



IDAHO ARTS CHARTER SCHOOL

“Engaged Learning Through the Arts”
SECONDARY STUDENT HANDBOOK

2023-24

www.idahoartscharter.org

This handbook is to familiarize you with IACS rules and policies as well as provide you with general information. It is essential that students and parents 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
Ken Chapman, High School Principal
Lauren DeNinno, Middle School Principal
Jacque Bettencourt, Assistant Principal

Secondary Campus : 1220 5th Street North

Secondary Office hours: 7:15-3:30

Phone number: 208-463-4324

School hours:

7:45 AM- 2:52 PM (Grades 6-12)

Middle School Bell Schedule

6th Grade AM Block Bell Schedule		6th Grade PM Block Bell Schedule	
Period	Time	Period	Time
1	7:45-8:37	1	7:45-8:37
2-3	8:40-9:59	2	8:40-9:32
3-4	10:02- 11:22	3	9:35-10:27
Lunch 6	11:25-11:47	4	10:30-11:22
Advisory	11:50-12:07	Lunch 6	11:25-11:47
5	12:10-1:02	Advisory	11:50-12:07
6	1:05-1:57	5-6	12:10- 1:30
7	2:00-2:52	6-7	1:33 - 2:52
7th/8th Grade AM Block Bell Schedule		7th/8th Grade PM Block Bell Schedule	
Period	Time	Period	Time
1-2	7:45-9:04	1	7:45-8:37
2-3	9:07- 10:27	2	8:40-9:32
Advisory	10:30-10:47	3	9:35-10:27
Lunch 7/8	10:50-11:12	Advisory	10:30-10:47
4	11:15-12:07	Lunch 7/8	10:50-11:12
5	12:10-1:02	4	11:15-12:07
6	1:05-1:57	5-6	12:10- 1:30
7	2:00-2:52	6-7	1:33-2:52

High School Bell Schedule

Period	Time
1	7:45-8:37
2	8:40-9:32
3	9:35-10:27
Break	10:27- 10:37
4	10:30- 11:22
5	11:25 - 12:17
Lunch	12:17- 12:42
6	1:05-1:57
7	2:00-2:52

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)

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 parents, teachers, and students to comply with the following learning agreement:

Students will:	<ul style="list-style-type: none"><input type="checkbox"/> Be respectful to my classmates, teachers, and the school<input type="checkbox"/> Put my best efforts into my schoolwork<input type="checkbox"/> Obey all school rules and uniform policy<input type="checkbox"/> Communicate with my parents and teachers if I have a concern about school
Student Signature:	

	Date:
Parents will:	<input type="checkbox"/> Monitor my child's schoolwork and progress <input type="checkbox"/> Ensure that my child follows the uniform policy <input type="checkbox"/> Communicate with my child's teacher if I have a concern about their schoolwork <input type="checkbox"/> Attend all parent-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 I have a concern about school Parent Signature: Date:
The teachers and staff IACS 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 rules and the uniform policy consistently <input type="checkbox"/> Provide students with clear and concise expectations <input type="checkbox"/> Be respectful to students and parents <input type="checkbox"/> Communicate with parents if there is a concern about their child Teacher signature: Date:

Attendance

Attendance in school is critical in student success. Being in school and on time is key! All absences and tardies are reported in Powerschool. Parents can access their child's list of absences and tardies through their Powerschool account.

Absence Reporting:

Parents 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 parents 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 parents 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.

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.*

Excessive Absences

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

Loss of credit; summer school; 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 NOT included as part of the six (6) Excessive Absences are:

- Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, music related events, dance, academic field trips, and others deemed cocurricular;
- Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board;
- Subpoenas to appear in court or court-ordered placements for special services; and
- Illness or hospitalization verified by a doctor's statement
- Doctor, dentist, and counseling appointments (with written excusal from the medical professional). 3050-2 (ISBA 9/18 UPDATE)
- Absences which will be counted in the 12 day per year limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, suspension in and out of school, visiting friends or relatives, appointments (hair, photography), skiing, hunting, attending concerts, shopping or others which are deemed unacceptable by the attendance committee

Parents 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 parents 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/ parent'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 parents 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

In grades 6-12, for every 5 tardies a student has, a parent will be notified and they must serve two days of lunch detention. Excessive tardies over 15 per semester will result in referral to the attendance committee. In addition, 5 or more tardies per any class in one semester will result in referral to the attendance committee.

