



IDAHO ARTS CHARTER SCHOOL

“Engaged Learning Through the Arts”
ELEMENTARY STUDENT/FAMILY HANDBOOK

2023-24

www.idahoartscharter.org

This handbook is to familiarize you with IACS expectations and policies as well as provide you with general information. It is essential that students and families read and understand this handbook so that you will know the rules and policies. Full policies for any of these topics are located on our website. Acknowledgement of access to this handbook is located on SchoolForms in PowerSchool.

Discrimination Policy

Idaho Arts Charter School does not discriminate on the basis of race, skin color, national origin, religion, gender, age, disability, or status in admission to its educational programs/activities and employment practices as prescribed in Federal State laws and regulations.

Ed Longfield, Executive Director
Heather McKeever, K-2 Primary Principal
Rob O’Neal, 3-5 Intermediate Principal
Stephanie Waterman, K-5 Assistant Principal

Elementary Campus: 525 N. Broadmore Way

School hours:

8:45 AM- 3:50 PM (Grades 1-5)
8:45 AM- 3:45 PM (Kindergarten)

Elementary Office hours: 8:00-4:15
Phone number: 208-463-4324 ext 301

Expectations

“IACS will provide a community which emphasizes positive personal habits and attitudes including a healthy lifestyle, integrity, empathy and courtesy for others, respect for differences among people and cultures, and academic honesty.”

(From IACS Mission and Purpose Statement)

Core Values- Showing our FIRE

Students will have core character traits taught through these core values. What does it mean to show? (Discuss with your child what this means in different settings)

Focus

Integrity

Respect/Responsibility

Empathy

In an arts environment, students will be facing new challenges and acquiring new skills. To create a safe, enriching, and nurturing atmosphere that is in line with our school’s mission, *all students are expected to encourage each other and treat each other with respect and kindness.* Discipline is the process of training students so that the desired character traits and habits are developed. In order to ensure academic success, IACS requires all families, teachers, and students to comply with the following learning agreement:

Students will:	<input type="checkbox"/> Be respectful to classmates, teachers, and the school <input type="checkbox"/> Put their best efforts into schoolwork <input type="checkbox"/> Obey all school rules and uniform policy <input type="checkbox"/> Communicate with their family and teachers if they have a concern about school <input type="checkbox"/> Will show their FIRE (Focus, Integrity, Respect/Responsibility, & Empathy)
Families will:	<input type="checkbox"/> Monitor child's schoolwork and progress <input type="checkbox"/> Ensure that their child follows the uniform policy <input type="checkbox"/> Communicate with their child's teacher about all concerns <input type="checkbox"/> Attend all family-teacher conferences <input type="checkbox"/> Volunteer at least 10 hours of time toward school related activities <input type="checkbox"/> Be respectful to IACS staff and students <input type="checkbox"/> Communicate with staff if they have a concern about school
IACS staff will:	<input type="checkbox"/> Provide a safe environment for students that is conducive to learning <input type="checkbox"/> Provide time for students to receive help before or after school <input type="checkbox"/> Enforce school expectations and the uniform policy consistently <input type="checkbox"/> Provide students with clear and concise expectations to model our school character traits of FIRE (Focus, Integrity, Respect/Responsibility, & Empathy) <input type="checkbox"/> Be respectful to students and families <input type="checkbox"/> Communicate with families if there is a concern about their child

Attendance

All absences and tardies are reported in PowerSchool. Families can access their child's list of absences and tardies through their PowerSchool account.

Absence Reporting:

Families are expected to report absences within 2 hours of the start of school by calling **208-463-4324**. Our school, in turn, will report to families when a student has missed a class or school on the day of the absence. In the call, the following information is needed:

- 1.) The student's first & last name, spelling out the last name clearly.
- 2.) The date(s) of the absence(s).
- 3.) The reason for the absence(s).
- 4.) A phone number where families can be reached.

In reporting extended absences, give details as to the nature of the extended absence and an expected date of return to school. (Extended illnesses *will* require medical documentation in order for absences to be medically excused.)

Excessive Absences

Students who receive six (6) or more absences, excused or unexcused, in any class period within a semester will face consequences such as:

Grade level retention, making up lost time outside the regular school day, reduction in grade, withdrawal from the school, or other action determined by the attendance board.

