



# HAYDEN CANYON CHARTER STUDENT HANDBOOK

2023-2024





**HAYDEN CANYON CHARTER SCHOOL:** Hayden Canyon Charter (HCC) is a **K-8 Public School of Choice** that uses hands-on Project Based Learning (see [pblworks.org](http://pblworks.org)) as an instructional model. The School Board, teaching staff, and Parent Crew all work hard to incorporate Project Based Learning into every facet of our school.

**HCC's Vision Statement:** Hayden Canyon Charter is focused on elevating student achievement through project based and investigative learning that tackles real-world challenges, and develops servant-leader character and habits of mind for inquiry, creative, critical and innovative thinking through arts and sciences.

**HCC's Mission Statement:** Achieving breakthroughs in academic excellence and character development by inspiring passion for inquiry and life-long learning—utilizing hands-on discovery, real-world application, collaboration and community; preparing each student for engagement in productive, thoughtful citizenship.

## **STUDENT EXPECTATIONS: CREW Core**

### **Citizenship**

- We will use communication that is open and honest.
- We will give equal voice to our classmates and honor everyone's input.
- We will make time to address concerns and go to the source.
- We will celebrate our accomplishments to support each other and promote growth.

### **Resilience**

- We will approach challenges as growing opportunities and share ideas for overcoming obstacles.
- We will hold ourselves and our peers to high standards of accountability.

### **Exploration**

- We will travel through the unfamiliar in order to learn about it.
- We will be academically brave as we explore and navigate challenges.

### **Workmanship**

- We will commit to our own learning and growth.
- We will share our learning with our peers.
- We will listen to and reflect on feedback from our peers and the staff.
- We will be willing to work toward shared purposes and goals.



### **SCHOOL COLORS:**



**SCHOOL MASCOT:** HCC is home of the Trailblazers. Our mascot is a sasquatch named Sassy.

**ATTENDANCE:** *Please see Policy 3050 for full 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. 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.

**Absences:** 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.

1. In the case of illness, parents should notify the office by 9:00am by:
  - a. Student Absence Form on PowerSchool
  - b. Emailing [attendance@haydencanyoncharter.org](mailto:attendance@haydencanyoncharter.org)
2. For an expected absence due to family funeral, wedding, or expected student hospitalization, teachers should be given at least 2 weeks notice so they can compile work that needs to be completed. The student will be held accountable for completing assignments during any absence and turning them in upon their return to. If a student is out due to hospitalization, or an extended illness supported by a Dr. note, parents may request work for the student to complete at home. All work provided is expected to be turned in when the student returns to school. **Vacation days will be considered unexcused - teachers will not prepare work packets for vacations.**





3. We recommend all appointments be scheduled on Friday. If an appointment cannot be scheduled for Friday, a valid doctor's note will be required to verify the time missed.

### **Tardies & Early Dismissal:**

- Any student who **arrives at school after 8:00am** must be checked in at the front desk. This is considered tardy.
- Three unexcused tardies will equal an absence.
- If a student is late to school due to an appointment, a doctor's note must be provided or the tardy will not be excused.
- Students who leave more than 10 minutes early during the day will be recorded similar to those who are tardy.
- Three unexcused early dismissals will result in an absence.
- If a student leaves school early for medical reasons, a doctor's note must be provided or it will not be excused.
- Leaving early for extracurricular activities will be considered unexcused.

**Notification of Absences:** Attendance will be reviewed every two weeks. Parents/ guardians will be notified by email when their child's absences have passed a threshold of 4 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 may attend the board meeting if they wish to be present for the review.

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

**BUILDING HOURS:** The building will be open from **7:40 am until 4:00 pm**. Monday through Thursday during the regular school schedule.

