

STUDENTS

Hayden Canyon Charter School

3000 Entrance, Placement, and Transfer

Entrance, Date, and Age

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

Initial Enrollment

Immunization records or an appropriate waiver and birth certificate are required for admission to—the Charter School, subject to provisions of McKinney Homeless Assistance Act. Communication of the requirement for immunization records or exemptions shall comply with Charter School Policy 3525. If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the Charter School shall notify the person enrolling the student in writing that he must provide within 30 days either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

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

If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the Charter School shall immediate report the same to the local law enforcement agency. Local law enforcement will investigate these reports. Failure of a parent, 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

Charter 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 Charter School will be admitted and placed on a probationary basis for a period of two weeks.

Should any doubt exist with teacher and/or Administrator 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 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; and
6. Final approval of transfer credits will be determined by the Administrator, subject to review upon approval by the Board of Directors.

Transfer from Persistently Dangerous Schools

If the Charter School is found to be persistently dangerous in accordance with federal law, students attending the school shall be permitted to transfer to another traditional or charter school which is not persistently dangerous and which is meeting annual yearly progress requirements. The transfer may be either permanent or temporary and lasting until the school of origin is no longer designated as persistently dangerous. Parents or guardians of students shall be notified that the school has been designated as persistently dangerous within ten days of being so designated. Within 20 days of receiving such notification, students may be transferred to another school.

Any student who is the victim of a violent criminal offense on school grounds shall be permitted to transfer to another school.

Cross Reference:

- 3060 Education of Homeless Children
- 4160 Parents Right-to-Know Notices

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
- 20 USC § 6313 Eligible School Attendance Areas
- 42 USC § 11432 Education of Homeless Children and Youths

Policy History:

Adopted on: March 14, 2019

Revised on: July 6, 2022

Hayden Canyon Charter School

3020 Enrollment and Attendance Records

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

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

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 8 (1 -8) and at least two and one-half (2 h) 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. Funding for Charter Schools is based on ADA and must be accurate.

Attendance Accounting

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

Fractional Average Daily Attendance

Beginning in fiscal year 2013, fractional counting will apply to students enrolled in more than one district or public charter school, or who are enrolled in one or more online courses where Hayden Canyon Public Charter School is not the content provider.

For those students attending more than one district or public charter school, the student's daily attendance shall be counted based on the portion of the student's daily attendance at Hayden Canyon Charter School. Absent any rule to the contrary, the Charter School will count the student's attendance based on the number of periods attended in the Charter School over the total number of periods the student is taking during the day.

For those students taking online courses subject to fractional counting, and whose home Charter School is Hayden Canyon Public Charter School, daily attendance shall be counted as if the student attended Hayden Canyon Public Charter School for a full day. Within 30 days of the date that the State Department of Education identifies the fraction of attendance attributable to online classes, and furnishes a dollar amount attributable to such fractional attendance, Hayden Canyon Public Charter School will remit payment to the online content provider as provided by law. Such timing may be modified at the discretion of the Board or the Board's designee.

Cross Reference:

2440 Online Courses and Alternative Credit Options

Legal Reference:

I.C. 33-1001 Definitions

I.C. 33-1002E Pupils attending school in another state

I.C. 33-1002A Fractional average daily attendance

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: March 14, 2019

Revised on:

Hayden Canyon Charter School

3040 Compulsory Attendance

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

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

Legal Reference:

- Art. IX, 9, Idaho Constitution Compulsory Attendance at School
- I.C. 33-201 School age
- I.C. 33-202 School attendance compulsory
- I.C. 33-207 Proceedings against Parents or Guardians

Policy History:

Adopted on: March 14, 2019

Revised on: February 19, 2020

Hayden Canyon Charter School

3040F1 School Truancy Referral Form

(Prepare on Charter School letterhead)

Date _____

_____ County Prosecutor's Office

[Address]

To the Office of the County Prosecutor:

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

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

Sincerely,

[Signature]

[Title]

Hayden Canyon Charter School

3040F2 School Truancy Referral Form

School Truancy Referral Form

PART I

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

Grade: _____ Age: _____ DOB: _____

Mother's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ ZIP: _____

Father's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ ZIP: _____

Child resides with: _____

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

Phone: _____

PART II

Enrollment Date: _____ Number of Tardies: _____

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

Dates Child was Absent from School without Valid Excuse

Suspension/Expulsion Dates: _____

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

Date: _____

Date: _____

Date: _____

Date: _____

Advisory Letter Sent? No ___ Yes ___ Date: _____

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

REFERRING SCHOOL INFORMATION

School Name: Hayden Canyon Charter School

Telephone: _____

Address: _____

City & State: _____ Zip: _____

(Print name of person submitting report)

(Title and Position)

(Phone)

(Signature)

Hayden Canyon Charter School

3050 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. 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.

As a public school, the total operating budget is dependent on student average daily attendance. To receive the necessary funds to operate the school, each child's presence in school is extremely important.

Tardiness, early pickup, and frequent absences, regardless of the reason, are detrimental to a child's education. Three tardies, early pickups, or a combination of the two, will equal one absence. In the case of illness, please notify the office by 9:00 am. For an expected absence, please give the teacher as much advance notice as possible. The student will be held responsible for completing all assignments during any absences.

Consequences of Truancy: Except in documented family emergencies or for verified medical reasons, when a child has received 8 total absences per term, or chronic absence as defined below, his/her case will be reviewed at the next Board meeting. Parents will be invited to attend. The Director may refer the student to truancy court, or the Board may choose to dis-enroll the student. If a student has more than 12 total absences during a school year, the student may not be eligible for promotion or may be dis-enrolled by the Board.

Idaho State code considers any student who misses 10% of any period being audited, regardless of the timeframe, to be a chronic absence.

To be considered a verified medical reason, students must provide a note from a licensed healthcare professional stating the reason for the time missed.

Notification of Absences: Attendance will be reviewed every two weeks. Parents/guardians will be notified by mail when their child's absences have passed a threshold of 4 absences or days, or the student's attendance classifies them as a chronic absence, whichever comes first. After the threshold of 8 absences has been reached per term, the family will be notified that the truancy case will be reviewed at the next board meeting. Parents will receive an invitation to attend.

Expulsion: A student enrolled in Hayden Canyon Charter School who is a habitual truant may be expelled by the Board in accordance with Idaho Code 33-205, following notice and hearing.

Idaho Code: Whenever it shall come to the attention of the governing board of any school district that the parents or guardians of any child are failing to meet the requirements of Title 33 Chapter 2 of the Idaho Statutes, a petition shall be filed with the probate court of the county in which the child resides. As stated in Idaho Code 33-206.

Habitual Truant Defined: A habitual truant is any pupil who, in the judgment of the Board, repeatedly has violated the attendance regulations established by the Board; or any child whose parents or guardians have failed or refused to cause such child to be instructed as provided in section 33-202.

Grounds for Appeal: Parents and/or guardians who believe that all or part of the absences are the result of extraordinary circumstances may appeal the Director's decision. Extraordinary circumstances may include, but are not limited to, verified illness or medical treatment, family emergencies, and death in the family or death of close friends.