Absences which are included as part of the six (6) Excessive Absences are:

- Unexcused Absence (UA)—Absence not due to illness
- Excused Absence (EA)—Absences excused by families
- Excused Sick (ES)—Absence due to short term illness or illness without a doctor's note
- Truancy (TR)—Absence due to skipping school

School Excused (SE) absences or absences due to field trips (FT) are not counted as part of the excessive absences.

Families will be notified after their child's fourth (4) absence that they face consequences for excessive absences. If a student obtains six (6) or more absences in a semester, the above mentioned actions will be taken. Students and families have the right to an appeal process (See "Grounds for Appeal" section in attendance policy).

The Attendance Board will review the absence report to determine if the student will have credit withheld, denied promotion, or be withdrawn from the school, which will occur unless extenuating circumstances surface. The Attendance Board can, after hearing a student's/ family's appeal for retention of credit, deny credit or grade promotion or put stipulations on a student whose credit or grade promotion will be dependent upon an agreement reached with the student and families concerning attendance for the rest of the school semester or year. Any decision to withhold credit or deny promotion can be appealed to the Executive Director or designee within ten days of the Attendance Board's decision. The Executive Director's/designee's decision can be appealed to the School Board. If the appeal is rejected, the decision of the School Board is final.

Tardies

Excessive tardies over 15 per semester will result in referral to the attendance committee. Class begins at the tardy bell at 8:50.

Make-up Work:

Make-up work is allowed for students who have excused absences only. The student has the amount of days that they were absent to complete daily assignments and still receive credit. (*example, if a student was gone two days, then they would have two days from the time they returned to school to make that work up). *It is the student's responsibility to find out what assignments are due on the day they return to school. This needs to be done during non-instructional time. It is up to teacher discretion as to whether assignments can be provided in advance.*

Backpacks/ Bags

Students are allowed to carry backpacks/bags to and from school. Backpacks or bags need to be a size that is conducive to carrying to and from class and not be disruptive in the hallways (no rolling bags, for example).

Behavior

Students in school or involved in school-sponsored activities either on or away from the school premises are expected to obey their school officials, protect property, maintain order and decorum, and conduct themselves in such a manner as to reflect credit upon themselves and their school. Any student who does not meet these standards is in violation of the discipline regulations of Idaho Arts Charter School and will be subject to disciplinary consequences.

Level 1 - Redirection by Teacher

Behaviors are those that affect students with minimal classroom interference/impact

Behavior Examples	
	<ul style="list-style-type: none">● Unprepared for class/lesson/homework including missing or incomplete work● Out of seat without permission/wandering● Refusing to work or follow directions● Off task behaviors● Disruption to the learning environment● Misuse of school supplies● Touching/Poking● Talking in line● Drawing on self or other student● Profanity- usage OR suspected usage● Nondisruptive hiding under desk or in an area if you need to leave the room find an adult to support the student's de escalation

Level 2 (Minor) - Correction by Teacher

Behaviors that interfere with the learning of others

Behavior Examples

- Chronic Level 1 Behavior
- Profanity
- Cheating - Done intentionally
- Disorderly Conduct - Unruly behavior
- Insubordination/Defiance/Non-Compliance - Brief or low-intensity failure to respond to adult requests
- Obscene Behavior - Physical activity of the human body that represents or depicts any kind of sexual conduct
- Peer Conflict - Mutual disagreement or hostility between peers or peer groups
- Property Misuse - Misusing or damaging property, low intensity
- Roughhousing - Non-serious, but inappropriate physical contact
- Technology Violation - Student engages in non-serious but inappropriate use of technology
- Violation of School Rules - Only to be used if another behavior does not match
- Dress code violation
- Cell Phone violation
- Wandering in hallways

Level 3 (Major) - Disruptive Consult with Admin

Behaviors affect teaching environment and/or hostile surroundings

Behavior Example

- If you suspect a student of **self-harm** or **suicidal** thoughts contact the counselor or administrator immediately (before end of school day)