- Students should not be dropped off prior to 7:30 am since we will not have staff monitoring students prior to this time.
- Students should be picked up no later than 15 minutes after their release time (listed below). If you are running late picking up your student, please notify the office as soon as possible by calling the front desk at (208) 477-1812.
  - o AM ½ Day K: 11:50am
  - o Full Day K, 1st & 2nd Grade: 3:15pm
  - o 3rd-5th Grade Release: 3:30pm
  - o PM ½ Day Kinder & Middle School: 3:45pm



**DROP OFF AND PICK UP:** The parking lot is very busy before and after school. Please use extra caution when driving and watch for students crossing the parking lot. **Cell phones should not be used while driving in the parking lot.**

- To ensure the safety of all students and maintain traffic flow, students should only be dropped off and picked up in designated areas.
- If your student needs help getting in or out of the vehicle, please park in a marked stall.
- Parents should not arrive for pickup more than 15 minutes prior to their scheduled release time. Parents who do need to arrive earlier than 15 minutes should park in a marked stall while waiting for students to be dismissed.
- Please be sure to use the crosswalk for walking between the parking lot and the school. Crossing guards are available to ensure safe crossing - please wait for their direction when crossing.

**Walking to and from school:** Parents are urged to discuss safety rules and the responsibilities of good citizenship with their children in regard to walking to and from school. Parents acknowledge, once a student exits school grounds at the end of the day, the school is no longer responsible for the student.

**Bicycles:** Parents assume FULL responsibility and liability for the rider's conduct and bicycle.

- All bicycles MUST be parked in the bike rack.
- Per Idaho State Law, helmets MUST be worn by all students riding to and from school.
- All bicycles must be walked while the student is on school grounds.

Disclaimer: Parents acknowledge, once a student exits the parking lot at the end of the day, the school is no longer responsible for the student.

**BUILDING MAINTENANCE AND CLEANLINESS:** The school should be kept neat and orderly.

- Students will be held responsible for cleaning up after themselves. Part of CREW means students take responsibility for keeping their classroom and school neat and tidy. Students will be given jobs in the classroom to keep floors, tables, work areas, and hallway spaces clean.
- Students who choose not to clean up after themselves, or willfully cause a mess or damage to the school will serve mandatory Community Restoration.





**DRESS CODE:** HCC requires students to wear clothing in school approved styles and colors. All tops worn **inside** the building must have an HCC logo (this includes hoodies and/or light jackets). Bottoms may not have any rips or tears, and may not include any embellishments, designs, or colors. All shorts and skirts must meet a minimum length requirement of **no more than 2 inches above the knee**. The full policy can be found on our website, along with a dress code guidance, overview and frequently asked questions, at [haydencanyoncharter.org/dress-code](http://haydencanyoncharter.org/dress-code).

**Spirit Days:** Spirit Days take place on Thursdays. The purpose of Spirit Days is to show pride in our school by wearing Trailblazer Gear and school colors all day.

- Students may wear Trailblazer Gear that is sold through Parent Crew.
- Students may wear clothing that students have received through HCC events, HCC recognitions, or HCC clubs.
- Students who choose not to wear an HCC branded shirt are to be dressed according to the regular school dress code.
- Bottoms that adhere to the standard dress code must be worn on Spirit Days.
- Please note: **This is NOT a free dress day.** Free dress day will take place on the last Thursday of every month.

**Spirit Weeks:** Occasionally throughout the school year we will have Spirit Weeks to give students the chance to show school spirit in a fun way. Students may wear Trailblazer Gear that is sold through Parent Crew.

- Students who choose to participate must follow the theme assigned for the day.
- Unless otherwise specified, uniform bottoms must still be worn.
- All clothing must adhere to dress code guidelines regarding style, length, and appropriate images, text, and/or logos.
- Bottoms may not have rips or tears.
- Please note: Days during Spirit Week **are not free dress days**. If a student chooses not to follow the theme they must be dressed according to the regular school dress code.

**Free Dress Days:** Free Dress Days are the last Thursday we are in school each month. All clothing worn on free dress day must meet the following guidelines:



- **Tops:** Crop tops, low cut tops, and tank tops may not be worn. All images, text, and logos must be school appropriate and meet general dress code guidelines.
- **Pants:** All pants should be free of rips, tears, or holes. Yoga pants or leggings may only be worn if there is something over them.
- **Shorts/Skirts:** Must be free of rips, tears, or holes. Shorts or skirts must be **no more than 2 inches above the knee** when the student is standing straight.
- **Hats** may only be worn if prior approval is given by the classroom teacher.