Attendance Appeal Process: If a parent/guardian wishes to appeal the decision of the Director or Board regarding a student's attendance, the following policy applies:

1. The parent/guardian has five (5) school days from the date shown on the notification to appeal the disenrollment or denial of promotion.
2. The appeal process begins with the Director. If the Director denies the appeal, the parent/guardian may appeal to the Board. The decision of the Board is final.
3. In each step of the appeals process, the Director, the Board, and the parent/guardian has five (5) school days in which to respond to the appeal or the decision. All appeals and responses shall be in writing.

Re-enrollment: Any student who is dropped from the school's enrollment because of excessive absences may re-enroll for the next school year; however he/she will be required to undergo the same initial enrollment procedure as any other potential student, in accordance with the school's adopted enrollment policy.

Policy History:

Adopted on: February 19, 2020

Revised on: May 5, 2021

Hayden Canyon Charter School

3060 Education of Homeless Children

It is the policy of the Charter School to ensure that:

1. Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education, including a public preschool education, as provided to other students;
2. Homelessness does not in any way separate homeless students from the mainstream school environment; and
3. Homeless children and youths have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state academic standards to which all students are held.

The Board of Directors directs the Charter School to admit children who are homeless regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment.

All schools and employees of the Charter School shall work to ensure that children and youth who are homeless are free from discrimination, segregation, and harassment. The Charter School will also strive to prevent stigma against students who are homeless.

Definitions

For the purposes of this Policy, the following definitions shall apply.

The terms “enroll” and “enrollment” includes attending classes and participating fully in all school activities.

The terms “homeless,” “homeless individual,” and “homeless person” include:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Migratory children who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses 1 through 3 above; and
5. An unaccompanied student and homeless families with children and youth are also defined as homeless if they:
 - a. Have experienced a long term period without living independently in permanent housing;

- b. Have experienced persistent instability as measured by frequent moves over such period, and
- c. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

“Children and youth in transition” is defined as children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence.

“Unaccompanied youth” is defined as a youth not in the physical custody of a parent/guardian who is in transition as defined above.

The term “school of origin” is defined as the school that the student attended when permanently housed, or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the students “school of origin;” the “school of origin” shall progress to the designated receiving school at the next grade level for all of its feeder schools the same as for all students attending one school and progressing to another school in the Charter School.

In General

The Charter School shall ensure the following is provided according to the homeless student’s best interest:

1. That the homeless student’s education continues in the school of origin for the duration of homelessness:
 - a. In any case in which a family becomes homeless between academic years or during an academic year; and
 - b. For the remainder of the academic year, if the student becomes permanently housed during an academic year; or
2. That the homeless student is eligible to enroll in the same schools as non-homeless students who live in the same attendance area where the homeless student is actually living.

School Stability

In determining the best interest of the homeless student each school within the Charter School shall:

1. Presume that keeping the student in the school of origin is in the student’s best interest, except when doing so is contrary to the request of the student’s parent or guardian, or (in the case of an unaccompanied youth) the student;
2. Consider student-centered factors related to the student’s best interest, including factors related to the impact of mobility on achievement, education, health, and safety of

- homeless students, giving priority to the request of the student's parent or guardian or (in the case of an unaccompanied youth) the student;
3. If, after conducting the best interest determination based on consideration of the above presumptions, the Administrator determines that it is not in student's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied student) the student, provide the student's parent or guardian or the unaccompanied student with a written explanation of the reasons for his or her determination, which will be provided in a manner and form understandable to such parent, guardian, or unaccompanied student, including information regarding the right to appeal under "Enrollment Disputes", below; and
 4. In the case of an unaccompanied student, ensure that the Charter School's liaison designated under "Charter School Liaison," below, assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied student, and provides notice to such student of the right to appeal under "Enrollment Disputes," below.

Immediate Enrollment:

1. *In General:* The school selected in accordance with this policy shall immediately enroll the homeless student, even if the student:
 - a. As unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation;
 - b. Has missed application or enrollment deadlines during any period of homelessness; or
 - c. Has outstanding fees or fines, including fees associated with extracurricular activities.
2. *Relevant Academic Records:* The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.
3. *Relevant Health Records:* If the student needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent/guardian of the student, or (in the case of an unaccompanied student) the student, to the Charter School's liaison designated under "Charter School Liaison," below, who shall assist in obtaining all necessary immunizations and/or screenings, or other required health records, in accordance with "Records," below.

Records

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless student shall be maintained:

1. So that the records involved are available, in a timely fashion, when the student enters a new school or school district; and
2. In a manner consistent with FERPA, applicable Idaho law, and Charter School policy.

Disputes

If a dispute arises over eligibility, school selection or enrollment in a particular school, or any other issue addressed in this policy:

1. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals;'
2. The parent or guardian of the student or (in the case of an unaccompanied student) the student shall be provided with a written explanation identifying the bases for any decisions related to school selection or enrollment made by the Charter School, or other entity, including the rights of the parent, guardian, or unaccompanied student to appeal such decisions;
3. The parent, guardian, or unaccompanied student shall be referred to the local educational agency liaison designated under "Charter School Liaison" below, and upon being informed of the dispute, the liaison shall as expeditiously as possible initiate an appeal with the District, and if unsuccessful, to the state coordinator of the dispute regarding the educational placement of the homeless student; and
4. In the case of an unaccompanied student, the liaison shall ensure that the student is immediately enrolled in the school in which the student seeks enrollment pending resolution of the student's dispute.

Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

Privacy

Information about a homeless student's living situation shall be treated as a student education record, and shall not be deemed to be disclosable "directory information" under the Family Education Records Privacy Act ("FERPA").

Contact Information

Nothing in this policy shall prohibit the Charter School and/or the enrolling school from requiring the parent or guardian of a homeless student to submit contact information.

Comparable Services

Each homeless student in the Charter School shall be provided services comparable to those services provided to other students in the school attended by the homeless student, including the following:

1. Transportation services;
2. Educational services for which the student meets eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965, or

similar State or Charter School sponsored programs, educational programs for children with disabilities, and educational programs for English Learners;

3. Programs in career and technical education;
4. Programs for gifted and talented students; and
5. School nutrition programs. Upon enrollment, the student's name shall immediately be submitted to the District's Nutrition Services Department as eligible for free meals, which eligibility commences at the time of enrollment.