	<ul style="list-style-type: none"> ● Chronic level 2 behaviors (2 or more) ● Cheating/Forgery ● Major aggressive behaviors or physical altercations ● Graffiti/Vandalism/Property damage/Persona/ damage/Theft (under \$50) ● Cyberbullying ● Insubordination/Defiance/Non-Compliance - Major disruption/room clear ● Sexual misconduct ● Threats ● Dangerous use of supplies or tools ● Bullying ● Harassment - Aggressive behavior focused on a student's race, national origin, color, age, religion, ethnic background, disability, sex, or sexual orientation that is persistent or pervasive.
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<p>Level 4 (Severe) - Zero Tolerance Directly to Admin <i>Behaviors are harmful, illegal, or chronic behaviors/actions</i></p>	
<p>Behavior Example</p>	<ul style="list-style-type: none"> ● <u>If you witness student self-harm or indications of suicidal thoughts contact the counselor or administrator IMMEDIATELY</u> ● Chronic level 3 behaviors (2 or more) ● Violent behavior (harassment, targeting/stalking, threatening, fighting, hurting of others, repeated cyberbullying) ● Drugs or alcohol (possession, use,

	<p>distribution, sale, consumption, or sharing)--this includes prescription drugs</p> <ul style="list-style-type: none">● Tobacco or nicotine product (possession, use, distribution, sale, consumption, or sharing)● Illegal behaviors (vandalism, weapons, theft, property damage, arson, burglary)● Severe physical altercations● Personal or school property damage (over \$50)● Disturbance or school threat● Fire alarm disturbance● Indecent exposure (reported to counselor)● Threats
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Students who have chronic or excessive behavioral violations will be placed on a structured behavior plan pathway that may lead to school expulsion.

Busing

The school bus driver is considered to be the ultimate authority on the bus. The bus is considered to be an extension of the school grounds, **so any behavior unacceptable at school is also unacceptable on the bus. In addition, students are expected to follow special rules specific to bus transportation as established by the bus company.** The bus company is an independent contractor. Families should contact the bus company directly with bussing issues 208 466-4181. If a student has an issue that took place on the bus, the staff should contact the administration and administration will follow up on the matter. These rules are in place to provide the safest environment for all children riding the bus. The bus company reserves the right to issue citations for misbehavior. When a student receives a citation, families will be contacted by Brown

Bus Company and a conference with the school principal may occur for specific circumstances. Severe or continued infractions will result in the loss of the privilege of riding the bus. If a student who is not a regular bus rider wants to ride a bus, a spot must be available on the bus at that time, and a signed and dated note from that student's family is required for that student to ride the bus.

Cell Phones

Students who have cell phones will keep them in their backpack on silent during the day, including watch phones or tablets. Students will be reminded if needed of this procedure. If students are unable to follow procedure, parents will be notified by IACS staff and families may have to pick it up from the office or other.

Complaint Process

When there are issues/problems between a family or student and an employee, every effort should be made to solve the problem at the lowest level. families and/or students should:

1. First bring the matter to the teacher for resolution.
2. If the matter is not resolved, a conference with the assistant principal or principal may be requested.
3. If the matter is not resolved with the assistant principal or principal, a conference with the executive director may be requested.
4. The complaint procedure at the Board of Trustee level is outlined in Policy 222 and can be obtained on the IACS website. A request to appear before the Board of Trustees may be made in accordance with this policy.

Conferences

Families and students will be notified of conference dates and times by the school. Families and students may also be required to attend targeted conferences in the fall if needed (please see school calendar for specific dates). If families wish to schedule additional conferences during the school year, they may do so by contacting the teacher.

Deliveries

Food delivery from outside of the school is **NOT** allowed. Families may join their child for lunch by checking in at the office. Flowers/plants, balloons, or other gift deliveries to students will be held at the office until the end of the school day due to student allergies, storage, disruption to the school day, etc.