**CELL PHONES:** Cell phones are not to be used during the school day. Any cell phones brought on school grounds should be turned off and placed in the backpack when the student enters the building, and should remain there until the school day ends. **Phones in the classrooms are not to be used by students. If a student needs to make a phone call, they will be sent to the front office.**

#### **Consequences for use of phone during school hours**

- **1st violation:** Phone will be confiscated by the teacher and will be released to the parent at the end of the day.
- **2nd violation:** The student will serve mandatory Community Restoration.

**PERSONAL BELONGINGS:** HCC is not responsible for any theft, loss, or breakage of any student's personal belongings. This includes, but is not limited to: any electronic device, tablets, games, toys, etc. Except with the express permission of their teacher under special circumstances, toys and games should not be brought to school. Personal computers or tablets should not be brought to school unless they are written into a student's learning plan. Any personal electronic device will be subject to all HCC policies, and is subject to search at any time by a staff member.

**FIELDWORK:** Hayden Canyon Charter students will participate in a variety of fieldwork experiences associated with their grade level expectations. Should fieldwork require students to leave the campus, students will be transported to and from school via the bus. Parents may be asked to volunteer as chaperones for fieldwork, but **may not** transport any students other than their own in their vehicle.

A student permission slip must be signed by a parent or guardian prior to the student





participating in any fieldwork activity by the due date listed on the permission slip.

### **FOOD AT SCHOOL:**

**Lunch/Snacks:** Hayden Canyon Charter will have a restaurant style "grab and go" food service program for the 2023-2024 school year. Money may be placed in the student's account in advance to ensure students do not have any issues in obtaining lunch during the day. Students who do not have enough money in their account to purchase lunch will be given 2 grace days after which parents should either bring their account balance current, or pack a lunch for their student.

If parents choose to send a lunch to school with their child, parents should assist their students in preparing lunches to ensure they are healthy and filling. Baked goods should be sent in lunches in moderation, and parents should not send candy or other sugar laden treats including sodas and energy drinks. We encourage parents to send their child to school with 1-2 **healthy snacks** that can be eaten outside of the lunch period. **Students will not be allowed to use any refrigerator to store food. There will be microwaves available to heat food, but quantity is limited and food items should take no more than 1-2 minutes to heat.**

**Chewing Gum:** Chewing gum is not permitted in school, on the school bus, or elsewhere on school grounds unless it is written into a student's plan or prior teacher approval is received..

**Treats/Celebrations:** Celebrations, including birthday celebrations will be left up to each classroom teacher. Teachers may request class-wide snacks be provided by parents of the birthday students to assist in the celebrations. All celebration treats are to be **store-bought** and dropped at the office for delivery to the classroom.

### **STUDENT ACADEMIC ACCOUNTABILITY**

- STEP 1: Students who are not completing work during their allocated time, work will be sent home for completion and **MUST** be returned the following day
- STEP 2: If work is not returned the following day, the teacher will contact parents letting them know of incomplete work that needs to be completed
- STEP 3: If 75% of weekly work is not returned completed or being completed in class, the student will be directed to the office during their recess to have a meeting with administration about their work completion.
- STEP 4: If work continues to not be completed, the student must attend the next Board





meeting and explain why they feel they do not need to be a contributing member of the class and HCC

- STEP 5: The board decides if the student can continue their enrollment at HCC.

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

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

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

1. Threat of harm to self, others, or property
2. Reported or suspected child abuse/neglect
3. Court Order

## **CAMPUS SAFETY AND SCHOOL WIDE RULES:**

**General Student Behavior Expectations:** It is the students' responsibility to read and understand HCC's expected behavior. In the case of smaller children, teachers will read and explain expectations to them. We also ask parents to review the student handbook with their child(ren) and help enforce these expectations.

1. Students should conduct themselves with behavior which reflects the school's core values and principles: Citizenship, Resilience, Exploration, and Workmanship.
2. Student conduct should support the educational process with optimal learning conditions in accordance to HCC policies and standards.
3. Students shall not be allowed to interfere or disrupt another student's ability to learn or impede another's safety.
4. Students are not allowed in a classroom or out on the playground without adult supervision.
5. All playground equipment whether portable or stationary is to be used appropriately and according to its intended use.
6. Students are expected to treat each other as they would want to be treated, and to model kindness, and respectful communication.