Charter School Liaison

For purposes of this policy, the Administrator shall designate a Charter School employee to serve as its liaison to serve homeless students in accordance with the following provisions. The liaison for homeless students designated by the Administrator shall ensure that:

1. All homeless students in and out of school are identified by school personnel through outreach and coordination activities with other entities and agencies;
2. The Charter School tracks academic and enrollment data on homeless students;
3. All homeless students are enrolled in, and have a full and equal opportunity to succeed the same as non-homeless students of the Charter School;
4. Homeless families and homeless students have access to and receive educational services for which such families and students are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the Charter School;
5. All homeless families and homeless students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
6. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
7. All unaccompanied students and youth who receive any credits for classes attended shall be informed by the Liaison of their status as an "independent student" for purposes of the student's Free Application for Federal Student Aid ("FAFSA"). The Liaison shall also provide the required "verification" of the student's status in connection with his or her application for Federal Student Aid.
8. Public notice of the educational rights of homeless students is disseminated in locations frequented by parents or guardians of such students, and unaccompanied students, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless students, and unaccompanied students;
9. Enrollment disputes are mediated in accordance with "Enrollment Dispute," above;
10. The parent or guardian of a homeless student, and any unaccompanied student, is fully informed of all transportation services, including transportation to the student's school of origin, and is assisted in accessing transportation to the student's assigned school;
11. School personnel receive annual professional development and other support; and

12. Unaccompanied homeless students:

- a. Are enrolled in school;
- b. Have opportunities to meet the same challenging state academic standards as the State establishes for other students; and
- c. Are informed of their status as independent students under 20 USC § 1087vv(d), and that such students may obtain assistance from the Charter School Liaison to obtain verification of such status for purposes of the Free Application for Federal Student Aid.

Local and State Coordination

The Charter School's liaison(s) for homeless students shall, as a part of their duties, coordinate and collaborate with the Idaho State Office of the Coordinator for Education of Homeless Children and Youths, as well as with community and school personnel who are responsible for the provision of education and related services to homeless students. These shall include public and private agencies, the transportation department, the State Coordinator for the Education of Homeless Children and Youth, and others. Such coordination shall include collecting and providing to the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of 42 USC § 11432(f)(1) and (3).

Homeless Status

The Charter School's Liaison who receives training provided by the Idaho State Office of the Coordinator for Education of Homeless Children and Youths may authorize a homeless student who is eligible for and participating in a program provided by the Charter School, or the immediate family of such student, who otherwise meets the eligibility requirements Federal Housing Assistance (see 42 USC §§ 11360 et. seq.), to do so without approval or other agency action by or on behalf of the Department of Housing and Urban Development.

Title 1, Part A

Any student who is homeless and attends the Charter School is eligible for Title 1, Part A services. The Charter School shall set aside funding to provide homeless students who attend schools that do not participate in Title 1, Part A with services comparable to those provided by participating schools.

Cross Reference:

4160	Parents Notices	Right-to-Know
------	--------------------	---------------

Legal Reference:

42 U.S.C. § 11301, et seq.	McKinney-Vento Homeless Assistance Act
20 U.S.C. § 6311, et seq.	Title 1, Part A, of the Elementary and Secondary Education Act as amended by ESSA of 2015

20 U.S.C. § 1400

42 U.S.C. § 1758

42 U.S.C. § 9801-642A

Individuals with Disabilities Education
Improvement Act of 2006

Child Nutrition and WIC Act of 2004

Improving Head Start for School
Readiness Act of 2007

I.C. § 33-1404 Charter Schools to Receive Pupils

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

3225 School Clubs

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:

“School” shall mean Hayden Canyon Charter School.

“Club” shall mean a club of students of the School who wishes to organize and meet for common goals, objectives, or purposes, but does not include school activities.

“Non-participating capacity” shall mean a person may not promote, lead, or participate in any meeting.

The Charter 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.

The Charter School shall not allow clubs that advocate particular religious or political beliefs or ideas. The Charter School shall not be identified or associated with the goals, objectives, activities, beliefs, or opinions of any club or its members. Any club whose activities are deemed by the Director to be disruptive of the everyday operations of the Charter 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 Hayden Canyon Charter School.

1. Each proposed club must complete and submit a request form to the Director 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 a risk management assessment of the proposed club activities.
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 Charter School. All student groups meeting on school premises are required to open membership to all interested and/or eligible students. If for any practical reason club membership must be limited, the club must submit a rationale for such to the Director along with a plan which fairly determines which students may participate. Clubs shall be allowed to meet on school premises before school, during the lunch-hour, and 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 monitor. Students shall be responsible for securing a faculty member to monitor the clubs activities.. 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 Director or designee.

3. All clubs and members must comply with expectations of student behavior and conduct as outlined in the school handbook and HCC policy
4. No hazing of students shall be permitted.
5. The Director 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 Director, designee, 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.

The following guidelines will apply to all clubs:

1. The formation of clubs may be initiated by school faculty, students with a faculty monitor, or non-school personnel at the request of the Director and with a faculty monitor.
2. Recognition by the Hayden Canyon Charter School club is not an endorsement of the aims, policies, or opinions of the student organization or its members;
3. The Charter School's name will not be identified with the aims, policies, or opinions of the student organization or its members;
4. Notices of meetings of non-curricular student organizations may be posted only on a designated bulletin board used by all non-school-sponsored organizations. No announcements shall be made over the public address system or in any school-sponsored publications;
5. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing a meeting place;
6. Every club must have a Charter 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. No School employee shall be compelled to be a monitor of a non-sponsored or non-curriculum club;
7. No School employee shall allow duties as a club monitor to interfere with their regularly contracted duties.
8. Club posters or flyers need to have a disclaimer, and poster content and placement shall be approved by the Director or designee; and
9. The Hayden Canyon Charter School shall not be identified or associated in any way with the goals, objectives, activities, or opinions of any clubs to raise money.

10. Clubs may collect funds from members or raise funds to pay for club activities only with approval for the Director. All students who wish to participate in club activities must be allowed to do so regardless of their ability to pay or to participate in fundraising efforts. Club funds shall be subject to deposit, audit, and disbursement in accordance with the regulations of the Charter School.

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

Policy History:

Adopted on: 7/6/2022

Revised on:

Hayden Canyon Charter School

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 Charter School's policy to limit the distribution of materials to parent and student organizations sponsored by the Charter School or other governmental agencies. Materials that provide information valued or needed by the Charter School may also be distributed.

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:

1. Maintain a centrally located bulletin board for the posting of bulletins.
2. Maintain a table where flyers and other information can be made available to students.
3. 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.

It is the intent to post all notices and place flyers on the distribution table except those that are viewed by the Administrator as likely to be disruptive, libelous or obscene.

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

3255 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. 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/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; including clothing, accessories, cosmetics, tattoos, jewelry, and body piercings; which depicts or alludes to, by picture, symbol, or word: drugs, (including alcohol, tobacco, and controlled substances), drug paraphernalia, gangs, violence, or material which is sexually explicit or lewd or indecent, or illegal acts. The wearing, using, or display of any gang clothing (based upon the Administrator or designee's reasonable belief that gangs may be present in a school) or attire, 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.

The Board urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting. The Administrator or his or her designee is hereby authorized to promulgate regulations consistent with the provisions of this policy.

Uniform Guidelines

Pants, Shorts, and Skirts.

Students are to wear pants, shorts, or skirts that are khaki, dark blue, or black in color. Cargo style pants (pants with external pockets) and skirts are permitted. Jeans that are black or khaki in color may be worn if they have plain pockets and do not have any other embellishments (decoration, colored stitching, jewels, etc.). No blue jeans, athletic pants, or sweatpants are permitted unless specifically allowed for the school activity.