Dress Code

The Idaho Arts Charter School Dress Code will build community and equality by creating a nondiscriminatory educational environment where students are judged by their artistic creations and behavioral choices rather than by socioeconomic class, gender, or other social associations. Uniform clothing must be of appropriate size, clean, without holes, and meet the following guidelines:

Uniform Tops

Required

- **Students will wear polo shirts or collared/button-down shirts in any solid color (no trim or stripes) that are *embroidered* with a school logo. Polo shirts will have two to four buttons, polo collar, and appropriate sleeve length (short, 3/4, or long sleeved).**

Optional

- All undershirts must be tucked in and be a solid color. Turtlenecks, tanks, t-shirts, or long sleeved shirts **under** their uniform tops.
- Only school jackets that are embroidered, or school club related (must be a member of that club), may be worn after entering the building. Hoods must remain down (off the head).
- Students may wear black, navy or tan blazers, or sport coats, *embroidered* with the IACS logo. Fabrics must be cotton, poly, twill, or any blend of the previously listed fabrics.
- Students may wear traditional crew or V-neck sweaters, half-zip sweaters, sweaters or cardigans in one solid color with logo **over** polo or collared button-down shirts. All sweaters should be *embroidered* with a school logo or related to a school club.

Uniform Bottoms

Required

- **Students will wear pants, shorts, capris, skirts, embroidered jumpers, or skorts in school approved colors: black, navy, or tan. Items will be no more than 4 inches above the knee and must be hemmed. No corduroy, velvet, denim, chiffon, or fleece material will be allowed. Pants will have no more than two pockets on the front and two pockets on the back (pockets will not have embellishments or oversized buttons). Leggings alone cannot be worn as uniform pants.**
- **Shoes must be conducive to any school activity; No backless sandals/shoes will be allowed, including clogs, flip flops, etc. Heels and soles must be no higher than 1 ½ inches.**

Optional

- Students may wear tights or leggings **underneath** their uniform bottoms as long as they are one solid color.

Head/Jewelry

- Hats or head coverings are only allowed for medical/religious purposes.
- Make-up, hair styles, jewelry, and accessories must not be distracting to the learning environment *as determined by IACS administration*. Accessories that have been deemed distracting and not allowed include (but are not limited to) spiked collars, chains, headbands, bandanas, bulky/excessive jewelry, pins, stuffed animals, blankets, etc.

Non-Uniform Day

- Students will wear tops that cover their shoulders and midriff.
- Legs will be covered at least 4 inches above the knee.
- Messaging included on apparel will be appropriate to the learning/educational environment. No references to anything alcohol, drugs, or illegal activity.

If a student needs to borrow a school owned uniform item, the student should return the item (washed and clean) within one week of borrowing the item(s), or the family will be charged \$10 per item.

ELL Program

The goal of our school English Language Learners (ELL) is to provide effective language development instruction for all ELL students to become fully proficient in the English language and have language sufficient to meet the same challenging state academic content standards as all children are expected to meet. Based on a child's English proficiency test scores he/she shall receive instruction in our school's ELL program. In grades K-5, the school uses the Wonders ELL supplemental curriculum to help develop language abilities. IACS uses the English language proficiency results and information from other assessments to tailor instruction to meet the linguistic and academic strengths and needs of the student.

Emergency Care

In the event of an emergency, the principal and the school nurse are notified. The decision to call 911 is made by the nurse, principal or designee. A family/guardian or emergency contact will be contacted concerning the decision to call 911. The student's family will be charged by the responding entity only if the student is transported or if medication/supplies are used at the scene. IACS does not provide medical insurance to pay for medical expenses when students are injured at school. This is the responsibility of the family or legal guardian.

Expulsion

Students involved tier 4 behaviors or in any action that puts in jeopardy the health or welfare of the school facility or its occupants may be recommended to the school board for consideration to expel for the remainder of the semester, or if a minimum of 20 days remains in the semester, the student may be expelled for the remainder of the current semester and the following semester. Students who are expelled are not allowed to be on any school campus for the duration of their expulsion. Idaho Code 33-205 states: The board of trustees may deny enrollment,

or may deny attendance at any of its schools by expulsion, to any pupil who is an habitual truant, or who is incorrigible, or whose conduct, in the judgment of the board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils, or who has been expelled from another school district in this state or any other state. Any pupil having been denied enrollment or expelled may be enrolled or readmitted to the school by the board of trustees upon such reasonable conditions as may be prescribed by the board; but such enrollment or readmission shall not prevent the board from again expelling such pupil for cause.

Freedom of Expression

Students are guaranteed freedom of expression so long as it does not disturb the educational process of the school or slander/threaten the rights of others.