7. Students are expected to treat all Staff members and our school Therapy Dog with respect and kindness at all times.
8. HCC will have a **zero tolerance for any form of harassment or bullying.**
9. No one may jeopardize the safety or well being of any person at school, or on any part of school property, or at any school sponsored activity.
10. Harassment includes but is not limited to, a person's race, ethnicity, color, religion, physical/mental/social, condition or educational aspects. This includes, but is not limited to teasing, bullying, malicious jesting/joking, verbal, written, inferred and gestures, any form of communication including but not limited to any and all electronic devices, mechanical devices or handwritten communication or pictures regardless of its origin.

#### Outdoor Behavior Expectations:

1. Students must keep hands and feet to themselves. Tag is allowed if it isn't too rough.
2. There will be absolutely no wrestling, play fighting, tackling, or pretend play of weapons allowed.
3. No climbing of fences, trees, playground equipment, or rocks unless it is its intended purpose.
4. Students must not throw dirt, sticks, woodchips, pinecones, snowballs, etc. - even if they don't throw them at people. The exception to this would be a teacher approved and facilitated activity.
5. Students playing with balls should do so in a safe manner that does not impede the play of other students or cause harm to school property.
6. Students must keep shoes on while on the playground.
7. Snacks are allowed to be eaten at recess only when approved by the duty and as long as trash is not left on the playground.

#### Hiking Behavior Expectations:

1. Stay on the trail that has been decided upon by the hiking lead.
2. Students must remain on the trail at all times, no wandering off trail unless instructed and accompanied by the teacher.
3. No gathering of sticks, rocks, pine cones or insects. All items must remain on the trail unless directed by the teacher.
4. Students must keep hands and feet to themselves at all times.
5. Students who are unable to follow hiking expectations will serve mandatory Community Restoration.





**SAFETY:** Keeping our students safe is our number one priority. As part of the registration process, a student's parent/guardian **must provide emergency contact information** and provide HCC with all necessary information to be able to assist their child--emergency phone numbers, contact persons, or any special instructions; especially if the parent/legal guardian is not available. Please add the school phone number, (208) 477-1812, to your contacts to ensure you are able to identify when we call.

Upon entering Hayden Canyon Charter, all visitors must present their state issued identification card (ID) and check in at the front desk where they will receive a photo badge that must be worn at all times while on HCC campus. Visitors must check out at the front office prior to leaving the building.

**VISITORS AND VOLUNTEERS:** It is very important for the safety of the students that the front office is aware of who is in the building at all times.

- All visitors **must check in** at the front office, provide their state issued identification card (ID) and wear the provided visitor badge. This includes, but is not limited to, walking your child to class and/or going to their assigned coat hangers/class.
- All parents who wish to volunteer must complete a volunteer application found on HCC's website, provide a copy of their ID, and complete a background check at least 48 hours **prior to volunteering**.
- Visitors and volunteers are not permitted to be alone with any student(s) unless the Idaho State Department of Education Background Investigation Check has been completed and approved by administration.
- Parents are not allowed into the classrooms, unless they have followed appropriate check-in procedures and prior approval has been received from the teacher.
- Parents are not allowed onto the playground during school hours unless the office has been notified and they have followed appropriate check-in procedures.
- Visitors and Volunteers must adhere to all HCC policies and procedures. Failure to do so may impact the ability to enter the school in the future.

**Confidentiality when Volunteering:** Students at Hayden Canyon Charter have the right to expect that information about them will be kept confidential by all volunteers and visitors as determined by the Family Educational Rights and Privacy Act (FERPA). Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the



law! In addition, all photos taken by volunteers or visitors during HCC activities are for personal use only. You may not text or email photos to anyone other than HCC staff. It is important that photos are not posted on websites, Facebook, Snapchat or any other public forum. **Volunteers who do not follow these guidelines may be prevented from participating in Hayden Canyon Charter fieldwork, school events, or class activities.**

**EMERGENCY CLOSURES:** HCC uses a text, phone, and email system with parent/guardian "opt-in" option to receive vital information on school emergency, closure, power outage, and snow days. Snow days and school closures will be announced by 5:30 a.m. using this message system. Notifications of closures will also be posted on the school website, Facebook page, and submitted to local news stations.