Skirts or shorts shall be no shorter than 2 inches above the knee when the student is standing straight with arms at his or her side. Leggings may be worn under approved clothing and must be khaki, dark blue, or black in color. Leggings, yoga pants, or similar garments may not be worn as outerwear. Fishnet, leg warmers, or other patterned

stockings or hose are not permitted. Athletic shorts, jean shorts, or overall shorts are not permitted.

Shirts and Outerwear

Students are to wear short-sleeved or long-sleeved shirts that are solid and black, gray, blue, or green in color. Lightly heathered fabrics are permitted. All tops worn in the classroom must have the school logo embroidered or screen-printed on the upper left chest, which logo is not to exceed 4" x 4" in size. Students may have the school logo screen-printed on the back of any shirt. Logos that are screen-printed on the back may be of any size.

Vests, sweaters, and jackets that are to be worn in the classrooms must be solid black, gray, blue, or green in color and have the school logo on the upper left chest. Lightly heathered fabrics are permitted. Long-sleeved tops worn under a short-sleeved shirt must be black, gray, blue, or green in color. It is preferred that the sleeves be the same color as the top shirt, but not required. Outerwear and jackets that are only worn outdoors may be of any style and are not required to conform to the logo or color requirements.

No other logos or designs are permitted on any article of clothing except a manufacturer's logo that is of the same solid color as the article of clothing and that is no larger than 1" x 1".

Logoed clothing may be purchased through school-approved vendors. Parents may purchase clothing from their own vendor and have logos added. Logos added after purchase must be done through an approved vendor to ensure size, quality, and style requirements are met. Parents or guardians are responsible to ensure the proper sizing and placement of any logo.

Miscellaneous Guidelines

Clothing should be free of rips, tears, holes or frayed edges. Unless the Administrator or designee indicates otherwise, students at all times shall wear footwear that is appropriate for indoor and outdoor use. Sturdy, closed-toed shoes for hiking and/or waterproof boots are highly recommended. Students should have a secondary pair of hard sole shoes to wear in the building. It is recommended these shoes be easy to get on and off. Due to the outdoor nature of the school, flip flops and sandals should not be worn.

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. Snow boots, snow pants, and winter coats may be worn outside only.

Cosmetics and/or make-up should be age appropriate and not attract undue attention. Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk.

Head coverings may not be worn indoors during regular school hours unless the Administrator or designee specifically makes an exception.

Articles of clothing that are revealing, such as tank tops, loosely fitting or low-cut blouses, halter tops, or shirts exposing the midriff, are not permitted.

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 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. 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 or designee 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 allows a group of students to dress unusually on a particular day.

Accommodations

The Charter School will seek to accommodate cultural, religious, and ethnic differences in dress and grooming, provided such dress or grooming does not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others. No student shall be required to modify their natural head or facial hair, such as by shaving or straightening through the application of heat or chemicals.

Legal Reference:

- I.C. 33-506 Organization and Government of Board of Trustees
- I.C. 33-512(6) Governance of Schools

Policy History:

Adopted on: March 14, 2019

Revised on: July 14, 2021

Hayden Canyon Charter School

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, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical or mental handicap or disability, economic or social conditions, or actual or potential marital or parental status, or status as a homeless child.

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 should be directed to the Charter School's Title IX or Nondiscrimination Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

In compliance with federal regulations, the Charter 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, as well as a statement that the Charter School will provide equal access to the Boy Scouts and other designated youth groups. The notification will be included in all handbooks.

The Charter 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 Charter School considers this behavior to constitute discrimination on the basis of disability in violation of state and federal law.

Legal Reference:

20 U.S.C. 1681, et seq.	Title IX of the Educational Amendments
29 U.S.C. 794	Non Discrimination Under Federal Grants and Programs Act
42 U.S.C. 6103	Age Discrimination Act
42 U.S.C. 12134	Americans with Disabilities Act
I.C. 67-5909	Acts Prohibited

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

3290 Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited in the Hayden Canyon Charter School. An employee, Charter 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:

1. 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
2. Has the purpose or effect of:
 - a. substantially interfering with the student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, opportunities or treatment; or
 - d. 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, 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 Charter 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 Charter 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 Charter 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.

The Administrator shall contact the parents of the affected student(s) on the day that any such complaint is brought to his/her attention. The Administrator shall notify the School Board Chairperson within 48 hours of an incident described above.

Any individual seeking further information should contact the Administrator. The Administrator shall ensure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the Charter School's compliance efforts.

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

Legal References:

20 U.S.C. 1681, et seq.
I.C. 67-5909

Title IX of the Educational Amendments 34 CFR Part 106
Acts Prohibited

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

3295 Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying

The Board of Directors is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the Charter School. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. 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.

Students or third parties may also be referred to law enforcement officials.

Notification

Information on the Charter School's bullying policy and relevant procedures shall be provided in writing at the beginning of each school year to school personnel, parents, and students in the Charter School and included in student handbooks. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

Procedures

The Administrator is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate this policy, and provisions to ensure notice of this policy is provided to students, teachers, and third parties.

Reporting

The Charter School shall annually report bullying incidents to, and in the manner and on the form provided by, the State Department of Education.

The Board shall review this policy annually.

Cross Reference: 3330 Student Discipline
5265 Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying

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. 33-1630 Requirements for Harassment, Intimidation, and Bullying Information and Professional Development
I.C. 67-5909 Acts Prohibited
20 U.S.C. SS 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

3295P Hazing, Harassment, Intimidation, Bullying, Cyber Bullying

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

Definitions

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in Charter School business, such as employees of businesses or organizations participating in cooperative work programs with the Charter School and others not directly subject to Charter School control at Charter School athletic competitions or other school events.

"Charter School" includes Charter School facilities, Charter School property, buses, electronic technology or electronic communication equipment on Charter School computers, networks, or forums and nonschool property if the student or employee is at any Charter School-sponsored, Charter School-approved or Charter School-related activity or function, such as field trips or athletic events where students are under the control of the Charter School or where the employee is engaged in Charter School business.

"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, such as 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.

"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 an actual or perceived characteristic, including but not limited to age, race, religion, color, national origin, disability, marital status, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, familial status, or weight.

"Harassment, intimidation or bullying" means any act that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school, a student's opportunities, or performance that takes place on or immediately adjacent to school grounds, school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

1. Harming a student or damaging a student's property;

2. Knowingly placing a student in reasonable fear of harm to the student or damage to the student's property; or
3. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or 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 Charter School's computer network and the Internet, whether accessed on campus or off campus, during or after schools hours or through any private electronic device done when the student is present at school. In the situation that cyber bullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt educational environment of the school or impinge on the rights of other students at school and/or in violation of Charter School policy or state law. 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, gender identity and expression, or sexual orientation.

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, hazing, intimidation, bullying, and cyber bullying is often very distressing for the victim and those who suffer as a result of such actions 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 allowing for as much confidentiality as can be provided while at the same time allowing for a thorough and appropriate investigation and reporting, where appropriate.