Grades & Homework

Homework

Engaging families in academics is an important part of the culture of IACS. Homework that is assigned should be meaningful and should focus on the practice of skills or concepts. If assigning a large project as homework, it is crucial that the staff allow enough time for the students so as not to violate the guidelines below:

HOMEWORK TIME GUIDELINES Kindergarten: 5-10 minutes per night Grades 1-2: 10-15 minutes per night Grades 3-4: 15-20 minutes per night Grades 5-6: 20-30 minutes per night Grades 7-12: No more than 20 minutes per night/ per class.

Grading Scale: K through 5th grade:

(Standards based report cards- sent home with students)

3=Meets Proficient

2=Partially Proficient

1=Progressing/Limited

Academic Honesty

Cheating and/or plagiarism includes but is not limited to the following:

- Claiming credit for work that is not your own (i.e., copying homework or answers, using others' projects or papers, or plagiarizing documents from the Internet).
- Having families, siblings, friends or any other source complete your homework.
- Allowing other students to copy your homework, assignments, or tests.
- Talking during a test or exam may be perceived as cheating.

Harassment

It is the policy of this school to maintain a learning environment that is free from any type of harassment; therefore, it will not be tolerated. Harassment includes but is not limited to ethnic slurs, racial jokes, verbal or physical abuse, or other offensive or persistently annoying conduct directed at someone's gender, race, skin color, national origin, age, religious beliefs, ethnic background, sexual orientation, or disability. Harassment also has the purpose or effect of creating an intimidating or hostile environment, unreasonably interferes with an individual's educational performance, adversely affects an individual's educational opportunities or has unwelcome, personally offensive overtones.

Sexual Harassment

It is the policy of IACS to provide an educational environment free of any kind of sexual harassment. To accomplish this purpose, the policy is designed to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual harassment. **Sexual harassment is unlawful and will NOT be tolerated;** it is a violation of this policy for any employee, student, or party with which the school has a cooperative agreement, to engage in

sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and/or any verbal, visual, or physical contact of a sexual nature, made by someone in the educational or work setting. Examples may include, but are not limited to:

- **sexually suggestive or obscene** words, notes, e-mails, invitations, gestures, or jokes
- **derogatory** comments, slurs, jokes, epithets (swearing), or name-calling
- spreading sexual rumors about others
- display of sexually suggestive pictures, cartoons, or objects
- continuing to express interest after being informed that the interest is unwelcome
- discussion or asking about others' personal sexual experiences
- **unwelcome** touching, leering, impeding or blocking movement, sexual bullying, assault, and/or rape

Sexual harassment includes conduct by student to student, adult to student, male to female, female to male, male to male, or female to female.

Other examples in the educational environment may include using the following as a condition for receiving sexual favors: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied. Other examples are engaging in sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

If there is sufficient evidence to support the allegation of harassment, the harasser will have disciplinary action, which may include expulsion. If the investigation shows the complaining student has falsely accused another student of harassment knowingly and in a malicious manner, that complaining student will also be subject to disciplinary action, which may include expulsion. Procedures for law enforcement reporting will also be followed when necessary.

Library

Students are allowed to check out 1-2 books at a time. Students with overdue books will be issued a fine. Books must be returned before the end of each semester, or replacement fines will be issued. Fines may also be issued for damage or excessive wear on a book. Yearbooks/report cards are held until fines are paid or books are returned.

Lost and Found

Students are responsible for all personal items brought to school. IACS does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. For lost items, check the lost and found area. For smaller or more valuable items, check the front office. If an item has been stolen, please contact the school assistant principal or principal. Items left in the lost and found may be donated to charitable organizations (donation schedule will be determined by the school).

Lunch/Breakfast Program

A well-balanced breakfast and lunch is prepared fresh daily in your school's cafeteria. All meals are nutritionally analyzed, and portions are set according to grade level. Families/guardians may apply for free/reduced price meals or view the menus online by visiting the [school webpage](#).

Medical

It is important for your child to be healthy and not contagious while attending school. The following guidelines are intended to help families/guardians determine when to keep their child home to insure his/her well-being and to prevent the spread of illness:

- Temperature of 100.4 degrees or above

- Vomiting or diarrhea
- Nasal discharge of yellow/green color
- Cough in combination with any of the above symptoms
- Any other contagious condition (e.g., “pinkeye”)
- An unidentified rash
- Head lice (see below)

If a child is ill with one of the above symptoms during the school day, families are required to pick up their child as soon as the school contacts the family.