**EMERGENCY DRILLS:** Schools are required by law to perform and practice evacuation and lock down procedures. HCC will comply with evacuation requirements and recommendations made by the local fire and police agencies. HCC will also educate students on handling lock down situations when there is a threat to safety outside the school building, such as wildlife on the school grounds. These drills constitute an important safety precaution. Evacuation plans/routes are posted in each room. Students will be apprised of the plan and are expected to respond to drills in an orderly fashion.

Lock down drills allow our students to practice our security procedures in a safe, controlled environment. A notification via text and email will be sent to parents prior to lock down drills taking place. For security reasons, we will not post any drill notices on Facebook, our website, or our events calendar.

**SCHOOL DISCIPLINE PLAN:** It is HCC's intent to help the student develop a positive attitude toward self-regulation and socially acceptable behavior through Positive Behavior Intervention and Support Program (PBIS). HCC intends for students to grow toward self-discipline, to accept responsibility, and to learn to appreciate the rights of others. Discipline policies at HCC are for the safety and wellbeing of all individuals on school property or at school activities.

### **Discipline Plan:**

**Step One:** Students will be redirected and/or behavior will be reinforced by the staff member.

**Step Two:** Student behavior will be documented by the staff member and a classroom-based consequence will be given.





**Step Three:** The student is directed to the office where they will meet with a member of the Administration team.

**Step Four:** The Administrator follows through with the appropriate consequence and provides teacher and parent feedback.

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

- Time away from their desk or activity to reflect and refocus,
- Written letters of apology,
- Loss of privileges from school activities,
- Work duty (eg. assisting custodians with clean-up of a mess they are responsible for creating),
- Restitution or replacement for property damage or stolen goods (from the school or individuals), (non-school restitution will be administered by the appropriate law enforcement agency),
- Parental conference with teacher/administrator,
- Mandatory Community Restoration,
- Expulsion or other disciplinary actions employed by the Board of Directors, School Administrator or designee in order to protect individuals and school property.
- In case of unlawful acts, law enforcement may retain or arrest all parties involved.

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

**Prohibited Behaviors:** HCC's top priority is to provide a safe learning environment for all students. Students will be held accountable for their actions. Such causes for disciplinary consequences may include but not limited to:

- Refusal to follow instructions,
- Behavior that is disruptive to instructional effectiveness,
- Habitual truancy/absences,
- Being disrespectful,
- Inappropriate or offensive language/behavior, profanity,
- Throwing objects including snow/ice,
- Bullying, harassment, vandalism,
- Possession of a weapon or object made or used as a weapon,



- Drugs, alcohol, tobacco, controlled substance,
- Being under the influence of any controlled substance, drugs, alcohol, medications that are being abused,
- Giving another individual a substance/medication that does not belong to them,
- Willful disobedience, being incorrigible,
- Fighting or starting a fight,
- Theft or vandalism of school property or of an individual's personal property,
- Behavior that is unhealthy, that is harmful or unsafe to another individual or property,
- Using a cell phone on school campus or school bus for calls/texts without permission,
- Cyber-bullying—includes but is not limited to using an electronic device/internet to bully, harass, slander, intimidate, and/or threaten regardless if it is indirect, orally or written, regardless of its origin; ill remarks or comments about a person's color, religion, race, gender, ethnic origin, age, academic skills or ability, or physical or emotional disability are prohibited and thus subject to disciplinary action.

### Policy Violation Definitions:

#### Major Definition:

- **Abusive Language/ Inappropriate Language/ Profanity:** If heard by an adult, Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way directed at someone
- **Theft:** Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
- **Skip class:** Student leaves or misses class without permission
- **Property Damage/ Vandalism:** Students participate in an activity that results in destruction or disfigurement of property.
- **Inappropriate physical contact:** Contact that is considered unsafe/harmful to someone else

**Suspension:** Authority to temporarily suspend students has been delegated by the Idaho Legislature to the School Administrator or designee. No person other than the School Administrator or designee or the Board of Directors may suspend a student from HCC. Ground for suspension may include but are not limited to the following: A student may be suspended at the discretion of the School Administrator or designee for disciplinary reasons, or for other conduct that is disruptive or detrimental to the instructional process of the school, to the health or safety of any student, staff member or visitor or the general climate of the school. A student may also be suspended when, in the judgment of the School Administrator or designee, the suspension is necessary for the health, welfare, or safety of any individual at





the school. Suspension or expulsion will be at the discretion of the School Administrator or Board of Directors. Suspension and expulsions may include but are not limited to the following steps:

**Step 1:** Legal guardian notified of incident.

**Step 2:** Mandatory Community Restoration Day(s).

**Step 3:** Expulsion in accordance with Idaho Code 33-205.

- The Board of Directors and/or the School Administrator shall have the right to deny re-enrollment for disciplinary or attendance reasons.
- The Board of Directors may allow readmittance when recommended by the School Administrator, under conditions set forth at the student's hearing. In the case of a major violation as defined above, the progression of the steps may be altered. Special Education students with disabilities will be treated according to federal law Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. No student shall be expelled nor denied enrollment without first receiving due process rights. If a student has been suspended or expelled from HCC or another local school, that student is strictly forbidden to come onto any school property, to attend any HCC school functions or activities until conditions of his/her suspension/expulsion has been satisfied/completed. If this violation occurs, further consequences may occur at the discretion of the school administration, designee or Board of Directors.

**Community Restoration:** Students who are assigned mandatory Community Restoration must be in attendance at the school for the full duration of their assigned day(s) or the day(s) missed will be recorded as an absence and will be treated in accordance with the attendance policy. It will be the parent/guardian's responsibility to ensure students are in attendance for their Community Restoration on the assigned day.

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

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

**Weapons/Drugs/Alcohol/Tobacco:** Items such as weapons (or objects that are used or



made to be a weapon), drugs, alcohol, tobacco, or controlled substances are strictly forbidden on school property and/or at any school activity according to Idaho state code. Any student having in their possession any of the above items will be expelled for a period up to one (1) year for the date of violation(s). The Board of Directors, at the recommendation of the School Director, reserves the right to allow re-enrollment of such students. The Board of Directors or the School Administrator may modify the disciplinary actions, given reasonable considerations to the circumstances and on a case-by-case basis. In addition to policies adopted pursuant to Idaho Code 33-210, students may, at the discretion of the HCC School Administrator and/or Board of Directors, be subject to other disciplinary or safety policies, regardless whether the student voluntarily discloses or is reasonably suspected of using or being under the influence of alcohol, mood altering chemicals or a controlled substance in violation of HCC policy or section 37-2732C, Idaho Code. HCC or the Board of Directors with the School Administrator shall ensure that procedures are developed for contacting law enforcement and the student's legal guardian when a student is reasonably suspected of using or being under the influence of alcohol, mood altering chemical, or a controlled substance.

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

### **Definitions:**

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

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

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

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

**Assault:** According to Idaho code assault is defined as any willful attempt or threat to inflict injury upon another person, when coupled with an apparent present ability to do so, and any intentional display of such as would give the individual reason to fear or expect immediate bodily harm. An assault may be committed without actually touching, or striking, or doing





bodily harm to another person.

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

**NOTICE:** All students and their parent/legal guardian shall sign a form indicating they have read and agreed to this policy at the beginning of each school year. Legal Reference: Idaho Code Section 18-3302D

**Search & Seizure of Contraband or Illegal Items:** If at any time a school official has reasonable suspicion or probable cause that a student has possession of contraband or illegal items, then a search may be conducted among their personal belongings, including, but not limited to backpack, coat, computer files, or cell phones. Any personal items may be seized that would be considered dangerous, illegal, unlawful or prohibited according to HCC rules or policies. Such searches will be done in private, discreetly, by the appropriate gender, and witnessed by another adult. The students may be asked to remove their coats or shoes and empty their pockets or purse. When reasonable suspicion or probable cause indicates the need to protect or preserve the overall welfare of students of HCC, the student will be referred to the School Administrator for discipline.

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

## **MEDICAL & HEALTH INFORMATION:**

**Immunizations:** In accordance with IDAPA 16.02.15, section 102.03, all students entering a public school must have specified immunizations or have completed the Idaho Certificate of Immunization Exemption, available on the HCC website.

**Medical Needs:** It is essential that the school have up-to-date contact information at all times for each parent. HCC may not have a nurse on staff. We may not have space for



keeping ill children at school for extended periods during the day. Even with a nurse, the first-aid care the school can provide is limited.