Policy Distribution

Information about this policy must be distributed to the school community annually, including parents, students, and all school personnel. Information about the Charter School's policies and procedures will be included in student orientation material and in the student handbook.

Complaint Procedures

The Administrator has the responsibility for investigations concerning hazing, harassment, intimidation, bullying, or cyber-bullying. 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 or she has been a victim of hazing, harassment, intimidation, bullying, or cyber-bullying, in violation of this policy shall immediately report his or her concerns.

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

Step I: Any hazing, harassment, intimidation, bullying, or cyber-bullying, information

(complaints, rumors, etc.) shall be presented to the Administrator. Complaints against the Administrator shall be filed with the Board of Directors. 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 or refer the complaint to an appropriate colleague or outside party for investigation. 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 (5) 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. Due to the requirements of the Family Educational Rights and Privacy Act, it will often not be possible to provide complainants and parents with detailed information on disciplinary actions taken against another student.

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 or she may submit a written appeal to the Administrator or designee. Such appeal must be filed within three (3) 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 five (5) 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 of Directors. Such appeal must be filed within three (3) working days after receipt of the Step III decision. The Board shall, within five (5) working days, conduct an informal review at which time the complainant shall be given an opportunity to present the complaint and the Charter School's administration to respond if they so desire. The course and conduct of this proceeding shall be informal and shall be at the sole discretion of the Board. The

Board shall provide a written decision to the complainant within five (5) working days following completion of the informal review.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation and Reporting

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation, bullying, or cyber-bullying, complaints and documentation will be maintained as a confidential file in the Charter School Office and reported as required by the State Department of Education.

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

3330 Student Discipline

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

- Habitual truancy.
- 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 disruptive to the educational environment.
- 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 Idaho Code.
- 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.
- Harassment, intimidation, cyber bullying, or bullying as defined in Idaho Code and Charter School policy;

- Public displays of affection including, but not limited to: kissing, groping, fondling or other romantic or intimate behaviors;

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

- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- 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;
- 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 the education environment.

Traditional Disciplinary Measures

Traditional 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;
- Temporary removal from the classroom;
- Meeting with the student and the student's parents; and
- Restitution for damages to school property.

No person who is employed or engaged by the Charter School may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and Charter 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.

Alternative Disciplinary Measure

Alternative disciplinary action is discipline other than traditional suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

Alternative discipline includes, but is not limited to:

- Reflective activities, such as requiring the student to write an essay about the student's ● misbehavior;

- Mediation when there is mutual conflict between peers, rather than one-way negative behavior;
- Counseling;
- Anger management;
- Health counseling or intervention;
- Mental health counseling;
- Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution, and restorative conferencing;
- Diversion or use of juvenile specialty courts;
- Behavioral management plan;
- Corrective instruction or other relevant learning or service experience;
- Community service; and
- In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

Consequences for Harassment, Intimidation, and Bullying

Students engaging in harassment, intimidation, or bullying will be subject to graduated consequences appropriate to the severity of the violation as determined by the Board, school administrators, or designated personnel depending upon the level of discipline. Graduated consequences for bullying may include any of the above listed traditional or alternative disciplinary measures or a combination thereof in accordance with the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. However, depending upon the nature of the act, the Charter School reserves the right to deviate from the process of graduated consequences to appropriately address the conduct at issue and move directly to suspension or expulsion proceedings. Charter School personnel may also report the student's conduct to the appropriate law enforcement officials.

Disciplining Students in Individual Education or Section 504 Plans

The Charter School shall comply with the procedural safeguards enumerated in state and federal law and rule when disciplining students with individualized education plans or 504 plans.

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 building 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 Idaho Code and Board policy.

Possession of a Weapon on School Property

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 United States Code;
- (b) "Firearm" means any firearm as defined in United States Code;

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 Charter 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 Charter School who is authorized to carry a firearm with the permission of the Board of Directors of the Charter School.

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.

Nondiscrimination

The Charter School will ensure that student discipline is enforced in a nondiscriminatory manner to avoid subjecting similarly situated students to different treatment without a legitimate reason for doing so, or when such a reason is merely a pretext for discrimination. Such discrimination, which the Charter School will endeavor to avoid, includes the following:

1. Adopting discipline rules which treat students differently based on race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, 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;
2. Adopting any rule with the intention of targeting students based on the personal characteristics listed above, rather than for a legitimate purpose, regardless of whether the phrasing of the rule appears neutral with regard to students' personal characteristics;
3. Enforcing an apparently neutral rule more harshly on the basis of a student's personal characteristics; or
4. Discipline of any student when it is motivated by intentional discrimination.

Notification

A summarized version of this policy shall be provided in writing at the beginning of each school year to the school personnel, parents, and students in the Charter School. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

The Board shall review this policy annually.

Cross Reference:

- 3295 Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
- 3340 Corrective Actions and Punishment
- 4320 Disruption of School Operations

Legal Reference:

- | | |
|-------------------------|---|
| I.C. 33-205 | Denial of school attendance |
| I.C.18-917 | Hazing |
| I.C.18-917A | Student Harassment — Intimidation- Bullying |
| I.C. 18-3302D | Possession Weapons or Firearms on School Property |
| I.C. 18-33021 | Threatening Violence on School Grounds |
| I.C. 33-1224 | Powers and duties of teachers |
| I.C. 33-1630 | Requirements for Harassment, Intimidation, and Bullying
Information and Professional Development |
| 20 U.S.C. 7151 | Gun-free requirements |
| 20 U.S.C. 8921, et seq. | Gun Free Schools Act |
| 29 U.S.C. 701 | Rehabilitation Act of 1973 |
| IDAPA 08.02.03.109.05 | Special Education |

IDAPA 08.02.03.160 Safe Environment and Discipline
Office of Civil Rights Dear Colleague Letter on the Nondiscriminatory Administration
of School Discipline

Policy History:

Adopted on: March 14, 2019

Revised on: February 16, 2022

Hayden Canyon Charter School

3370 Searches and Seizure

To maintain order and security in the Charter School, 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 and 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 students, without notice or consent of the student. This applies to student vehicles parked on School property. Building principals may require each 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 Executive Director 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, and 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 grounds 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.

Whenever practical, searches of a student shall be conducted by a staff member of that student's gender. Any time a search of a student must be conducted, a second adult shall be present. Whenever practical, this second adult shall also be of the student's gender. **In no case shall a search of a student be conducted without at least one adult of the student's gender present.**

Seizure of Property

If a search produces evidence that the student has violated or is violating 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:

Adopted on: 7/6/2022

Revised on:

Hayden Canyon Charter School

3370 Searches and Seizure Procedure

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

1. The Executive Director, principal, and the authorized assistants of either 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 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 or 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. When feasible and when a student is under 18 years of age, the authorized administrator shall contact a student's parent/guardian prior to conducting a search of their person. When it is not feasible to contact the parent prior to a search of a student's person, the authorized administrator shall attempt to contact the parent/guardian as soon as possible following the search.
7. Any search or seizure authorized in this procedure shall be conducted in the presence of at least one adult witness as described in Policy 3370. A written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Executive Director as soon as possible.
8. 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.
9. 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 the situation to the appropriate law enforcement agent. The administrator is not to become the agent of any public law enforcement agent.