Asthma/ Allergies

Families of students who have allergies or asthma must fill out an asthma information form or an allergy information form.

Immunizations

State Law mandates that children must be fully immunized to attend school; failure to comply results in an automatic exclusion from school. Families/guardians must submit a copy of their child’s immunization status to the office. Exemption forms for religious, personal, or medical reasons are available in the school office.

Lice

It is the policy of IACS to exclude all students who are found to have head lice, including the presence of nits (eggs). If nits or live lice are still present the child will be sent home and will not be readmitted until all evidence of head lice is absent.

Medications

If a student must take medication during school hours, these guidelines will be followed:

1. A “Medication Request” form for giving medication at school must be completed and signed by a family/guardian and a physician. This form is available in the school office.

2. The family/guardian must submit a written request to the school if the medication is to be given during school hours. Specific directions for administering the medication and the family/guardian signature must be received before any medication will be given to the student.
3. The medication must be in the **original container with the student's name and directions for administering the medication on the label.**
4. It is the student's responsibility to come to the office or nurse's office at the appropriate time to take the medication, unless the student has a disability and is unable to do so.
5. Non-prescription medication, such as Tylenol, will be provided to students upon request and approval from families.

Release of Students

If a family/guardian wishes to check out the student from school for an appointment, **the family is to report to the office** so the student can be checked out. Only those listed on the enrollment form (found in PowerSchool) will be allowed to sign out a child from school; these individuals must be eighteen (18) years of age or older.

Searches and Seizure

To maintain order and security, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. The concept of "reasonable suspicion" as outlined in *New Jersey vs. T.L.O.* (1985) allows student searches by school officials if the officials have information that leads them to believe that a student has broken the law or school policy and that the search will yield evidence of a violation. Personal effects may be searched if reasonable suspicion exists to believe that evidence of a violation of the law or a school policy is contained therein.

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 or family. This applies to student vehicles parked on school property.

The administration 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.

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.

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.

Security

Visitor sign in

All visitors, including families, are required to sign in at the office and obtain a visitor's badge for the day. Students who do not attend IACS are only allowed to visit campus with prior approval from an administrator.

Pets

Pets are not allowed on campus, unless there is administrator approval for educational purposes.

Student drop off/ pick-up

Students in grades K-5 may not be dropped off at school earlier than **8:30 a.m.** Students in grades K-5 must be picked up no later than **4:00 p.m.**

If there is a change in how a student is getting home, families/guardians need to call the school office one hour before school gets out. IACS cannot guarantee that the student will be notified of any changes in how they are getting home if phone calls are made after this time.

Surveillance

IACS has surveillance cameras on campus and on school buses. Please be advised that surveillance cameras are in operation inside and outside of school facilities, as well as on school buses. Surveillance video is the sole property of the school and cannot be shared with families due to **FERPA** regulations.

Suspensions

Any student involved in a major/severe disciplinary offense or recurring minor offenses may incur a one to five day suspension from school and loss of eligibility for extra-curricular activities during the suspension days. Students who are suspended out of school will not be allowed at school or on school grounds for the duration of their suspension. A family conference may be required for the student to be reinstated. Students will be allowed to make-up any missed work due to a suspension.

Technology

Use of the school's technology resources is a privilege and not a right. Access has not been established as a public access service or a public forum. IACS reserves the right to monitor, inspect, copy, review, delete, and/or store at any time and without prior notice any and all results of usage of the Internet, computers, network resources, and any and all information transmitted or received in connection with such usage. All such

information will be and remains the property of the school and users have no expectation of privacy regarding such materials. IACS has the right to place restrictions on the use of the school's Internet, computers, and network resources and may also deny access to staff and students who violate related policies and procedures.