I have read and understand the attendance policy.

Student signature:_____

Parent/Guardian signature:_____

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.

<p>Level 1 - Redirection <i>Behaviors are those that affect students with minimal classroom interference/impact</i></p>	
<p>Behavior Examples</p>	<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 (excessive noise, yelling, etc...) ● Sleeping in class ● Misuse of school supplies ● Touching/Poking ● Talking in line or out of turn ● Drawing on self or other student ● 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) ● Note passing (paper or electronic) ● Wandering in halls
<p>Potential consequences</p>	<ul style="list-style-type: none"> ● Replacement behavior ● Eye contact (Visual Cue) ● Proximity control ● Verbal warning ● Affective Statements ("I feel") ● Small Impromptu Conference (w/affective questions) ● Seating rearrangement

<p>Level 2 (Minor) Behaviors that interfere with the learning of others. (Teacher will log in mileposts).</p>	
<p>Behavior Examples</p>	<ul style="list-style-type: none"> ● Disrespect or defiance (including lying) ● Property misuse

	<ul style="list-style-type: none"> ● Profanity or offensive language ● Purposeful disruptive behavior ● Dress code violation ● Cell phone/technology violation ● Littering ● Acting in unsafe manner/rough play ● Driving/parking violation ● Inappropriate physical contact ● Off limits area/leaving class w/out permission
Potential consequences	<ul style="list-style-type: none"> ● Classroom removal/buddy classroom ● Loss of privileges (recess, free dress day, etc...) or complete an act of kindness ● Independent recess activity (walking recess/pick up trash) ● Logical consequence activity ● Restorative session with teacher ● Lunch detention ● Compensation ● Parent conference with teacher set up plan if needed

Level 3 (Major)

Behaviors that affect the teaching environment and/or hostile surroundings. These behaviors will be reported to the school administrator. (Administrator will log in mileposts).

Behavior Example	<ul style="list-style-type: none"> ● Chronic level 1 or 2 behaviors ● Racial or derogatory slurs ● Cheating/Forgery ● Confrontation or altercation ● Aggressive or physically harmful behavior ● Harassment (physical or verbal) ● Public displays of affection, horseplay, pushing, shoving or bumping into each other. ● Physical altercations (pushing, pinching) ● Graffiti or vandalism ● Truancy (skipping class) ● Cyberbullying ● Aiding another in disruption ● Contraband ● Community service violation
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	<ul style="list-style-type: none"> ● Property damage (under \$50) ● Violation of medicine policy ● Noncompliance ● Sexual gestures ● Threats to individuals ● Dangerous use of supplies or tools
Potential Consequences	<ul style="list-style-type: none"> ● Loss of privileges ● ISS (in school suspension) ● OSS (out of school suspension) ● Parent, teacher, admin. meeting ● Behavior Contract (with point system)/Safety plan ● Law enforcement involvement ● Monetary compensation for damage ● Restorative conference ● Behavior plan referral ● Loss of credit for work

Level 4 (Severe)

Behaviors are harmful, illegal, or chronic behaviors/actions. These behaviors will be reported to the school administrator. (Administrator will log in mileposts and contact law enforcement if necessary).

Behavior Example	<ul style="list-style-type: none"> ● Chronic level 2 or 3 behaviors ● Harmful or endangering behavior (harassment, targeting/stalking,, threatening, fighting, hurting of others, repeated cyberbullying) ● Drugs or alcohol (possession, use, distribution, sale, consumption, or sharing)--this includes prescription drugs ● Tobacco or nicotine product (possession, use, distribution, sale, consumption, or sharing, including vapes) ● Illegal behaviors (vandalism, weapons, theft, property damage, arson, burglary) ● Severe physical altercations (spitting, biting, punching, choking, etc...) ● Property damage (over \$50)
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	<ul style="list-style-type: none"> ● Disturbance or school threat ● Fire alarm disturbance ● Indecent exposure ● Possessing pornographic material
Potential Consequences	<ul style="list-style-type: none"> ● OSS (out of school suspension) ● ISS (in school suspension) ● Law enforcement involvement ● Expulsion ● Monetary compensation for damage ● Restorative conference ● Behavior plan referral

Students who have chronic or excessive behavioral violations may be placed on a structured behavior plan pathway that may lead to school expulsion.

Bussing

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, parents 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 parent is required for that student to ride the bus.

Cell Phones

Students may possess personal phones or electronic devices in their backpacks or lockers at school, but students in grades K-8 may not use their cell phones or electronic devices on campus. Cell phones can be used by 9-12 graders **before school, during passing periods, at lunch, or after school. If a cell**

phone is seen or used during class time (without staff approval) it will be taken from the student and given to administration.

First offense – Phone is kept by staff until the end of the school day

Second offense— Phone is kept by staff until the parent picks up the phone, student is assigned 2 days of lunch detention

Third offense and after— Phone is kept by the administrator or designee until the end of day, parent must pick up the phone, student serves 3 days of lunch detention, and a \$25 fine is assessed.

Excessive offenses may result in referral to the school board

Complaint Process

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

Dances

Admittance to all school dances may require an admission fee and presentation of the school identification card. Dances are for the sponsoring school's students only and are held periodically throughout the school year. The school administration has the right to allow students who do not attend IACS to attend the dance if the enrolled IACS student completes a "guest request form" and if that guest is approved by the administration to attend the dance. If administration deem dance conduct to be inappropriate, suggestive or unsafe the student(s) may be removed from the dance. Students must arrange for transportation home if they stay for the dance and are not permitted to leave until the dance is over or their parents pick them up. Parents are reminded that students should be picked up within 15 minutes after the dance ends. (Students staying on campus after this time may lose privileges to attend other school activities.)

Deliveries

Food delivery from outside of the school is not allowed. Parents or guardians may deliver lunch to the front office, and the office staff will make an attempt to get the food to the student in a timely manner. Flowers/plants, balloons, or other gift deliveries to students will not be held at the office until the end of the school day due to student allergies, storage, disruption to the school day, etc.

Detention

Detention is an assigned time students are required to attend during non-instructional times, before/after school, or lunch/recess. Students who do not report to detention on time may be assigned to additional consequences.

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.

Spirit Shirt Day:

- Normal uniform bottoms or jeans without holes
- Spirit shirt or club jacket or pullover

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

I have read and understand the dress code policy.

Student signature: _____

Parent/Guardian signature: _____

EL Program

The goal of our school English learners (EL) is to provide effective language development instruction for all EL 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 EL program. In grades K-5, the school uses the Wonders EL supplemental curriculum to help develop language abilities. In grades 6-12, the school uses a blend of online learning with Imagine Language and Literacy and direct instruction aligned with the areas of need for each student. 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 parent/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 parent 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.

Food and Drink

For Middle School Only: Coffee drinks, energy drinks and other drink items that are not water need to be consumed in the cafeteria or outside prior to the start of the day or during lunch. These items will not be allowed in classrooms or during passing periods.

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

Grading Scale: K through 5th grade:

(Standards based report cards- sent home with students)

3=Meets Proficient

2=Partially Proficient

1=Progressing/Limited

Grading Scale: 6th through 12th grade:

(Report Cards are posted in PowerSchool)

94-100—A

90-93—A-

87-89—B+

84-86—B

80-83—B-

77-79—C+

74-76—C

70-73—C-
67-69—D+
64-66—D
60-63—D-
59 and below—F

Late Work Policy

All late work will be accepted for five school days after the due date. Late work is worth 75% of the grade earned. Some exceptions for the late policy will be made for assignments that are time bound/performance based (history, economic summit, concerts, etc...) Minimum number of grades: Each class must have at least 10 grades per quarter in the gradebook.

Honor roll

Students will be eligible to qualify for honor roll if their quarter grades equal a grade point average of 3.4 or above.

National Honor Society

High school students can apply for National Honor Society if they meet the requirements.

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 parents, 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.

Interscholastic Activity Eligibility

To be eligible to participate under Idaho High School Activities Association rules, a student must:

1. Pass and receive credit in five (5) full-credit classes the semester previous to participation.
2. Be enrolled in and attending six (6) classes.
3. Have a physical and/or interim questionnaire on file.
4. Have proof of medical insurance or waiver.

Transfer students must meet additional requirements for eligibility.

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 two 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.

Lockers

Students in grades 7-12 may request the use of a locker. Lockers are assigned to students for convenience and protection of personal/school property. The school does not relinquish control of lockers at any time. Students are responsible for all items placed in lockers and will be responsible for any damage - lockers are expected to be locked at all times as the school will not be held responsible for lost or stolen items. Changes in locker assignments must be approved by administration. If a lock or locker does not function correctly, a report should be made to the office. Students are not to share lockers or their locker combination unless directed by administration. Inappropriate pictures or posters are not permitted in lockers. No drugs (prescription/non-prescription) including aspirin, cold medicines, etc., are allowed in lockers - these should be checked in with the nurse. School property, such as lockers, are jointly held by the school and the student. Students have no expectation of privacy in such locations. Lockers may also be inspected by the administrators as deemed necessary, and this may occur randomly. Students may not place any items on the outside of their locker, unless approved by the administration. Students should check their lockers frequently to ensure that there is no rotting food or other materials that may create a hazard. A \$2.00 locker fee will be assessed to the student each school year, and a \$25.00 cleaning fee will be assessed to students if at the end of any school year the lockers are excessively dirty. Students must complete a locker agreement form before being assigned a locker.

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. Parents/guardians may apply for free/reduced price meals 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 parents/guardians determine when to keep their child home to insure his/her well-being and to prevent the spread of illness:

- Temperature of 100 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, parents are required to pick up their child as soon as the school contacts the parent. COVID exposure or diagnosis must be reported to the school nurse to discuss the length of time needed for the student to stay out until they are able to return to school.

Asthma/ Allergies

Parents 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. Parents/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 parent/guardian and a physician. This form is available in the school office.
2. The parent/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 parent/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 parents.

I have read and understand the health policy

Student signature: _____

Parent/Guardian signature: _____

Release of Students

If a parent/guardian wishes to check out the student from school for an appointment, **the parent is to report to the office** and the student will be summoned by the staff (teachers are not allowed to release students unless parents/guardians have checked out their child through the office first). 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. If a student needs to be picked up for an appointment, please do so at least 20 minutes before the end of the school day. Student presence for the entire school day is encouraged whenever possible.

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. 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 parent. 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.

I have read and understand the search and seizure policy.

Student signature: _____

Parent/Guardian signature: _____

Security

Visitor sign in

All visitors, including parents, 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.

Identification cards

All students and staff will be issued a student identification card. If a card is lost, it is the responsibility of the student to pay for a replacement card. Replacement cards cost \$5.00 and can be purchased in the office.

Closed campus

The campus is closed during all hours of school. Students are to arrive and stay for their entire school day. No student may go to a vehicle or leave school without permission from parents AND the school administration. Students are not allowed to leave campus at lunch unless accompanied by a parent/guardian after sign-out procedures have been followed. Leaving campus without checking out is treated as an unexcused absence and/or truancy. **11th and 12th graders may eat off campus on Fridays if they fulfill the requirements outlined by the administration and with parent signed open campus lunch form.**

Driving/parking

Students with a valid driver's license are welcome to drive to school and park in designated areas. Driving privileges may be revoked if students in any way endanger others. Police citations will be issued for violation of public law. The car registration and a driver's license are required to obtain a parking sticker. Parking in unauthorized locations is not permitted and vehicles may be towed and/or driving privileges revoked. (Students are not allowed to drive to outside school events where bussing is provided, such as field trips, unless they have permission from the administrator and a parent).

Pets

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

Emancipated Students (Adult at 18)

Although a student may turn 18 while still in high school, the school is still required to inform parent(s) or legal guardians in matters of attendance, discipline, and reporting. Proof of an 18-year-old student living independently from their parents is needed for emancipation status. Any possible exceptions to this rule must be approved by an administrator.

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 6-12 may not be dropped off earlier than 7:15 a.m. Students in grades 6-12 must be picked up (if not involved in an after school activity) no later than 3:00. Students in grades K-5 must be picked up no later than 4:00.

If there is a change in how a student is getting home, parents/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.

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 parent conference may be required for the student to be reinstated. Students will be allowed to make-up any missed work due to a suspension.

I have read and understand the suspension policy.

Student signature: _____

Parent/Guardian signature: _____

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.

I have read and understand the acceptable use of technology policy.

Student signature: _____

Parent/Guardian signature: _____

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. 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.

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. Parents 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.