Procedure History:

Adopted on: 7/6/2022

Revised on:

Reviewed on:

Hayden Canyon Charter School

3505 Concussion Guidelines

Students within the Charter School may participate in extra-curricular activities of a nature whereby physical injury may result. Though the Charter School takes care to ensure all extracurricular activities are as safe as practicable, it is not possible to remove all danger from such activities, and the Charter School acknowledges that concussions may result. The purpose of this policy is to address situations in which student concussions have occurred or are suspected to have occurred.

This policy only applies to organized athletic league or sport in which any Charter School student participates as an athlete or youth athlete. For the purposes of this policy, athlete or youth athlete means an individual who is eighteen (18) years of age or younger and who is a participant in any middle school, junior high school, or high school athletic league or sport. A school athletic league or sport shall not include participation in a physical education class.

Pre-Season Education

The Administration and coaches will work to ensure that athletes, youth athletes, parents, volunteers, and assistant coaches are educated about concussions. Prior to being allowed to engage or participate in any school athletic league or sport:

1. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall be provided notice of and/or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association, and also this policy.
2. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association, as well as this this policy, and have had the opportunity to review and have reviewed such information. Further, each student and the student's parents or guardians shall sign an applicable waiver for participating in such school athletic league or sport.
3. The signed waiver and acknowledgment of review of the appropriate information shall be returned to the Charter School.

Athletes will not be allowed to participate in school athletic leagues or sports until the above requirements are met.

Protocol on Suspected Concussion

If, during any school athletic league or sport practice, game, or competition, an athlete exhibits signs or symptoms of a concussion, makes any complaint indicative of a possible concussion, or a coach, assistant coach, volunteer coach, or other Charter School employee has reason to believe a concussion has occurred, such student shall be removed from play or participation in the practice, game, or competition. According to the Centers for Disease Control and

Prevention, and for the purposes of this policy, signs observed by coaching staff which could be indicative of a concussion include if the athlete:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

According to the Centers for Disease Control and Prevention, and for the purposes of this policy, symptoms reported by the athlete, which could be indicative of a concussion include:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right" or is "feeling down"

Coaches should not try to judge the severity of the injury themselves. Health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury
- Any seizures immediately following the injury
- Number of previous concussions (if any)

Athletes may not be returned to play or participate in any student athletic league or sport (except on an administrative basis, such as team manager), until and unless the athlete has been evaluated and is authorized to return to play or participate by a qualified health care professional who is trained in the evaluation and management of concussions, including a physician or physician's assistant licensed under chapter 18, title 54, Idaho Code, an advanced practice nurse licensed under Idaho Code 54-1409, or a licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician who is

licensed under chapter 18, title 54, Idaho Code. Such authorization must be in writing and must be provided to the Charter School prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician.

Legal Reference:

I.C. 33-1625 Youth athletes — concussion and head injury guidelines
Title 54, Chapter 18 Idaho Code

Other Reference:

<http://www.idhsaa.org/concussions/default.asp>
<http://www.cdc.gov/concussion/sports/index.html>
<http://www.cdc.gov/concussion/sports/recognize.html>

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

3505F1 Acknowledgement of Receipt of Concussion Guidelines

Parent's/Guardian's Signature

I, (print name), acknowledge that I am the parent or guardian of the student (below), that I have received from Hayden Canyon Charter School information related to student athlete concussions, including information from the State

Department of Education, the Idaho High School Activities Association, and Hayden Canyon Charter School Policy #3505, and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous, and hereby agree to waive all liability against Hayden Canyon Charter School, its employees, agents, and trustees, related to any injury or damages that my student may experience or incur as a result of participation in such school athletics leagues or sports.

Signature Date

Student's Signature

I, (print name) acknowledge that I am a student of Hayden Canyon Charter School, or otherwise am allowed to participate in school athletics leagues or sports, that I have received from Hayden Canyon Charter School information related to student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association, and Hayden Canyon Charter School Policy #3505, and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous, and accept the risk of the potential consequences of such dangers.

Signature Date

NOTE: Both signature lines must be filled in and this form must be provided to the Hayden Canyon Charter School prior to the student athlete participating in any school athletic leagues or sports.

Form History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

3510 Student Medicines

Assistance in Self Administration of Medicines to Students

Any Charter School employee authorized in writing by the school administrator or school Administrator:

1. 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/guardian consents in writing.
2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a licensed health care practitioner, if the pupil's parent/guardian consents in writing.

Administering Medicines to Students

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation.

The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of the student's licensed health care practitioner, as well as the written authorization of a parent/guardian, the school nurse (who has received direction as to the administration of medication by the student's licensed health care practitioner) may administer medication to any student in the school.

Where administration of medication is a routine activity for a particular student, the subject shall be addressed in a student's health care plan, Section 504 Plan or IEP, as applicable.

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

The absence of a school nurse for the administration of medication shall be addressed on a case-by-case basis considering proper compliance with Idaho law and the medical needs of the student.

Emergency Administration of Medicines

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate 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 licensed health care practitioner.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements 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 allergic 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-Monitoring and Treatment of Diabetes

A student with diabetes, upon written request of the student's parent/guardian and written authorization from the student's treating physician, shall be permitted by the Board to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes in the classroom and in any area of the school or school grounds, and to possess on the student's person at all times all necessary supplies and equipment to perform these monitoring and treatment functions.

Self-Administration of Asthma Medication, Insulin/Diabetic Treatment or Epinephrine Auto Injectors

Pursuant to Idaho Code covering the self-administration of asthma medication, the following shall apply to epinephrine auto-injectors, insulin, or blood glucose monitoring supplies if a parent/legal guardian chooses to have his or her child self-medicate:

1. The parents/guardians of the pupil shall provide to the Board or designee written authorization for the self-administration of medication.
2. The parents/guardians of the pupil shall provide to the Board or designee written certification from the physician of the pupil that the pupil has a severe allergic reaction (anaphylaxis), asthma, or another potentially life-threatening respiratory illness, or diabetes and is capable of, and has been instructed in, the proper method of self-administration of medication. In cases where the pupil has severe or life-threatening allergies, Policy 3515 Food Allergy Management, and any related procedures shall be followed. For students with a severe allergic reaction, asthma, another potentially life-threatening respiratory illness, or diabetes the student's physician or health care provider-supplied information shall contain:
 - a. The name and purpose of the medicine;
 - b. The prescribed dosage;
 - c. The time(s) at which or the special circumstances under which medication should be administered;
 - d. The length of time for which medication is prescribed;
 - e. The possible side-effects of the medicine;
 - f. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing or allergic reaction;
 - g. Contact information for the physician and parent/guardian; and
 - h. If applicable, a list of the child's asthma triggers or allergies.

3. The school's administration and appropriate teachers and school personnel are informed that the student is self-administering prescribed medication. Such notification shall be done in a manner so as to best preserve the privacy of the student and the student's medical condition to the extent appropriate.

