agendas and minutes are published on our website:

<https://haydencanyoncharter.org>

EL Education

EL Education was born out of a collaboration between The Harvard Graduate School of Education and Outward Bound USA. What started as a concept has grown into a movement. EL's mission, now as then, is to create classrooms where teachers can fulfill their highest aspiration and students achieve more than they think possible, becoming active contributors to building a better world. EL Education focuses on three Domains of Student Achievement: Mastery of Knowledge and Skills, Character, and High Quality Student Work, achieved through the ten design principles mentioned above. Our values are founded on the following beliefs:

In EL Education schools...

Learning is active. Students are scientists, urban planners, historians, and activists, investigating real community problems and collaborating with peers to develop creative, actionable solutions.

Learning is public. Through formal structures of presentation, exhibition, critique, and data analysis, students and teachers build a shared vision of pathways to achievement.

Learning is meaningful. Students apply their skills and knowledge to real-world issues and problems and make positive change in their communities. They see the relevance of their learning and are motivated by understanding that learning has purpose.

Learning is challenging. Students at all levels are pushed and supported to do more than they think they can. Excellence is expected in the quality of their work and their thinking.

Learning is collaborative. School leaders, teachers, students, and families share rigorous expectations for quality work, achievement, and behavior. Trust, respect, responsibility, and joy in learning permeate the school culture.

Section II: General Information

Attendance and Tardiness

Overview: 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. It is particularly true in an EL Education school that regular contact of the students with one another in the classroom and their participation in collaborative instructional activities are vital to achieving high academic outcomes. Since many classroom activities are collaborative experiences, when one student is absent, the whole group is affected. Students who are frequently absent often find it difficult to keep up. Missing a day of school means missing a CREW activity that cannot be replicated at home.

Absence & Tardy Policy/Procedures: Attendance requirements will be in compliance with Idaho State Law which requires that students have no less than 90% attendance, or exceed 9 days of absences in a semester. Attendance is also linked to state funding for all schools. Excessive absence may affect student promotion, if student achievement is compromised and grade level benchmarks are not attained. The structure of the 4 day school week affords families greater flexibility in scheduling appointments on Friday, minimizing absences due to routine visits.

- Students arriving late or leaving early must be signed in/out of the office by a parent or guardian. The student will only be released to a legal guardian unless specific written permission is on file at the school office
- If a student is absent, the school will notify a parent or legal guardian in the first hour of school, unless the school has been notified beforehand.
- Students are encouraged to request work prior to a lengthy absence, if possible, and may elect to request make-up work during an absence. Work can be picked up at school in the office or with the teacher, and may also be sent home with a sibling.
- Students will be given appropriate time to make up work missed during an illness or other excused absence, and coached through content and concepts missed.
- Students arriving after the final morning bell will need to check into the office where they will be given an entry slip to class.

- Attendance will be assessed bi-monthly and parents/guardians whose students have 6 or more absences will be notified by mail. The notice will include a copy of the attendance policy.
- Students with ongoing attendance problems will be referred to the Education Director to determine action to be taken
- After ten (10) in a semester, his/her case will be reviewed at the next HCC Board meeting, which the parents are invited to attend.
- Attendance will be assessed bi-monthly and parents/guardians whose students have 6 or more absences will be notified by mail. The notice will include a copy of the attendance policy.

Habitual truancy and absences

If a student accrues nine absences or truancies during a semester, a letter will be sent to the parent/guardian informing of the student's attendance standing. The state requires notification of excessive absences. All Absences Are Subject To Review: Patterns of excessive absences, unexcused absences, and/or truancies may result in denial of continued enrollment as provided in Idaho Code 33-205 (see appeal process below) as well as being subject to appropriate, disciplinary action.

Tardiness:

Students must be at school and with their teacher by 8:00 am. Hayden Canyon Charter begins each day with a Morning Meeting, which is an integral part of the EL model and helps build the culture and character of student and CREW. The day is filled with a mix of individual and collaborative work times. Tardiness or pulling a child out early not only limits the student's ability to learn and it is also very disruptive to the learning of the rest of the CREW.

Leaving School Early:

Requests to remove a child early must be made with reasonable advance notice so the teacher can be prepared and dismissal of the child will be made at a point in the day when it is least disruptive to the continuity of instruction.

Dismissal and Arrival Procedures

- Students are welcome on campus beginning at 7:45 am.
- Staff supervised pick up ends at 4:15 pm. Parents should plan to pick up students no later than 4:15pm.
- Children are to be dropped off and picked up in designated areas to promote safety.
- To ensure the safety of all students any child who is on campus before 7:40 am or past 4:30 pm will need to remain in a designated area, either outside or in an indoor area. (Charges may be applied if this area is maintained by the YMCA/BASE program—Before and After School Enrichment.)
- ***The parking lot is BUSY in the morning and afterschool! Please use extra caution watching for children walking across the lot!***

Please refrain from texting or talking on cell phones while driving on school grounds.

Safety:

Keeping our students safe is our number one priority! As part of the registration process, a student's parent/guardian must provide written **emergency contact information** and provide HCC with all necessary information to be able to assist their child--emergency phone numbers, contact persons, or any special instructions; especially if the parent/legal guardian is not available.

Emergency Closures

Emergency Communication:

HCC plans to set up a text and email system with parent/guardian “opt-in” option to receive vital information on school emergency, closure, power outage, and snow days. The system will also be used to send reminders for upcoming school events. Snow days will be reported on the radio at KVNI-1080 AM, and through local news available online and on the

television; KREM Channel 2, KXLY Channel 4, or KHQ Channel 6. These stations begin broadcasting school closures at 5:30 a.m.,

Emergency Drills

Schools are required by law to perform and practice fire drills, lock downs and evacuation. HCC will comply with evacuation requirements and recommendations made by local the local fire and police agencies. HCC will also educate students on handling lock-in situations when there is a threat to safety outside the school building, such as wildlife on the school grounds (what an awesome privilege to share our school property with local moose and elk!) These drills constitute an important safety precaution. Evacuation plans/routes are posted in each room. Students will be apprised of the plan and are expected to respond to drills in an orderly fashion.

Campus Safety and School Wide Rules

Student behavior

- It is the students' responsibility to read and understand HCC's expected behavior. In the case of smaller children teachers will read and explain expectations to them. We also ask parents to help enforce these expectations.
- Students should conduct themselves with behavior which reflects the school's core values and principles: mutual respect, cooperation, collaboration, empathy and ethical character.
- Student conduct should support the educational process with optimal learning conditions in accordance to HCC policies and standards.
- Students shall not be allowed to interfere or disrupt another student's ability to learn or impede another's safety.

Student movement

- Students are not allowed in a classroom or out on the playground without adult supervision.
- *In order to promote safety and to help prevent accidents from happening Parents/guardians should please refrain from using your cell while dropping off or picking up your child.*
- All playground equipment whether portable or stationary is to be used appropriately and according to intended use .

Student Interaction

- Students are expected to treat each other as they would want to be treated, and to model kindness, and respectful communication.
- HCC will have a zero tolerance for any form of harassment.
- No one may jeopardize the safety or wellbeing of any person at school or on any part of school property or at any school sponsored activity.
- Harassment includes but is not limited to, a person's race, ethnicity, color, religion, physical, mental, social, condition or educational aspects. This includes, but is not limited to teasing, bullying, malicious jesting/joking, verbal, written, inferred and gestures, any form of communication including but not limited to any and all electronic devices, mechanical devices or handwritten regardless of its origin.

Section III: School Day Events

Celebrations

Celebrations of learning will be at the end of expeditions and will include public presentations in the evening.

Birthday celebrations will held to a minimum with a “monthly” birthday celebration for all students having a birthday during each month. Room parents will provide goodies at the end of the day on the last school day of each month. This allows for all students to be celebrated and reducing the numbers of celebrations each month.

Daily Schedules

Office: 7:30 am-4:30 pm

Main phone: (208) 477-1812

All staff may be reached via email located on the staff directory page of our school website. HCC's Administrative Assistant will forward you to teacher voicemail during class time, and to the teacher's phone before and after school. Teachers will respond to voice messages and email as soon as practical.

½ Day Kindergarten

8:00 AM-12:15 PM

Elementary (Full-Day K-8)

8:00 AM-4:00 PM

Morning and afternoon breaks: 10-10:15 AM and 2-2:15 PM

- Students are welcome to bring a morning and an afternoon snack
- Parents are welcome to donate peanut free snacks to classrooms for students who need a snack
- Students are welcome to bring a water bottle for (water only) to drink throughout the day



Lunch/Snacks

Hayden Canyon Charter will not participate in the National School Lunch Program for our opening year. We will offer a pay-per-meal lunch program one day each week including a healthy main dish, fruit, vegetables, and milk. Details about this program will be available in the office.

Snacks: In accordance with the school's Wellness Policy, Hayden Canyon Charter recognizes that it is the school's role, as part of the larger community, to model and actively practice, through its policies, the promotion of family health, physical activity, good nutrition, sustainable agriculture, and environmental stewardship. Snacks served during the school day or in after-school enrichment programs will emphasize the use of fruits, vegetables, or whole grains as the primary snack and water as the primary beverage. We will serve fresh vegetables from our school garden when available. Candy and sugar-laden snacks will not be given out by Hayden Canyon Charter staff for rewards. With a parent's consent, sugar-free gum may be given out. Baked goods such as cakes, cupcakes, and cookies brought in by parents will be allowed in moderation and only during celebrations of learning or community celebrations. If the teacher has parents contribute to class-wide snacks, a school approved list of appropriate snacks will be given to the parents.

Lunch will be held in classrooms on the second floor until the cafeteria/multipurpose room is built.

Full-Day K: 11:30, recess 11:50-12:10

1-2nd grade: 11:30, recess 11:50-12:10

3rd-4th, 5th grade: 11:50, recess 12:10-12:30

6th-8th grade: 12:10, recess 12:30-12:50

Parking Lot Drop Off and Pick Up

- Students are welcome on campus at 7:45 am
- Staff supervised pick up ends at 4:15 pm. Parents should plan to pick up students no later than 4:15pm.
- Children are to be dropped off and picked up in designated areas to promote safety
- To ensure the safety of all students any child who is on campus before 7:40 am or past 4:30 pm will need to remain in a designated area, either outside or in an indoor area. (Charges may be applied if this area is maintained by the YMCA/BASE program—Before and After School Enrichment.)
- ***The parking lot is BUSY in the morning and afterschool! Please use extra caution watching for children walking across the lot!***
- Please refrain from texting or talking on cell phones while driving on school grounds

Transportation

Hayden Canyon Charter plans to provide transportation to and from Field Work and Field Trips in year one. Student bussing to and from school will begin in year 2, as funding allows.

Fieldwork

- Hayden Canyon Charter students will participate in a myriad of field work experiences associated with their grade level expeditions.
- A student permission slip must be signed by a parent or guardian during registration, prior to student participation.

Student Admissions

Prior to enrollment and admission of a student the legal guardian must provide HCC with relevant and current information which includes:

- Proof of student's age by presenting student's original birth certificate.
- Verification of residency is required annually.
- Proof of residency is utility bill, title, lease agreement, or a similar document of this nature.
- Proof of up to date to date immunizations:

Student Records

HCC requires each legal guardian to provide all of their child's school records, or authorize the school to secure those records from the previous school. This includes:

- Grades, standardized test scores
- IEP, 504, Special Education file (if applicable)
- Immunization and health records
- Legal records such as legal custody, restraining order, other court records
- Other relevant student records.

Confidential Records

Student records are privileged and confidential, and shall not be disclosed except under the following circumstances:

- 1) Threat of harm to self, others, or property
- 2) Reported or suspected child abuse/neglect
- 3) Court order

Section IV: Parent/guardian Information

Communication

Safety:

Keeping our students safe is our number one priority! As part of the registration process, a student's parent/guardian must provide written **emergency contact information** and provide HCC with all necessary information to be able to assist their child--emergency phone numbers, contact persons, or any special instructions; especially if the parent/legal guardian is not available.

In the case of a school-wide emergency, HCC has emergency contact telecommunication software in place, in which parents will receive phone calls, and/or text messages within minutes should the need arise.

General Information:

Each month there will be an Education Director's Newsletter posted to our website as well as a monthly calendar and menu. Teachers will also post classroom information on their webpage in addition to using Class Dojo for daily communication. Should you need a printed copy of any correspondence, please inform the Administrative Assistant.

Student-Led Conferences and Grades

Student Led Conferences

Teacher collected data such as performance on daily work, teacher observation, curriculum-based assessments and student attendance will be used in conjunction with other assessments to report student progress, and set goals.

- Goal setting conferences for students in Grades 1-8 with their parents and teachers are held at the **end of September/early October**.
- Kindergarten goal setting conferences are held in December.
- Student-led parent conferences are held in **January** and again in early **June**.

- Both the teacher and the parents may schedule a conference at any other time as needed. An Information Management System, such as Power School, will be accessible to students and parents to monitor student progress and increase communication between families and teachers.

Report Cards

Formal report cards are distributed at the end of each quarter of the school year. All students receive standards-based grading criteria along with the specific Hayden Canyon Charter character and learning attitudes expectations. Progress Reports may be used under teacher discretion to provide more information.

Ways Parents can Contribute

We ask that all parents contribute to the success of our school:

- Volunteer at the school at least two hours per month. Help is needed in so many areas (small group or one on one tutoring, main office, lunch time clean-up, morning supervision, recess, coaching, etc.) Please communicate with teachers and the parent coordinator to schedule a time prior to volunteering.
- Contribute financially to our fundraising efforts each year. Your financial support allows us to provide enriching activities and valuable resources for your child.
- Donate your time and talents.
- Be an ambassador for our school - share your story and experiences with other families in the community.
- Stay aware of how your child is doing in school. Ask your child(ren) daily about his/her learning. Talk to your child's teacher about any questions or concerns in your child's learning process.
- Help your child with homework – or ask your child about his/her homework or classwork.
- Make sure your child reads for at least 15-30 minutes each night, in addition to any other homework. Have frequent conversations about what your child is reading.

- Support your child in completing projects by purchasing supplies, giving them ideas, and providing feedback.
- Attend all school and crew events.

Other ways you can help:

- Organize in the community: help prepare fieldwork experiences or organize community resources and experts.
- Read the school communication provided by the school.
- Evaluate and give feedback in your committees. We invite parent input and suggestions!
- Chaperone fieldwork or trips.
- Lend a hand (and tools) to help with school maintenance or landscaping.
- Attend Board meetings and/or run for a Board position. Find out how decisions are made.

The opportunities are endless!!!

Confidentiality When Volunteering

Students at Hayden Canyon Charter have the right to expect that information about them will be kept confidential by all volunteers as determined by the Family Educational Rights and Privacy Act (FERPA). Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law! In addition, all photos taken by visitors or volunteers during PPCS activities are for personal use only. You may not text or email photos to anyone other than HCC staff. It is important that photos are not posted on websites, Facebook, Snapchat or any other public forum. Volunteers who do not follow these guidelines may be prevented from participating in Hayden Canyon Charter fieldwork, trip, or class activities.

Parent Commitment and Volunteerism

Research has shown that parental involvement has a profound effect on student achievement and attitude. Parent/teacher/child partnerships are an integral part of Hayden Canyon Charter's student success. At HCC we encourage parent involvement. This involvement can take on many forms, all of which are greatly appreciated by our students and staff! There are opportunities for parents to join our Parent Crew, volunteer in our classrooms, be a Playground Hero, or join one of these committees: Fundraising, Grants, Sports, Facilities, or Academic Committee. We also encourage parents to share their expertise with our students, allowing our students to learn more about careers and our community.

When volunteering or attending meetings or school-wide events, it is important to supervise your child. You will be held liable for any damage or injury that occurs to your unsupervised child.

Parents, Visitors, Volunteers

All visitors are requested to follow HCC policies. We will have a Parent Coordinator on staff to help accommodate all of our volunteers by creating a schedule of available days, times, and classroom in which to volunteer. All parents, visitors must first check in at school office and be prepared to show ID before going to any classroom. School office is open daily 7:30-4:30 pm.

Section V: Student Information

Respecting School Property

- Students are to treat school property with respect and take care not to damage any part of school property.
- School property is defined as any part of the school building property, grounds, furnishings or any materials belonging to the school.
- Students are responsible for the proper care of assigned materials, books, supplies, and furniture supplied by the school.

Dress Code

Hayden Canyon Charter's first responsibility is the education of our students. Students are required to wear appropriate clothing that is conducive for sports, fieldwork and all types of weather. HCC requires students to wear school Expeditionary Gear--a selection of hiking pants, shorts, or skirts with leggings in the following colors: Khaki, Black, Brown, or Navy Blue and shirts/fleece sweatshirts with the HCC logo. Shirts can be purchased at Coeur Promotions online and are available in a variety of colors and styles. Sturdy shoes for hiking are highly recommended. Tennis shoes are an alternative to hiking footwear and should be worn during Physical Education. Flip flops and sandals should not be worn to school.

HCC recommends all students have rubber rain boots or other waterproof boots. Appropriate gear for inclement weather/ winter weather is required, as recess, field work, and science activities will carry on in spite of weather, unless extreme— high winds, temperatures in the teens or below, torrential rain, lightning, etc.

SEE OUR UNIFORM POLICY GUIDE FOR FURTHER DETAILS.

Homework

HOMEWORK POLICY—“Practice work,” “Project work,” Reading, and Blended Learning

Research indicates that parental involvement has a profound effect on student achievement and attitude.

Parent/teacher/child partnerships are essential for student's success. Student work done at home may fall into one or more categories:

- o Practice Work—designed to reinforce the day's lesson—should be between 5 and 10 questions.
- o Project work—any part of the creative, written and/or presentation part of an expeditionary project students are working to finish either in draft or final form.
- o Reading—Hayden Canyon Charter is considering using the Accelerated Reader program and always encourages students to read for enjoyment and discovery at home.
- o Blended Learning—students may choose to access online resources at home, prior to working out the concept in class, to have an introductory exposure to ideas, and opportunities to practice with content. This enables students to realize what is challenging and prepare relevant questions for the next day's learning opportunity. Examples are working online math lessons using Khan Academy, working through an ELA concept using Learnzillion, or previewing a BrainPop video on a science concept, among others.

It is the goal of HCC to provide parent resources and links to online support for each subject area to empower you in being the best support to your student's success. Please connect with your child's teacher if you would like to request more resources or have questions about content. We are all in this together! Parents should encourage and monitor their child's completion of work done at home. Children should be taught a routine for where and when to do their reading and work. Situations may occur that practice work or other assignments taken home cannot be completed on time. If the student cannot complete work for any reason, students will be expected to make up or complete unfinished work. Communication between home and school is vital. If you have any questions about work done at home, or if your child is regularly having difficulty completing work brought home, please don't hesitate to bring it up with your child's teacher.

HCC's Comment :

- o Work brought home is to be used for enrichment of mastering a subject matter. It is also meant to help students to enhance independent study skills and habits.
- o Students will be provided time during school hours to complete or minimize practice and project work done at home.
- o Teachers will attempt to avoid weekend and holiday assignments.
- o Any work done at home will be assigned according to appropriate skill, age, and grade level.
- o Homework will not be used as a disciplinary measure.
- o The teacher will instruct students so they may successfully accomplish the assigned task with minimal assistance from parents.
- o Parent supports will be in place, as written or online resources and provided with the students' practice or project work.
- o The teacher will communicate if a student is struggling with any particular subject, task, or behavior.

Parent's Comment :

- o Provide assistance to student if necessary, allowing the student to complete the task at hand without the parent doing the work.
- o Provide a quiet study place and time for student to complete assignments.
- o Encourage student to be diligent in attempting to do their best, exceeding their last best effort, and embracing a growth mindset—that challenges exist and working through them causes us to be more than we were before.
- o Develop a regular routine, schedule for homework time and providing necessary tools to complete assignments.
- o Communicate with teacher if student is struggling with any subject matter/task.

Student's Comment :

- o Before leaving the classroom makes sure he/she understands practice/project work/task to be completed.
- o Understand the time frame that is required for the assignment/task to be completed and turned in.

- o To know what materials, books etc. are needed to complete the assignment/task.
- o Student will complete to the best of their ability carefully and neatly so it is legible and according to teacher's standards.

Library Resources for FREE!!

In order to provide more resources for our students, parents and teachers, HCC intends to establish a partnership with the Kootenai Public Library system.

- Parents should register their student(s) for a free library card at your local library
- Students will choose books online that will be delivered to HCC on a specified day each week by the regional library Bookmobile.
- Students can download the app "Overdrive," onto tablet devices and laptops, which is used to order and read free e-books. E-books can be read using the library platform, Kindle, and iBooks.
- By downloading the app "Flip" onto tablet devices, students have free access to magazines such as National Geographic Kids, Ranger Rick, Time, Sports Illustrated for Kids, etc. (and parents have many more options!)
- Using their library card number, students can sign into Rosetta Stone and learn ANY language they offer for FREE—there

is even a kid-centered app designed to increase phonic recognition and reading confidence!

Internet Acceptable Use Policy

Safety

Internet users are responsible to use the school's computers, networks and Internet resources in an ethical and educational manner appropriate to the school setting. General school rules for behavior and communications shall apply. HCC has policies

and procedures for computer usage as required by the Children's Internet Protection Act. All students are expected to follow and comply with HCC policies and standards.

If personal devices are allowed for in-class use, each device will gain access to the internet only through the school's protected

network, which has the highest level of filtering against inappropriate material. The same settings are in place on all school computers.

Internet Use Policy

In order to provide for a positive, productive educational experience, HCC makes every effort to prevent student access to websites that may contain offensive or inappropriate material. Student use of such websites is expressly prohibited.

Communications on the Internet are public in nature and files stored on the Internet should not be assumed to be private. HCC will:

- Set filters in place to block students from inappropriate material.
 - Work to keep pace with changing technologies for controls as much as reasonably possible.
 - Supervise and monitor students.
 - Provide students with the understanding and skills needed to use technology in an appropriate manner.
- The use of HCC *technology is a privilege and not a right*. Technology is designed to be used as a tool to assist with

the

instructional objectives of the school. **Prohibited Uses of Technology** are listed on the Student Internet and Technology Agreement and can also be viewed online at the school's website www.haydencanyoncharter.org, under the

Technology tab.

(To be viewed online if possible, or on the Internet Use Policy paper at registration):

Prohibited uses of Technology include, but are not limited to:

- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
- Encouraging the use of, or promoting the sale of, controlled substances or drugs.
- Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board of Directors or their designee.
- Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
- Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, or phone number.
- Logging in to the system using another user's account or password.
- Leaving an account open or unattended.

Personal Belongings

Students are responsible for their personal belongings. HCC is not responsible for any theft, loss, or breakage of any student's personal belongings. This includes, but is not limited to: any electronic device, cell phones, tablets, games, toys, computers, CD players, MP3 players, iPods etc. Students are not to play on gaming devices while at school unless with the express permission of their teacher, i.e. as a part of a possible reward day; a signed parent permission form will be required to participate in any such activity.

Cell Phones, and Personal Tablets, Kindles and Laptops

It is HCC policy that student cell phone use for personal calls or texts is limited to before and after school , except with the express permission of their teacher under special circumstances. That being said, we believe HCC to be a school where respect

is a habit of character, and students quickly establish and maintain that they are responsible and trustworthy. HCC is considering the use of personal smart phones, tablets, Kindles and/or laptops in class to increase student capacity for research, blended learning, creating presentations, real-time collaboration on projects, and other Information and Communication.

Section VI: Behavioral Expectations/Discipline

Classroom Conduct

Students at HCC are expected to invest in being a part of the solution in creating an exceptional classroom environment. Students work to create a space where everyone feels accepted and respected for who they are. Success is celebrated and students work together as crew, with the guidance of their leader, to overcome obstacles and turn them into opportunities. Behavior choices that are in conflict with these and other core values at HCC will result in consequences that afford students the opportunity to grow in areas of self-regulation, and depth of character. This holds all students accountable to the expectations they co-create as the crew with crew leader (teacher) in their class.

- Each classroom will be managed to create a learning environment in which excitement, engagement, inquiry, investigation and personal growth are all facilitated by teachers. Classes will be facilitated in such a way that each student has optimal opportunity to master the subject matter being taught and achieve personal success.

- Leaders and students will show respect to all individuals, school property, and personal property belonging to others.
- Teachers are empowered to maintain an appropriate learning environment for all members of the class. This a unique part of expeditionary students' educational experience-- the opportunity to be an active participant in the establishment of expectations, to learn to regulate themselves, and to experience democracy and citizenship responsibilities.
- Teachers will oversee and administer class rules, always ensuring that the safety of individuals is maintained.
- Staff will manage student behaviors with redirection, reflection and refocus strategies.

Staff members will encourage students to resolve any conflict by:

1. Clearly stating the problem,
2. Generating options for correcting the problem,
3. Selecting the solution

4. Following up to be sure that the solution is working.

Outdoor Behavior Expectations for Students

- Walk in the classrooms and in the building; run and play on the playground
- Students must keep hands and feet to themselves. Tag is allowed if it isn't too rough.
- There will be absolutely no wrestling, play fighting or pretend play of weapons or tackling.
- Students must not throw dirt, sticks, woodchips, pinecones, etc., even if they don't throw them at people.
- Students playing with balls should do so away from any play structures and windows.
- Students must keep shoes on when using the playgrounds and when in the building.

School Discipline Plan

It is HCC's intent to help the student develop a positive attitude toward self-regulation and socially acceptable behavior. HCC intends for students to grow toward self-discipline, to accept responsibility, and to learn to appreciate the rights of others. Discipline policies at HCC are for the safety and wellbeing of all individuals on school property or at school activities.

Discipline Plan:

Step One: Student will be redirected with time away from their desk and completion of Refocus Form.

Step Two: Student will meet with school counselor and will complete Refocus Form, behavior strategies will be implemented. Parent will be informed of meeting with counselor.

Step Three: Student and parents will meet with Education Director and Teacher. Appropriate disciplinary measures will be defined in accordance with infraction.

Disciplinary actions will always strive to match consequences that directly correlate with student choices, and may include, but are not limited to the following:

- o time away from their desk or activity to reflect and refocus,
- o Refocus Forms which always include a parent communication at the 3rd form,
- o written letters of apology,
- o loss of privileges from school activities,
- o work duty (eg. assisting custodians with clean-up of a mess they are responsible for creating),
- o restitution or replacement for property damage or stolen goods (from the school or individuals), (non-school restitution will be administered by the appropriate law enforcement agency),
- o parental conference with teacher/administrator,
- o detention, suspension, or expulsion,
- o and/or other disciplinary actions employed by the Board of Directors, School Administrator or designee in order to protect individuals and school property.
- o In case of unlawful acts, law enforcement may retain or arrest all parties involved.

All disciplinary actions will conform to Idaho State Law or subsequent revisions of that code. All school employees and volunteers are expected to share the responsibility of supervising the behavior of students and for seeing that they abide by the established rules of conduct. Where student conduct is not covered by policy, adults are expected to exercise reasonable, professional judgment.

PROHIBITED BEHAVIORS

HCC's top priority is to provide a safe learning environment for your child. Students will be held accountable for their actions.

Such causes for disciplinary consequences may include but not limited to:

- o refusal to follow instructions,
- o behavior that is disruptive to instructional effectiveness,
- o habitual truancy/absences,
- o being disrespectful,
- o inappropriate or offensive language/behavior, profanity,
- o bullying, harassment, vandalism,
- o possession of a weapon or object made or used as a weapon,
- o drugs, alcohol, tobacco, controlled substance,
- o being under the influence of any controlled substance, drugs, alcohol, medications that are being abused,
- o giving another individual a substance/medication that does not belong to them,
- o willful disobedience, being incorrigible,
- o throwing objects including snow/ice,
- o fighting or starting a fight,
- o theft or vandalism of school property or of an individual's personal property,

- o behavior that is unhealthy, that is harmful or unsafe to another individual or property,

- o using a cell phone during school hours for calls/texts without permission,
- o cyber-bullying—includes but is not limited to using an electronic device/internet to bully, harass, slander, intimidate, and/or threaten regardless if it is indirect, orally or written, regardless of its origin; ill remarks or comments about a person's color, religion, race, gender, ethnic origin, age, academic skills or ability, or physical or emotional disability are prohibited and thus subject to disciplinary action.

POLICY VIOLATION DEFINITIONS

Level One: Violations shall be defined by the faculty and administration at the beginning of the school year, and are open to change during the year as necessary. Violations of any of school policies shall be met with disciplinary measures defined by the

Board of Directors or School Administrator. Any staff member may correct a student. The administrator of the school may apply additional measures.

Level Two: Extreme disrespect, disobedience, bullying, disregard for school ground and classroom rules, any action that jeopardizes another's safety.

Level Three: violations are defined as any illegal actions conducted on school property that may jeopardize any individual, an individual's personal property, or any part of school property, including but not limited to: possession of illegal substances, weapons at school, malicious vandalism, harassment or assault. Any major violation will be reported immediately to school authority

and/or local law enforcement and will result in the immediate disciplinary actions. Depending on the offense, consequences may include but are not limited to suspension or expulsion of all parties involved, consequences will be enforced by the School

Administrator and/or law enforcement.

SUSPENSION

Authority to temporarily suspend students has been delegated by the Idaho Legislature to the School Administrator or designee. No person other than the School Administrator or designee or the Board of Directors may suspend a student from HCC. Ground for suspension may include but are not limited to the following:

A student may be suspended at the discretion of the School Administrator or designee for disciplinary reasons, or for other conduct that is disruptive or detrimental to the instructional process of the school, to the health or safety of any student, staff member or visitor or the general climate of the school. A student may also be suspended when, in the judgment of the School Administrator or designee the suspension is necessary for the health, welfare, or safety of the any individual at the school. Suspension or expulsion will be at the discretion of the School Administrator or Board of Directors. Suspension and expulsions may include but are not limited to the following steps:

Step 1: Legal guardian notified of incident.

Step 2: School Administrator intervention in addition to step 1.

Step 3: Suspension with legal guardian notification in accordance with Idaho Code 33-205. Readmission will occur after a conference with student, legal guardian(s), and the School Administrator.

Step 4: Expulsion in accordance with Idaho Code 33-205.

Step 5: The Board of Directors and/or the School Administrator shall have the right to deny re-enrollment for disciplinary

or attendance reasons.

Step 6: The Board of Directors may allow readmittance when recommended by the School Administrator, under conditions set forth at the student's hearing. In the case of a major violation as defined above, the progression of the steps may

be altered. Special Education students with disabilities will be treated in accordance with federal law Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. No student shall be expelled nor denied enrollment without first receiving due process rights. If a student that has been suspended or expelled from HCC or another local school, that student is strictly forbidden to come onto any school property, to attend any HCC school functions or activities until conditions of his/her suspension/expulsion has been satisfied/completed. If this violation occurs, further consequence may occur at the discretion of the school administration, designee or Board of Directors.

PERIOD OF SUSPENSION

A temporary suspension by the School Administrator or designee shall not exceed five (5) school days in length. Upon approval by the Board of Directors, the suspension may be extended for an additional ten (10) days. This approval for additional suspension would only be granted if there was a finding by the Board of Directors that immediate return to school by the temporarily suspended student would be detrimental to any other individual's health, safety, and welfare at the school.

EXPULSION

If a student has been suspended or expelled from another school, private, charter or public, HCC reserves the right to deny the student enrollment to HCC until the student's suspension/expulsion has been completed/served. This decision will be at the discretion of the School Administrator or Board of Directors.

WEAPONS/DRUGS/ALCOHOL/TOBACCO

Items such as weapons (or objects that are used or made to be a weapon), drugs, alcohol, tobacco, or controlled substances are strictly forbidden on school property and/or at any school activity according to Idaho state code. Any student having in their possession any of the above items will be expelled for a period up to one (1) year for the date of violation(s). The

Board of Directors, at the recommendation of the School Director, reserves the right to allow re-enrollment of such student. The Board of Directors or the School Administrator may modify the disciplinary actions, given reasonable considerations to the circumstances and on a case-by-case basis.

In addition to policies adopted pursuant to Idaho Code 33-210, students may, at the discretion of the HCC School

Administrator and/or Board of Directors, be subject to other disciplinary or safety policies, regardless whether the student voluntarily discloses or is reasonably suspected of using or being under the influence of alcohol, mood altering chemicals or a

controlled substance in violation of HCC policy or section 37-2732C, Idaho Code.

HCC or the Board of Directors with the School Administrator shall ensure that procedures are developed for contacting law enforcement and the student's legal guardian when a student is reasonably suspected of using or being under the influence of

alcohol, mood altering chemical, or a controlled substance.

Legal Guardian Notification by Board of Directors : Legal guardian(s) will be notified by mail within 48 hours of the board hearing regarding the terms and conditions of disciplinary actions taken by the Board of Directors against a student.

DEFINITIONS

Contraband : is any substance or material that is prohibited according to HCC rules/policies in a student's possession.

Possession: includes but not limited to, on the person, in the person's clothing/shoe, lockers, backpacks, desk, computer file, cell phone including temporary possession when passing a prohibited object or material to another individual in attempt to conceal the object or material.

Reasonable suspicion : means any behavior, action, evidence, facts, information that gives the School Administrator or designee reason to believe that an unlawful act or serious violation has been committed, or that a student attempts to conceal.

Probable Cause: a reasonable amount of suspicion, supported by circumstances sufficiently strong to justify a prudent and cautious person to believe that certain facts are probably true.

Assault : According to Idaho code assault is defined as any willful attempt or threat to inflict injury upon another person, when

coupled with an apparent present ability to do so, and any intentional display of such as would give the individual reason to fear or expect immediate bodily harm. An assault may be committed without actually touching, or striking, or doing bodily harm to another person.

Battery : According to Idaho code battery is defined as the willful and unlawful use of force or violence, or the actual, intentional, and unlawful touching or striking against the will of another, or unlawfully and intentionally causing bodily harm. If an assault occurs and battery is committed towards another individual at school and/or on school property, serious consequences will be applied to all parties involved with the violation.

NOTICE : Students and legal guardian shall be informed of this policy at the beginning of each school year. Legal Reference: Idaho Code Section 18-3302D

SEARCH & SEIZURE OF CONTRABAND OR ILLEGAL ITEMS

Search and seizure: If at any time a school official has reasonable suspicion or probable cause that a student has possession of contraband or illegal items, then a search may be conducted among their personal belongings, backpack, coat jacket, purse, locker, desk, computer files, or cell phones; any personal items may be seized that would be considered dangerous, illegal, unlawful or prohibited according to HCC rules or policies. Such searches will be done in private, discreetly, by the appropriate gender, and witnessed by another adult. The students may be asked to remove their coats or shoes and empty their pockets or purse. When reasonable suspicion or probable cause indicates the need to protect or preserve the overall welfare of students of HCC, the student will be referred to the School Administrator for discipline.

USE OF DRUG DOGS

The school may elect to use Kootenai County Sheriff's department or City police at the discretion of the Board of Directors, School Administrator or designee. The use of trained service animals shall comply with school policy and Idaho state law. A service animal alert to a person, place or thing, constitutes reasonable suspicion/probable cause for school officials, law enforcement, or Board of Directors to search the person, place or thing, eg. lockers, personal items, backpacks or vehicles. School officials may conduct searches without notice, consent, or warrant.

Section VI: Medical and Health Information

Immunizations

In accordance with IDAPA 16.02.15, section 102.03, all students entering a public school must have specified immunizations or have completed the Idaho Certificate of Immunization Exemption (found at <http://www.healthandwelfare.idaho.gov/Portals/0/Health/Immunizations/School%20Exemption%20Form%20-%20English.pdf>)

Medical Needs

It is essential that the school have up-to-date contact information at all times for each parent. HCC may not have a nurse on staff. We may not have space for keeping ill children at school for extended periods during the day. Even with a nurse, the first-aid care the school can provide is limited.

If a child is hurt or complains of illness:

- The teacher will send the student to the office.
- The parent/legal guardian will be called.
- HCC office staff and leadership team and nurse (if applicable) are trained in community First Aid and CPR—life saving measures will be employed if needed.
- Simple cuts or bruises will be treated by applying a bandage or ice to the injury; temperature may be taken if student is ill.
- The child will be kept in the office until the parent arrives to get the child.
- In the event of an emergency, 911 will be contacted first, then the parent. An ambulance may be dispatched prior to parent contact.

ADMINISTERING MEDICATIONS

No uncertified personnel or staff member shall administer any medication to a student without written permission from the legal guardian including specific written instructions of how to administer the medication, the proper dosage, and amount of times the medication is to be administered to the student per day on file in the school office. **This includes over the counter medications.** If a student is required to have medication of any sort at school, the parent/legal guardian will provide the medication. The medication must be in its original container with matching instructions.

The school office will inform the parent/guardian when the student is running low on required medication. It is the parent/guardian's responsibility to make sure the office is informed of all special needs of their child and receives all appropriate medications that their child is required to have.

In case of an emergency all staff personnel will take reasonable action to aid the student to the best of their ability and knowledge. The necessary certified professionals will be contacted in attempt to help aid the student.

Reporting of Contagious Illness

If a student in your child's class has a confirmed case of a contagious illness such as Strep, Mono, Chicken pox, Head Lice, certain strains of Flu, etc... HCC will follow through with mandated reporting requirements to parents, notifying that there is a confirmed case, and providing information on symptoms to look for and seeking treatment.

Head Lice: Head lice are very contagious and easily spread from direct or indirect contact with infected persons and /or infected personal items. If nits (egg cases) are present, the student will be excluded from the school until the student is "nit free."

Section VII: Educational Needs/Supports

Physical Education/Nutrition

K-8 students will participate in a minimum of 30 minutes of physical education activities that are embedded throughout the school day, hiking, snowshoeing, cross-country skiing, running, dance, climbing, and active play. PPCS staff also provides other activities at school to get your child(ren) moving regularly. Please make sure that students are dressed in appropriate attire for active physical movement. If your child has a medical reason not to participate, please send a doctor's letter describing the condition, limitations and timeframe for recovery.

Special Education

HCC address Students' academic needs under the same legal guidelines and laws as all public school. Federal and State statutes identify Hayden Canyon Charter as the Local Education Agency (LEA) responsible for serving students with special needs as determined by an evaluation completed by a qualified professional as outlined in the Idaho Department of Education Special Education Manual. We utilize contracted School Psychologists and Related Service Providers in order to provide evaluations and services on site that students qualify for and are agreed upon by their IEP team as stated in their

IEP. Any initial evaluations or initial IEP services offered to students must have parental consent, according to special education law. Hayden Canyon Charter has adopted the Idaho Department of Education's Manual for Special Education and follows all guidelines within it. This manual is available for review at www.sde.idaho.gov/SpecialEd/. Hayden Canyon Charter has hired a highly qualified special education coordinator, counselor, and special education teacher to provide individualized instruction according to each student's IEP.

Highly Capable and Gifted and Talented Plan

All students identified as gifted and talented in the State of Idaho have the right to an appropriate education that provides educational interventions, which sustain, challenge and ensure continued growth within the public-school system.

"Each public-school district is responsible for and shall provide for the special instructional needs of gifted/talented children enrolled therein. Public school districts in the state shall provide instruction and training for children between the ages of five (5) years and eighteen (18) years who are gifted/talented as defined in this chapter and by the State Board of Education. The State Board of Education shall, through its department of education, determine eligibility criteria and assist school districts in developing a variety of flexible approaches for instruction and training that may include administrative accommodations, curriculum modifications and special programs" (Idaho Code 33-2003).

"Gifted and talented children" mean those students who are identified as possessing demonstrated or potential abilities that give evidence of high performing capabilities in intellectual, creative, specific academic or leadership areas, or ability in the performing or visual arts and who require services or activities not ordinarily provided by the school in order to fully develop such capabilities (Idaho Code 33-2001).

Student Identification:

HCC has an Rtl team in place to access the needs of all students. Parents may request HCC Rtl plan, or may view it on our website.