If a child is hurt or complains of illness:

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

**Injuries:** While we strive to provide the safest environment possible for our students, accidents may occur while on the playground, on the hiking trails, bus or in the classroom.

- **The office will notify parents of all injuries to a student's head or face, however minor they appear, and add the incident to our incident log.**
- The office will use information on student emergency forms for contacting parents or designated emergency contacts.
- Each classroom will have access to a first aid kit to be used for minor cuts or scrapes. Students will only be sent to the office for major injuries, or if a phone call home is needed.

**Medications:** Students are not to have medicines of any type in the classroom; this includes cough drops and/or throat lozenges.

- All medicines must be provided to the office in original sealed containers, and will be distributed from the office. If a child brings medicine to the classroom, the student will be sent to the office so the parent can be notified to complete an administration form.
- **Third through eighth graders may choose to keep an inhaler in the classroom.** Inhalers will be kept in a secure location and the student it belongs to will have a process for accessing the inhaler.
- Students who require Epi-Pens will have their epi-pen kept in a marked location in the classroom for emergency use unless a self carry form is completed by the student's physician.
- We cannot give medicine without a written acknowledgment from the parent and/or physician. **All prescription medicines will be given according to physician**





**directives and be in the prescription bottle.**

**Administering Medications:** No uncertified personnel or staff member shall administer any medication to a student without written permission from the legal guardian including specific written instructions of how to administer the medication, the proper dosage, and amount of times the medication is to be administered to the student per day on file in the school office.

**This includes over the counter medications.** If a student is required to have medication of any sort at school, the parent/legal guardian will provide the medication. The medication must be in its original container with matching instructions.

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

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

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

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

## **EDUCATIONAL NEEDS/SUPPORTS:**

**Physical Education/Nutrition:** K-8 students will participate in physical education activities that are embedded throughout the school day. These activities may include hiking, snowshoeing, cross-country skiing, running, dance, climbing, active play and others. Please make sure that students are dressed in appropriate attire for active physical movement. If your child has a medical reason not to participate, please send a doctor's letter describing the condition, limitations and timeframe for recovery.

**Special Education:** HCC addresses Students' academic needs under the same legal guidelines and laws as all public schools. Federal and State statutes identify Hayden Canyon



Charter as the Local Education Agency (LEA) responsible for serving students with special needs as determined by an evaluation completed by a qualified professional as outlined in the Idaho Department of Education Special Education Manual. We utilize contracted School Psychologists and Related Service Providers in order to provide evaluations and services on site that students qualify for and are agreed upon by their IEP team as stated in their IEP. Any initial evaluations or initial IEP services offered to students must have parental consent, according to special education law. Hayden Canyon Charter has adopted the Idaho Department of Education's Manual for Special Education and follows all guidelines within it. This manual is available for review at [www.sde.idaho.gov/SpecialEd/](http://www.sde.idaho.gov/SpecialEd/). Hayden Canyon Charter has hired a highly qualified special education coordinator, counselor, and special education teacher to provide individualized instruction according to each student's IEP.

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

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

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

**STUDENT AND FAMILY PRIVACY RIGHTS:** Hayden Canyon Charter values and respects the privacy of our students and their families. For specific information on student and family privacy, please refer to Policy 2140 (available on our website or by written request to [info@haydencanyoncharter.org](mailto:info@haydencanyoncharter.org)). From time to time, HCC may send out surveys that help us better serve our families. If you would like to opt out of any survey, please respond to the email with a statement letting us know you are choosing to Opt Out. Surveys requesting personal information are rarely requested by the school, with the exception of State Forms





that are sent out as part of the Idaho State Requirement that is used for school financing. **HCC surveys will not require personal information unless it is for specific activities or to offer student programs. These surveys are optional since they will only need to be responded to by those who wish to participate in the relevant program.** All surveys sent out to our families will have a note with the purpose of the survey. Those who wish to do so may schedule a time to access and/or complete the survey at HCC by emailing [info@haydencanyoncharter.org](mailto:info@haydencanyoncharter.org).

***Non-Discrimination Policy***

*All prospective students who have been entered into the lottery for the current school year, or completed a waitlist application after the lottery close, will be given the opportunity to enroll in the grade applied for at Hayden Canyon Charter if a seat becomes available before the next lottery, regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs.*