For students with severe or life-threatening allergies this information may be provided in the student's Emergency Care Plan.

Additional Requirements for Self-Administration of Medicines

The Board or Board designee will inform the parents/guardians of the pupil in writing that the Charter School and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil, absent any negligence by the Charter School, its employees, or its agents, or as a result of providing all relevant information provided pursuant to subdivisions of this subsection with the school nurse, absent any negligence by the Charter School, its employees, or its agents, or in the absence of such nurse, to the school administrator.

The parents/guardians of the pupil shall sign a statement acknowledging that the Charter School shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the Charter School and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

Students who are authorized to carry their own epinephrine auto-injectors or supplies or equipment necessary for diabetes monitoring and/or treatment of diabetes may be retested periodically to ensure they are still capable of correctly self-administering the medication.

As used in this section:

1. "Medication" means an epinephrine auto-injector, a metered dose inhaler, or a dry powder inhaler or insulin, insulin delivery system and/or supplies or equipment necessary for diabetes monitoring and/or treatment prescribed by a physician and having an individual label;
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician; and
3. A student who is permitted to self-administer medication pursuant to this section shall be permitted to possess and use the prescribed medication at all times.

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 a container of fluid and assisting the student in drinking fluid to assist in the swallowing of oral medications; and/or
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 Medicines

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

1. Examine any new medication to ensure that it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
2. If administration is necessary, the nurse must develop a medication administration plan for the student 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; and
5. Store prescribed medicinal preparations in a securely locked storage compartment excluding those medications approved for self-administration. Controlled substances will be contained in a separate compartment, secured, and locked at all times. Students shall be permitted to possess and use a prescribed inhaler or epinephrine auto-injector at all times.

No more than a 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 from a licensed nurse to administer medications.

Disposal of Medication

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

Legal Reference:

I.C. 33-520 Policy Governing Medical Inhalers, Epinephrine Auto Injectors, Insulin and Blood Glucose Monitoring Supplies

I.C. 54-1401 Purpose- License Required-Representation to the Public

Policy History:

Adopted on: March 14, 2019
Revised on:

Hayden Canyon Charter School

3515 Food Allergy Management

Food-allergic reactions can develop into severe or life-threatening reactions and, even with proper treatment, can be fatal. A student's ability to learn may be drastically altered by their fears of a reaction. The Board will endeavor to provide a safe and healthy environment for students with severe and life-threatening food allergies and to address food allergy management in the Charter School in order to:

1. Reduce the likelihood of severe or potentially life-threatening allergic reactions;
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction; and
3. To provide students, through necessary accommodations, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

Food allergy management will focus on prevention, education, awareness, communication, and emergency response.

School administrators, will endeavor to be knowledgeable about and follow all applicable federal laws, including the Americans with Disabilities Act, Section 504, Individuals with Disabilities Education Act, and the Family Educational Rights and Privacy Act, as well as all state laws and Charter School policies/guidelines that may apply to students with allergies. Administrators or their designees may make all of the appropriate allergy forms available to parents, explain the procedures for completing and returning them, and ensure that all forms and health records submitted by parents and physicians are reviewed by the appropriate personnel. Administrators and school nurses may also meet with parents and listen to their needs and concerns.

When a student has been identified as having food allergies verified by a physician, nurse practitioner, or physician assistant, individual written management plans may be used to determine accommodations to be made on a daily basis to prevent and prepare for an allergic reaction. An emergency care plan may be used to provide direction in the event of a life-threatening allergic reaction at school or at a school event. Key staff members may be trained to use emergency medications and may be notified of the location of those medications at school and at any special function.

The Administrator or designee, in coordination with the school secretary and/or school nurse, school nutrition services staff, and other pertinent staff, may develop administrative regulations to implement this policy, including regulations pertaining to all classrooms and instructional areas, school cafeterias, outdoor activity areas, school buses, field trips, and school activities held before or after the school day.

Administrative regulations may address the following components:

1. Development and implementation of individual written management plans;
2. Medication protocols, including methods of storage, access and administration;

3. Identification of students with food allergies and provision of school health services;
4. Development of a comprehensive and coordinated approach to creating a healthy school environment;
5. Ensuring that the needs of children with documented allergies are taken into consideration in planning for Charter School programs;
6. Communication and confidentiality;
7. Emergency response;
8. Professional development and training for school personnel;
9. Awareness education for students and parents/guardians;
10. Training for Charter School staff and volunteers; and
11. Policy monitoring and evaluation.

Allergy-related policies, protocols, and plans may be updated annually or after any serious allergic reaction occurs at school or at a school-sponsored activity.

The Administrator or designee may annually notify students, parents/guardians, staff and the public about the Charter School's food allergy management policy by publishing such in handbooks and newsletters, on the Charter School's website, through posted notices, or other efficient methods.

Students with allergies will be treated in a way that encourages the student to report possible exposure to allergen and any symptoms of an allergic reaction, and to progress toward self-care with his/her food allergy management skills. Allergy-related bullying will not be tolerated.

Cross

Reference:

2400	Special Education
2410	Section 504 of the Rehabilitation Act of 1973
3510	Administering Medicines to Students
3510F1	Authorization for Self-Administered Asthma/Emergency Medication
3510F2	Indemnification/Hold Harmless Agreement for Self-Administration of Medication

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

3515B Food Allergy Management Background

THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO BE ADOPTED AS A POLICY OR PROCEDURE.

A food allergy is an abnormal, adverse reaction to a food that is triggered by the body's immune system. It is different from a food intolerance, which does not involve the immune system and is not life-threatening. Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure. Eight foods (peanuts, tree nuts, milk, eggs, soy, wheat, fish, and shellfish) account for more than ninety percent (90%) of all food allergies, while peanuts and tree nuts together account for more than ninety percent (90%) of severe and fatal allergic reactions to food. Exposure may occur by eating the food or food contact. Severe allergic reactions can occur within minutes of ingestion, but a reaction can be delayed for up to two hours. Some reactions are "biphasic" in nature with an initial period of symptoms, then a symptom free period of 2-4 hours followed by severe shock-like symptoms.

The most commonly prescribed medications for the treatment of anaphylaxis are: Epinephrine – Brand names that include, but are not limited to EpiPen®, EpiPen Jr®, and Twinject®. Epinephrine is relatively safe and its side effects, if administered unnecessarily, are mild and temporary. Delaying use of epinephrine during an allergic reaction can be fatal.

If a student has a severe or life-threatening allergy or an allergy that impairs a major life activity their condition may qualify as a disability and may be covered under the Federal Americans with Disability Act (ADA), and Section 504 of the Rehabilitation Act of 1973. The student's physician usually makes this determination. In some circumstances, the Individuals with Disabilities Education Act may also apply.

While some schools have sought to protect students with life-threatening allergies by banning allergen-containing foods from school grounds, such bans are often controversial and difficult to enforce. In many cases, simply designating and maintaining particular lunchroom tables, desks, classrooms, or other specific areas of a school as allergen-free is sufficient. Allergen management is often easier for students of middle-school age or older, as they are able to take greater responsibility for avoiding allergens.