Internet Safety

The school's instructional program will include a component of Internet safety for students, *including interaction on social networking sites and cyberbullying awareness and response.*

Prohibited uses

The school's Internet, computers, and network resources may only be used for approved school activities and educational purposes. All users must fully comply with this policy and immediately report any violations or suspicious activities to the classroom teacher or Administrator. Prohibited uses of school technology include, but are not limited to:

1. Causing Harm to Individuals or to Property
 - a. Use of obscene, profane, vulgar, inflammatory, abusive, threatening, disrespectful language or images.
 - b. Making offensive, damaging, or false statements about others.
 - c. Posting or printing information that could cause danger or disruption.
 - d. Bullying, hazing or harassing another person.
 - e. Deleting, copying, modifying, or forging other users' names, e-mails, files, or data.
 - f. Disguising one's identity, impersonating other users, or sending an anonymous email.
 - g. Posting personal information (e.g. phone number, address) about oneself or any other person, except to responsible agencies.

2. Engaging in Illegal Activities
 - a. Participating in the sale, purchase or promotion of illegal items or substances.
 - b. Accessing or transmitting:
 - i. Pornography of any kind.
 - ii. Obscene depictions.
 - iii. Harmful materials.
 - iv. Materials that encourage others to violate the law.
 - v. Confidential information.
 - vi. Copyrighted materials without authorization or as provided by fair use regulations.
 - c. Attempting to disrupt the computer system or destroy data by any means.
3. Breaching System Security
 - a. Sharing one's or another person's password with others.
 - b. Entering another person's account or accessing another person's files without authorization.
 - c. Allowing others to gain access to one's individual account.
 - d. Interfering with other users' ability to access their accounts.
 - e. Allowing student access to sensitive data.
 - f. Attempting to gain unauthorized access to another computer.
 - g. Using software or hardware tools designed to interfere with or bypass security mechanisms.
 - h. Utilizing software or hardware applications that are not approved for business use.
 - i. Attempting to evade the school's computer filtering software.
4. Improper Use or Care of Technology

- a. Accessing, transmitting or downloading large files, including posting chain letters or engaging in spamming.
- b. Attempting to harm or damage school technology, files or data in any way.
- c. Alteration of configured equipment, including the addition of unauthorized passwords and user accounts.
- d. Leaving an account open or unattended.
- e. Attempting to remedy a security problem and not informing a school official.
- f. Failing to report the abuse of school technology.
- g. Installing, uploading or downloading unauthorized programs.
- h. Copying school software for personal use.
- i. Using school technology for:
 - i. Personal financial gain.
 - ii. Personal advertising or promotion.
 - iii. For-profit business activities.
 - iv. Unapproved fundraising.
 - v. Inappropriate public relations activities such as solicitation for religious purposes.
 - vi. Inappropriate political purposes.

Consequences for misuse

Failure to comply with this policy or inappropriate use of the school's internet, computers, or network resources may result in usage restrictions, loss of access privileges, and/or disciplinary action up to and including expulsion. The Administrator or designee may also report the violation to law enforcement where appropriate. Users are responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Textbook/Materials

Books or class materials must be returned before the end of each semester, or replacement fines will be issued. Fines may also be issued for damage or excessive wear on a book or

materials. Families are responsible for lost, missing or damaged items.

Volunteers

Whatever your talents, and/or your interests, IACS welcomes your time and support. IACS families are asked to volunteer at least 10 hours of time toward school related activities. Volunteers are encouraged to help in many ways. Volunteers are to check in at the office upon arrival at the school and on an annual basis must complete the volunteer registration form. Background checks may be needed in some cases.

Weather/ Emergency Closures

In the case of extreme weather conditions or other unforeseen emergencies, families should tune into local TV (i.e. Channels 6 & 7 and radio stations between 6:00-7:00 A.M. to find out if conditions warrant school closure. families will also be informed via email and text as soon as the closure is announced.

During inclement weather or a red air alert, students are allowed to enter the building immediately upon arrival to school. Students will also be kept inside during outside activity times if the weather or facility condition necessitates. Please be sure that your student is dressed appropriately as conditions often change during the day. Should inclement weather or emergency situations occur which would result in the closing of schools, the information will be sent from the school's mass communication tool via text or emailed messages and will be announced by the local radio and TV stations as well as the school website.

I have read and understood the Student/Family Handbook expectations.

**Student
signature:** _____

**Family
signature:** _____

DATE: _____

***This signed form must be returned to your child's teacher or the IACS office.**