Hayden Canyon Charter School

3525 Immunization Requirements

The Charter School provides educational services to the children enrolled at the School. Attendance at the Charter School may be denied to any child who does not provide an immunization record to the 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, 2005	Child born after September 1, 1999 through September 1, 2005	Child born on or before September 1, 1999
Measles, Mumps, and Rubella (MMR)	2 doses	2 doses	1 dose
Diphtheria, Tetanus, Pertussis	5 doses	5 doses	4 doses
Polio	4 doses	3 doses	3 doses
Hepatitis B	3 doses	3 doses	3 doses
Hepatitis A	2 doses	0 doses	0 doses
Varicella	2 doses	0 doses	0 doses

Summary of Seventh Grade Immunization Requirements

Immunization Requirement	Child admitted to 7th grade prior to the 2011-2012 school year	Child admitted to the 7th grade during the 2011-2012 school year and each year thereafter
Diphtheria, Tetanus, Pertussis	0 doses	1 dose
Meningococcal	0 doses	1 dose

Immunization Certification

The immunization record must be signed by a physician, physician's representative, or another licensed health care professional, including an osteopath, nurse practitioner, physician's assistant, licensed professional nurse, registered nurse, and pharmacist, 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/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. A similar form may be used provided it includes the following information:

1. Name and date of birth of child;
2. School and grade child is enrolling in and attending;
3. Types, numbers, and dates of immunizations to be administered;
4. Signature of the parent/legal guardian or custodian; and
5. Signature of a licensed health care professional providing care to the child.

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

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 immunizations 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. The parent/guardian can use a form provided by the Charter School or submit a written, signed statement that the School will attach to the form; and
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; and
4. A child who has had varicella (chickenpox) 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. A child exempted under one of the above requirements may be excluded by the Charter School in the event of a disease outbreak.

Communication of Immunization Requirements and Exemptions

In accordance with Idaho law, all communication to parents/guardians regarding immunization requirements shall also describe the exemptions and make reference to 39-4802, Idaho Code. For purposes of this section, 'communication' includes letters, phone calls, registration packets, etc.

Reporting

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

1. Inclusive dates of the reporting period;
2. Name and address of the Charter School, and county;

3. Grade being reported and total number of children enrolled in the grade;
4. Name and title of the person completing the report form;
5. Number of children who meet all of the required immunizations listed in the tables above;
6. Number of children who do not meet all of the required immunizations listed in the tables above, but are in the process of receiving the required immunizations; and
7. Number of children who claimed exemption to the required immunizations listed in the tables above.

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

Policy History:

Adopted on: 7/6/2022

Revised on:

Reviewed on:

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 items listed below, if the School has created or received such information. Items 1 through 7 must be included.

1. Birth certificate;
2. Proof of residency;
3. Unique student identifier;
4. Basic identifying information;
5. Academic transcripts;
6. Immunization records;
7. Attendance records;
8. Intelligence and aptitude scores;
9. Psychological reports;
10. Achievement test results;
11. Participation in extracurricular activities;
12. Honors and awards;
13. Special education records (maintained pursuant to IDEA requirements);
14. Verified reports or information from non-educational persons;
15. Verified information of clear relevance to the student's education;
16. Log pertaining to release of student's record; and
17. Disciplinary information.

The information described above shall be maintained in student records permanently. Other content of the student record shall be maintained for a period of seven years after a student graduates or permanently leaves the School, except for those records for which longer retention is required.

Special Education Records shall be maintained in accordance with then-applicable special education laws, as such may change from time to time.

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

The unique student identifier is a number issued and assigned by the State Department of Education to each student currently enrolled or who will be enrolled. The unique student identifier shall follow the student from each district or local educational agency (LEA) or upon return to a district or LEA after an absence no matter the length of absence.

Access to Student Records

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

1. The School or any School employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy and consistent with the provisions of State and federal law.
2. The parents of a student under 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 15 days of the 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 School shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise or parental rights have been terminated by court order or parental agreement:

- 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 18 years of age, graduates from high school, marries, enters military service, or becomes legally emancipated all rights and privileges accorded to the parent become exclusively those of the student. The parents of dependent students, as defined by the Internal Revenue Service (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student's dependent status.

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 School may grant access to, or release information from, student records to employees or officials of the 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. For purposes of an audit or evaluation by a federal or State-supported education program, and to comply with federal requirements related to such a program. The receiving entity must be a State or educational authority or another entity allowed by the Family Educational Rights and Privacy Act (FERPA), or must be an authorized representative of such an entity.

For each new audit, evaluation, or enforcement effort, the School shall enter into a written agreement when designating anyone other than its employee as its authorized representative. The School shall be responsible for using reasonable methods to ensure, to the greatest extent practicable, that the authorized representative:

- A. Uses the personal information only for the authorized purpose;
 - B. Protects the personal information from further unauthorized disclosures or other uses; and
 - C. Destroys the personal information when it is no longer needed for the authorized purpose. Such destruction shall be effected by any specified time period set forth in the written agreement.
5. The 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 Charter School student records. Any such release in this regard shall be consistent with Idaho Code relating to the limitations on the release of student data.
 6. The School shall grant access to, or release information from, a student's records pursuant to a court order or appropriate subpoena. In most instances, the parent/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).
 7. The School shall grant access to or release information from any student record as specifically required by federal or State statute.
 8. The 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 copy of the consent form will be kept in the records, and one copy shall be mailed to the parent or eligible student by the Executive Director. Whenever the 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.
 9. The School may release student records to the Executive Director 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.

10. Prior to the release of any records or information under items 6, 7, 8, and 9 above, the School shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item 6. 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.
11. The 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. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency and the information should only be released to those persons whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The exception is temporarily limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. The 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 which the release was made; and the purpose of the release and the same information shall be recorded in the student's record log.
12. The 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 School may charge a 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 log 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 log 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 such person. The log 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 requesting the release or access;
 - D. The legitimate interests the parties had in requesting or obtaining the information;
 - E. The date of the release or grant of access;
 - F. A copy of any consent to such release; and
 - G. Any additional information required by State or federal law.

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

1. Name;
2. Address;
3. Gender;
4. Grade level;
5. Birth date and place;
6. Parents'/guardians' names and addresses;
7. Academic awards, degrees, and honors;
8. Information in relation to School-sponsored activities, organizations, and athletics;
9. Major field of study;
10. Period of attendance in School;
11. A student's photo solely for the purpose of publication or recognition of a student's honors, awards, or achievements or for any Charter School informational or promotional use on its social media or other publications, or for any yearbook.

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

Student Record Challenges

Parents/guardians may challenge the accuracy, relevancy, or propriety of the records, except for grades, and 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:

1. The right to present evidence and to call witnesses;
2. The right to cross-examine witnesses;
3. The right to counsel;
4. The right to a written statement of any decision and the reasons therefore; and
5. 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.

Procedure History:

Adopted on: 7/6/2022

Revised on:

Reviewed on: