



Phone: 455-9220

Fax: 455-9121

School Handbook 2016-2017

**For your child's safety, if your
child is unable to attend
CALL
455-9220
BEFORE 8:15 A.M.**

Welcome:

Welcome to Vision Charter School. We are excited about joining in partnership with you to help your child reach his/her full potential. As a K-12th grade College Prep Science and Arts school, our goal is to educate all students academically, socially, emotionally, and physically so they are prepared for the challenges of school, college, and his/her future career! We set high standards for academic achievement, attendance, student behavior, and expect our students to have a productive and successful school year.

In order for all students to learn and for teachers to teach, we must have a safe and orderly environment, free from disruption. To this end, we will strictly enforce a zero tolerance policy with regards to harassment, bullying, intimidation, fighting, disruption to the learning environment, name-calling and all other unkind acts and words.

You are always welcome at VCS; however, please check in at the office every time you need to enter a school building. We invite you to share your concerns or questions with us. Please feel free to make an appointment for before or after school with a teacher. The administration is committed to spending time with students and teachers and will be in classrooms much of the time. In the event that you still need assistance after meeting with your child's teacher, you may schedule an appointment with an administrator between the hours of 8:15 a.m. to 3:30 p.m. Monday through Friday.

Sincerely,

**Mrs. Oldenkamp,
Charter Administrator
K-12 Principal**

**Mrs. Amber Koberg
K-5th Vice Principal**

School Mission: To create well educated, respectful citizen leaders in a K-12th grade College Prep Science and Art School.

Vision Charter Design Elements:

Arts and Sciences – Language arts, fine arts, and science will be emphasized at all grade levels. Students will acquire and apply knowledge.

Character and Leadership Development - Character development is considered a fundamental purpose of education and will be fostered through a child-centered educational model built on high behavioral and academic expectations. The comprehensive character education plan will tap into each child's innate need to know boundaries while protecting his/her dignity.

Small School Environment - The school will provide a small, safe educational setting in which students and faculty know each other personally.

Music Training - Elementary students will be taught basic keyboarding through general music courses. A music curriculum for older students will focus on the development of fundamental musician skills, while also exposing students to local musical heritage and culture.

Second Language - Students in all grades will be exposed to a second language, with a primary emphasis on Spanish.

An Enriched Curriculum For All Students - An enriched, gifted and talented curriculum will be offered for all students. At the high school level, advanced or college credit level courses will be available for all core subjects.

Please view www.visioncharter.net for our full charter document, staff biographies, photos, and e-mails. Please sign up for weekly newsletters at visioncharter.net. Families may also keep up to date by liking us on "Facebook".

2016-2017 Vision Charter Elementary School Staff

Charter Administrator & K-12 Principal	Wendy Oldenkamp	wendyoldenkamp@visioncsd.org
K-5 th grade Vice Principal	Amber Koberg	amberkoberg@visioncsd.org
Executive Assistant	Sheree Boothby	shereeboothby@visioncsd.org
Elementary Secretary	Amy Bowers	amybowers@visioncsd.org
Kindergarten Teacher	Jessica Harmon	jessicaharmon@visioncsd.org
Kindergarten Teacher	Andrea Martindale	andreamartindale@visioncsd.org
First Grade Teacher	Tricia Huckins	triciahuckins@visioncsd.org
First Grade Teacher	Marci Ruegner	marciruegner@visioncsd.org
Second Grade Teacher	Cindy Osgood	cindyosgood@visioncsd.org
Second Grade Teacher	Jamie Warr	jamiewarr@visioncsd.org
Third Grade Teacher	Lisa Decker	lisadecker@visioncsd.org
Third Grade Teacher	Sandy Martinez	sandymartinez@visioncsd.org
Fourth Grade Teacher	Debra McDorman	debmcorman@visioncsd.org
Fourth Grade Teacher	Teresa Perkins	teresaperkins@visioncsd.org
Fifth Grade Teacher	Kara Evans	karaevans@visioncsd.org
Fifth Grade Teacher	LeAnn Donohue	leanndonohue@visioncsd.org
PE K-5 th	Dusty Berg	dustyberg@visioncsd.org
Music K-5 th	Debra Ellis	debraellis@visioncsd.org
Counseling Secretary/Library Supervisory	Cheryl Clark	cherylclark@visioncsd.org
IT Director	Jeff Olson	jeffolson@visioncsd.org
Maintenance Supervisor	Brad Hunt	bradhunt@visioncsd.org
School Counselor	Mary Dowski	marydowski@visioncsd.org
K-5 th Special Ed Teacher	Heather Burton	heatherburton@visioncsd.org
Business Manager	Sammy Samuelson	sammysamuleson@visioncsd.org
Operational Support/ Registrar	Debra Brockert	debrabrockert@visioncsd.org
Lunch Program Director	Carey Moore	careymoore@visioncsd.org

Attendance/Absence/Tardies

Students need to be in school to be successful. Students with high absence rates tend to perform at lower levels. Attendance at school must be regular and punctual. Make-up work granted a student after an absence is a poor replacement for the actual class experience. A student's absence requires additional work for everyone, including the student, instructor, and school administration, which costs the school money. Students should plan on attending school every day classes are scheduled.

A student may not miss more than six (6) days a semester. Absences from a specific class may be considered as a day of absence. All students should be in physical attendance 94% of instructional time. Students should be in the classes in which they are enrolled unless they have been excused to conduct school business.

Students are expected to be on time to all of their classes. On time means the student is in their seat and ready to learn when the bell rings. Students arriving after this time will be considered tardy.

Students not meeting the attendance requirement may not receive credit even though their grades are passing. However, those students who believe that all or part of their absences are the result of extraordinary circumstances may request a review of their case.

Examples of extraordinary circumstances include the following:

1. Extended illness of such severity that the student cannot attend school regularly; verification of the extended illness must be obtained from a licensed health official.
2. Involvement in an accident or other illness which may preclude regular attendance until full recuperation; verification of the need to be away from the school setting until recuperated must be obtained from a licensed health official.
3. Educational and travel programs initiated by the parents and/or students that are neither sanctioned nor sponsored by the school.
4. Absences that are beyond the control of the student, parent, or school.

A Review Committee, appointed by the Principal, will examine the student's records and may approve a waiver of the loss of credit. The records of the student, which may be considered, will include the following:

1. Attendance for the current year and previous year and semester, specifically including the number of absences which occurred, and the amount and type of extended illness.
2. Grades for the current and previous year and semester, specifically including the subject or grade under consideration.
3. Make-up work missed, including whether the work was made up prior to the absence or after the absence.
4. Make-up time missed in supervised attendance during the school year or during the period immediately following the completion of the school year.

If the Review Committee does not approve the waiver of the loss of credit, the student may request a determination by the Appeals Board, consisting of the Principal and Board of Directors. A final determination will be made from materials presented to this Appeals Board.

Appeals Process: Appeal forms will be given to each student with excessive absences near the end of each semester. A letter requesting a waiver of attendance policy should be submitted to the Administrator at the end of each semester. Any physician's statement or appropriate verification of absence should accompany this letter. The Review Committee will convene to review all requests for waiver of attendance policy. Recommendations not to grant credit may be appealed by the parents to the Appeals Board. A personal appearance may be requested by the parent to attend the Review Board and/or Appeals Board hearings.

Excused absence: Any absence that is approved by the parent or school. The student has the opportunity to make up work in classes missed.

Truancy: Absence from classes without the approval of the parent or school authorities.

Truancy Process:

First truancy: A conference will be held between the school Principal and the student. The parents will be notified. The student will be required to make up all work missed.

Second Truancy: A conference will be held with the student, parent, and school Principal. The student will be required to make up all work missed. Appropriate authorities will be contacted.

Third truancy: A conference will be held with the student, parent, and school Principal. The student may be referred to the Appeals Board for consideration of loss of credit and action. Appropriate authorities will be contacted.

Students will have two days for an excused absence to make up work. It is the student's responsibility to request make-up work. When a student has had an excused absence for three consecutive days, the parent may request make-up work be sent to the office for pick up. Requested work will be available the next school day by 3:30 p.m.

If your child is going to be absent from school please call the school before 8:15 a.m. or leave a message on the school answering machine. If we don't hear from you, we are obligated to verify the absence. An adult student must also call in to verify their absence or it will be recorded as unexcused.

2016-2017 SCHOOL TIMES:

Supervision starts at 7:45 a.m.
Bell rings at 8:05 a.m.
School starts at 8:10 a.m.
Tardy bells at 8:15 a.m.
Release K-3rd 3:05
Release 4th-5th 3:10
Buses will depart at 3:20 p.m.
Supervision ends at 3:30 p.m.

All school communication:

Please go to visioncharter.net and sign up for the school newsletter. It is sent directly to your email weekly with updates about school events. We do not send home paper copies of this newsletter. You may also go to our Facebook page to receive up to date information about events happening at VCS in all grades. Instructions will be sent home at the beginning of the school year to sign up for the emergency alert system through Parent Portal. Direct all questions regarding the Parent Portal to amybowers@visioncsd.org.

K-5th Home/School Communications:

Notes and papers from school come home in the WEEKLY FOLDER. Please return the folder the next school day. We also encourage you to contact your child's teacher with any questions or concerns. Working as a team benefits your child. You may contact your child's teacher by e-mail, note, or phone message. Email addresses are listed at the front of this handbook and on our website at visioncharter.net. **E-mail is the fastest way to reach a teacher or administrator.** Parents are encouraged to check their 2nd-5th grade child's attendance, progress reports, and grades through Parent Portal. Contact Amy Bowers at amybowers@visioncsd.org to receive instructions to use the Parent Portal and your password. Parents are encouraged to attend all Parent Teacher Conferences and watch the informational video created by your child's teacher which is located on their blog on visioncharter.net.

Picking students up prior to the close of learning time:

Parents are discouraged from picking up students prior to the close of school and learning. It disrupts the classroom and shows disrespect for the teacher and students. Learning extends to the very end of the day. Therefore, parents who pick up their children early from school on a regular basis will need to meet with the administrator and teacher to discuss these concerns and work to remedy the situation to protect the integrity of the classroom learning environment and minimize disruptions. If remedies are not realized, the student's early withdrawals from class will be treated as absences and the child will be bound by the attendance policy and responsible to the Attendance Review Committee in the same manner afforded to excessive absences. **Students will not be called to the office for early pickup prior to a parent, guardian, or authorized person's arrival in the office to sign the student out.**

Chronically tardy students:

Parents are discouraged from bringing students late to class. School starts at 8:05 promptly. The teacher has prepared pivotal learning for your child from 8:05-3:15. VCS prides itself on not having wasted learning time. A tardy student disrupts the entire class and shows disrespect for the teacher and students. The beginning of the day is pivotal learning time for your child. Parents who continually deliver their children late to school will need to meet with the administrator and teacher to discuss these concerns and work to remedy the situation to protect the integrity of the classroom learning environment and minimize disruptions. If remedies are not found, the students' tardies will be treated as absences and the child will be bound by the attendance policy and responsible to the Attendance Review Committee in the same manner afforded to excessive absences

Before and After School:

We do not provide supervision of any kind prior to 7:45 a.m. on school days.

Students are expected to exit the building and school grounds by the established exit route and not linger on the school grounds.

- Bikes, scooters, and skateboards are to be walked off the grounds.
- Bikes may be chained to the bike racks. Skateboards must be kept in the student's locker or in the administration office. Skateboards may not be ridden on school property.
- Bus pick-up and drop off area is inside of the Vision Parking lot along the West side of the sidewalk.
- Students are expected to respect people and property to/from home.

IMPORTANT INFO FOR PICKING UP CHILDREN AT VCS:

- School dismisses at 3:05 for K-3rd and 3:10 for 4th-6th
- When parents begin arriving for pickup, parents need to make one straight line heading South on Ward. Once all of the buses have arrived, the first car in the line will be waved forward to move the line up behind the last parked bus and not past the end of the loading area.
- Students will be dismissed through the opening in the white fence closest to the secondary building to load into cars.
- Students will only be loaded in cars in the right-most lane. The outer, left lane is for cars exiting the pickup line only. Students will not be allowed to load into cars in the outer, left lane.
- You will be given a piece of construction paper with the last name of your family on it. Please display this sign in your vehicle when picking up students.
- The first car in line will be asked for the family name, and those children will be asked to step forward. Once they are safely in their car, the next car will pull up and the process will continue.
- If your child is being picked up by someone other than his/her parent, please send a note or call the office prior to 2:45 p.m. to speed the pick-up process.
- Once we start putting kids in cars, it should take only a matter of minutes to get everyone on their way! This will lead to more order, better management of traffic, and a safer environment for the children.
- Do not park in front of the north parking lot exit in front of the portable buildings. Leave an opening until it is your turn to move forward. Do not get out of your car. We will come to you.

PLEASE RESPECT THE FOLLOWING GUIDELINES:

1. Do not pull up on the opposing side of Ward. Students will not be allowed to cross to your car. You will be instructed to get back into the pick-up line. This is for student safety.
2. Please stay in your cars. This process will only work if we are all doing the same thing.
3. Do not expect the safety rules to be broken because you are in a hurry. Student safety is our priority. If you schedule an appointment for your child, come to the office fifteen minutes before school releases and pick your child up.
4. Do not under any circumstances try to get your child out of the bus line or off a bus. Ask a staff member or go the office to get help.

If you prefer to pick your child up and not wait in line, you may park in the elementary parking lot and walk to the entrance to the white fenced area. You may NOT wave your children to you when standing in the parking lot. You MUST wait in line, show your ID, ask the attendant in the orange or yellow vest to call your child. Your child will then be released to you and you will be able to escort them to your car.

Bus Transportation:

Transportation is provided by Caldwell Transportation. Students are not allowed to ride a bus other than their assigned bus or change normal transportation plans without written authorization from a parent or guardian. Students who do not have notes will be sent home on their regular bus.

To ensure a safe bus ride, students are expected to conduct themselves in a safe, orderly, and courteous manner. **Bus Citations:** The driver may issue bus citations for inappropriate or dangerous behavior or vandalism on the bus. Citations may result in suspension of bus riding privileges or consequences at the school. **Severe Clause:** The administrator and/or Caldwell Transportation., in agreement with the Vision Charter Board, reserves the right to suspend bus riding privileges at any time in the case of severe misbehavior. Any student caught using a laser pointer on the bus will be given a citation for an extreme safety violation that will result in an immediate suspension from the bus.

Electronic Communication Devices:

K-5th grade students may have their phone on before and after school. From 8:05 until school releases the phone must be off and in their backpack during class time. A student who has his/her cell phone or electronic device ON or out of his/her backpack during class without express permission from his/her teacher during school hours will have his/her cell phone or electronic communication device confiscated, will have his or her parent called, and a parent must pick the item up from the office. This will be recorded as a warning. The second incident will result in the item being confiscated, parents called, parents must pick the item up from the office, and a detention will be given. The third incident and all further incidents will be considered defiance and a disruption to the learning environment. A discipline referral and consequences will be administered. The Charter School shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Students found using an electronic communications device to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline including zeros on all assignments in that class period, discipline referral for cheating, and the device shall be confiscated and not returned until a parent picks it up from the office. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Students who violate the provisions of this policy are subject to disciplinary action, including but not limited to losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the device, which shall only be returned to the student's parent(s)/guardian(s). When appropriate, police authorities may be contacted.

K-5th Late Work:

Unexcused late work will be assigned as homework or assigned for completion during recess or in place of attending an enrichment club. Unexcused late work will not be accepted for full credit, and will lose 25% credit per each day late. Students who score less than a "C" on a test will be able to retake a test one time, within three days of the original test. The student will be given the new score; however, the final score assigned to the student for the makeup test will not exceed 85%.

K-5th Homework Policy:

Reading homework will consist of a minimum of twenty minutes of reading per night for all students. Students will be held accountable for reading logs to verify home reading time. Math homework is part of our charter and will be assigned daily, or weekly, based on the teacher's professional judgment. Homework will be of the highest learning value and an extension of the classroom. Students who do not complete work at school will be required to complete assignments at home, during a portion of their recess, or in place of attending an enrichment club. New homework will not be assigned over weekends, holidays, or breaks.

Homework may be assigned for any of the following reasons:

1. As make up work due to excused absences.
2. Finishing work not completed at school for which time has been given to do so in class.
3. To help students master specific skills which have been presented in class.
4. To help students prepare for the next step in a unit or study for a quiz or test.
5. To complete research projects or other occasional projects.
6. To gather personal information.

Homework for young students should help them develop good study habits and responsibility. It also reinforces learning of simple skills introduced in class.

Homework in intermediate grades and up fosters improved school achievement and increased test scores.

Basic guidelines for homework:

K-3 20-40 minutes four nights a week

4-6 30-60 minutes four nights a week

Mastery of Grade Level Expectations for K-5th:

Students not performing at grade level in math and/or reading may not be promoted. Students may regain eligibility for promotion through 96% attendance at summer school and evidence of significant growth and mastery of grade level expectations as determined by the teacher and administrator.

Parents and students may appeal the decision of the staff for retention or mandatory summer school. The appeal will be made in writing within fifteen days of the notice for retention or mandatory summer school to be eligible for promotion. The written appeal must outline any evidence, argument, or extenuating circumstances impacting the student's academic progress throughout the year. The appeals committee will be made up of the administrator, two staff members, and two board members. The decision of the appeals board will be considered final. The parent and student may be requested to appear before the appeals board if determined necessary by the appeals board.

For all grades, promotion of all special education students is at the discretion of the IEP team.

Telephone Use / Messages:

The school telephone is for school business. We make an effort to provide uninterrupted learning time for your child. We will not call your child from the classroom to the telephone except in the case of an emergency. Please discuss after school activities with your child in the morning because students will not be permitted to use the phone during the day except in the case of an emergency.

Textbook/ Library Procedures:

Students are responsible for maintaining and keeping all textbook(s) issued throughout the school year until time of textbook collection. If textbook/s are damaged, lost or destroyed students are responsible for covering the cost of the new textbook/s. The fine shall be paid prior to the last day of school. If a student cannot pay the textbook/s fees immediately due to financial hardship he/she will need to notify the teacher/s. Alternative payment plans for replacing the lost textbook may be arranged. Students who have not paid textbook fees or arranged an alternative plan for payment of lost, damaged

or destroyed books will not be provided the final report card until all fines have been paid. This same process will apply to library books that are checked out and not returned.

Plagiarism:

Students attending Vision Charter School are expected to be responsible for their academic work in all instances. Students will maintain academic integrity by exercising self-discipline, determining the right thing to do and doing it, and working cooperatively with others and independently when appropriate. Cheating will not be tolerated. Any student who commits an act of cheating will receive no credit for the assignment. In addition, appropriate disciplinary action will be taken. If the student is a member of National Honor Society, he or she will be dismissed from the Honor Society. Students, staff, and parents at Vision Charter School are committed to academic integrity.

Plagiarism involves the use of another's ideas, words, or creative products without proper attribution (citing the source). Attribution includes, but is not limited to, using quotation marks around direct quotes taken from a source. Proper attribution also includes citing the source(s) in parenthetical citation and/or a bibliography. At Vision Charter School plagiarism will not be tolerated. Any student who commits an act of plagiarism will receive no credit for the assignment and a referral will be written for dishonest behavior. Counselors are required to include a statement of academic integrity when a student submits a college application. In addition, if a pattern of plagiarism or dishonest behavior is established, the student may be suspended or expelled as per Vision Charter School Board policy. If the student is a member of National Honor Society, he or she will be dismissed from the Society. Always, always, always cite your sources! Teachers have tools to check the student's sources if plagiarism is suspected.

Do not copy another student's work. This constitutes cheating. Do not give your work to another student to copy. By doing so, you assist another student to plagiarize or cheat, and the consequences will be the same as listed above.

Visitors:

All visitors must check in at the office to obtain a Visitor Pass. Anyone, including parents, who attempts to enter any portion of the school grounds without a visitor pass will be directed back to the office to obtain a pass. Parents are encouraged to join students for lunch in the lunchroom. Students are not allowed to have other student visitors accompany them for the day or during the lunch break.

Volunteers:

We welcome and encourage you to volunteer. Volunteers may help in a variety of ways at the elementary level. If you are interested in volunteering, please contact your child's teacher to discuss a variety of ways to get involved in the classroom. Parents are expected to pre-arrange their visits with the teacher so that the teacher may be prepared to maximize volunteerism and to ensure that visitors are not a distraction to the learning environment. Please make arrangements to volunteer when your younger children are being cared for in a different setting. You are also encouraged to contact Mrs. Oldenkamp at wendyoldenkamp@visioncsd.org to volunteer outside of the classroom. We are interested in having parent volunteers who would be interested in volunteering in the library, cafeteria, walking on the track, or playing sports with kids at recess.

Siblings on Field Trips:

Younger siblings will not be allowed to attend field trips even if a parent would be able to chaperone. This decision is to protect the liability of the school and the learning environment of the other students.

Parent Faculty Association:

PFA meetings will be held monthly on the first Thursday of the month in the Secondary Library. Please watch the school newsletter for specific times. The PFA works with the staff and administration to provide opportunities for community building activities, volunteerism, and avenues for fundraising to help enrich the lives of all Vision Charter School Students.

Checking Children Out of Class or off the Bus or Bus Line:

If you need to pick up your child during the school day, please follow the procedures below. For safety purposes, students will not be released to any person other than parent/guardian without written authorization from the parent/guardian.

- Sign student out on the check-out sheet at reception desk. Please DO NOT go directly to the student's classroom.
- Provide identification (driver's license) establishing your relationship with the child.
- If your name does not appear on the enrollment form, you may not pick up the child without written authorization from the parent/guardian.
- Additional measures may be necessary to establish permission to pick up a student. We appreciate your patience with our safety measures. As we become familiar with parents' faces, identification may not be necessary each time for check-out.
- If you wish to check your child out when he/she is in a bus line or on the bus, please check out the student with the office and the office will notify the staff member on duty.

- **Students will not be called to the office for early pickup prior to a parent, guardian, or authorized person's arrival in the office to sign the student out.**

Lunch:

If a student forgets his/her lunch they will be served a package of cheese crackers and water if the parent marked no to the emergency lunch option at the end of this handbook. If the parent marks "yes" to emergency lunches, the student may not charge more than twice or they will be served a cheese crackers and water until the charges have been paid. We will send a note home notifying you of the missing lunch. Parents MAY NOT interrupt the learning environment to deliver a lunch to a student's room. It may be dropped off at the office.

Health:

Please let the office know if your child has anything contagious. A child should not attend school if he/she has any of the following:

- Temperature of 100 degrees or higher
- Vomiting or diarrhea
- Nasal discharge of yellow/green color
- Cough in combination with any of the above
- Any other contagious condition including chicken pox, mumps, rash, head lice, or scabies
- An unidentified rash

**If symptoms occur during the school day, a call will be placed to a parent and the student will need to be picked up in a timely manner.

Injury/Insurance:

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Vision Charter does not provide medical insurance to pay for medical expenses when students are injured at school. This is the responsibility of the parent/guardian. We can only administer simple first aid. In emergency cases, where parents cannot be contacted, the school will call for assistance from paramedics. The cost of transport by paramedics and/or ambulance will be the responsibility of the parents. It is imperative that we have your current home and business telephone numbers and two emergency contact persons. Parents are required to notify the school of any address or phone changes.

Medication Policy:

Medication should be taken at home. However, if a child is to take prescription medication during school hours, an "Authorization to Administer Medication" form must be submitted to the school office. Forms are available at most doctors' offices and in the school office. The form needs to be signed by the doctor and a parent or guardian. Also, an updated authorization form will be required each time a change is made in the prescription. Medication must be delivered to school by the parent. The medication must be in the original container with specific instructions for administration. No more than one week's supply is to be brought to school. All medication will be kept in a secure area in the school office. Medication will not be kept in the classroom. It is the student's responsibility to come to the office at the appropriate time to take the medication. In the event of a doctor notice stating that the child needs an inhaler, epi-pen, or other life-saving medication in the classroom, the medication will be kept in a safe location to prevent other children from being exposed to the medication. In the event it is necessary to have the medication on the playground, the medication will be kept in the supervising teacher's possession. It is the student's responsibility to come to the office or staff member at the appropriate time to take the medication. In the event that your child has a prescription epi-pen, inhaler, or is a diabetic and has extenuating circumstances where he/she needs to keep it with them at all times, please contact the office for additional information. Over the counter medication may not be brought to school by a child. If a child needs to take acetaminophen, antacid such as Tums, Ibuprofen, or a cough drop we can provide these over the counter medications from the office with a signed note from a parent or permission noted on the enrollment form. We can't administer over the counter medication brought from home. We will administer over the counter medication purchased by the school with parent permission.

Immunizations:

Idaho State Law requires that all students be immunized against diphtheria, whooping cough, varicella, tetanus (DPT), polio, measles, rubella, hepatitis B, and mumps. Parents must submit a record of their child's immunization status to the school upon enrollment. Children WILL be excluded from attending school if the requirements are not met. There is a waiver available for personal or medical reasons. Please contact your family physician if you have any questions.

Lice:

***It is the policy of Vision Charter School 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. A parent MUST accompany the child upon his/her return to school. A form stating the remedy used, dates treated, and parent signature must be submitted at this time. Children should be back in school as soon as possible after treatment.

DISCIPLINE POLICY:

Safe Environment:

The number one goal of Vision Charter School is having a safe and orderly school and creating an environment that is conducive to learning. We also believe that all parents send their children to school expecting that their child will be taken care of physically, emotionally, socially and academically. As a result, some student behavior cannot, and will not, be condoned in any way.

Students who engage in fighting and/or who are defiant to a staff member will have the following consequences:

- 1st Offense - Loss of lunchtime with friends for one week
 - 2nd Offense - 1 day in school suspension
 - 3rd Offense - 2 day in school suspension
 - 4th Offense - referred to Board of Directors for possible expulsion
- *Parents will be notified at the time of each offense.

Additional Student Discipline:

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

- Habitual truancy.
- Incurability.
- Profanity.
- Inappropriate display of affection.
- Not using school equipment appropriately.
- Academic dishonesty.
- Conduct continuously disruptive of school discipline or of the instructional effectiveness of the Charter School.
- Conduct or presence of a student when the same is detrimental to the health and safety of other pupils.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or disruptive to the educational environment.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing – For purposes of this policy, the term “hazing” shall have the meaning set forth in Idaho Code.
- Initiations.
- The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.
- Harassment, intimidation, cyber bullying, or bullying as defined in Idaho Code and Charter School policy.
- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
- Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy.
- Using, possessing, controlling, or transferring a weapon in violation of policy and statute.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.

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

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school.
- Traveling to and from school or a school activity, function or event; or
- Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with the education environment.

Vision Charter School has a zero tolerance policy for drugs and weapons. Students in possession of drugs or weapons will be automatically suspended with an expulsion hearing in front of the Board of Director.

Suspension and Expulsion:

The Idaho Legislature has empowered public schools to provide temporary suspension and for the expulsion of individual students when circumstances demonstrate that such action is necessary for the protection of the rights of other students, necessary for the orderly operation of the school process, and/or necessary for the protection of the safety of other students.

Suspension: Authority to temporarily suspend students has been delegated by the Idaho legislature to principals, administrators, and School Board of Directors. No person other than the school administrator or the Board of Directors may suspend a student from Vision Charter School.

Grounds for suspension may include the following:

A student may be suspended for disciplinary reasons, or for other conduct that is disruptive and detrimental to the instructional process of the school, or to the health and safety of other students and the general climate of the school. A student may also be suspended when, in the judgement of the Administrator, the suspension is necessary to protect the health, welfare, or safety of the student or other students of the school.

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

Procedure for suspension:

Prior to suspension, steps will be taken to ensure compliance with all applicable policies and procedures. Prior to suspension, unless an emergency exists, the Principal shall grant the student an informal hearing on the reasons for the suspension. The student shall be given the opportunity to challenge the reasons for the suspension and explain the circumstances surrounding the event. If the student is suspended, a complete explanation will be given orally and in writing to the student regarding the terms or conditions required to lift the suspension. Written notice describing the reasons for the suspension, term of the suspension, and conditions required to lift the suspension shall be delivered or mailed to the parent or guardian. The Board of Directors shall receive a copy of the written notice delivered to the parent or guardian.

Only the Appeals Board, consisting of the Administrator and the Board of Directors, may expel a student. If a Special Education or Special Services student accumulates, or is likely to accumulate, more than ten (10) days of suspension in a school year, the students IEP team must be convened to determine if the current program and placement are appropriate and if the behavior is related to the student's disability. Based on this determination, the IEP Team shall make needed modifications to the student's IEP.

Disciplinary Policies and Procedures:

A student may be expelled only for the following reasons:

When the student is a habitual truant

When the student is incorrigible

When the student's conduct is such as to be continually disruptive to the instructional effectiveness of the school.

When the student carries a firearm, dirk knife, bowie knife, dagger, metal knuckles or other deadly or dangerous weapon concealed on or about his or her person while on the property of the school.

When the student's presence in the school is detrimental to the health, safety, or welfare of other students or staff.

Procedure for Expulsion:

Formal Hearing:

When events or circumstances are such that a student faces expulsion from school, the following will occur:

The student and the parents or guardian shall be notified of:

The grounds of the proposed expulsion and the date, time, and place where a full and fair hearing of the expulsion will be held. The right to be represented by legal counsel. The privilege against self-incrimination. The right to confront and cross-examine adult witnesses who testify against him/ her and to submit evidence on his/her own behalf. The student and the parent or guardian shall be provided a written copy of the charges. The student's home district will be notified of the hearing and may have a representative in attendance at the hearing. If a student is expelled, the Board of Trustees of the student's home district will hold a hearing to determine if the student will be allowed to attend another school within their district. Expelled students within the age of compulsory attendance fall under the purview of the Juvenile Corrections Act, and an authorized representative of the Board of Directors shall, within five (5) days, give a written notice of the expulsion to both the local districts and the Prosecuting Attorney of the county in which the student resides.

Prohibited Items:

- Gambling devices
- Drugs, alcoholic beverages, narcotics, cigarettes, e-cigarettes, cigarette lighters, matches, and look alikes.
- Explosive devices, firecrackers, fireballs, cherry bombs, etc.
- Toys, specifically those which are realistic simulations of guns and knives
- Gang identification paraphernalia including but not limited to gloves, rags or bandanas.
- Laser pointers: Laser pointers are not allowed on the bus or on the school grounds or at school functions.

K-6TH GRADE DRESS CODE POLICY:

SHIRT:

- **Traditional** polo style collared shirt in a solid color; no see-through white shirts
- No sleeveless shirts; appropriate sleeve length includes short (mid bicep), $\frac{3}{4}$ or longer sleeves
- Shirt must cover midriff (even when arms are raised)
- Quarter size (\$.25) or smaller insignia/label on front of shirt acceptable
- Polo shirt will be required to have all buttons fastened at all times except for the top two buttons
- K-6th grade students may wear sweatshirts with writing, logos, or secondary colors in the classroom as long as they are not distracting, disruptive, or offensive in any manner as determined by the administrator
- K-6th students may wear spirit wear with an approved vision charter logo. Modest, solid-color t-shirts may be worn with an approved vision charter iron-on logo.

SLACKS:

- Solid color -no "blue jeans", no stretch pants, athletic pants, or sweat pants
- Solid color means no secondary color is present.
- Must be worn at the waistline

SHORTS/SKORTS/SKIRTS/JUMPERS

- Solid color; no "blue jeans", no sweats or athletic shorts
- Solid color means no secondary color is present.
- Shorts, skorts, and skirts must be worn at the waistline
- Length: skirts, jumpers, shorts, and skorts must at least reach to 3" above the knee

SHOES:

- No roller shoes allowed; shoe heels should not exceed two inches for safety reasons; sandals are acceptable, weather permitting; no backless sandals/shoes allowed-includes clogs, flip flops, etc.; shoes must be conducive to all school activities
- Tennis shoes must be worn on P.E. days

K-12th GRADE DRESS CODE GUIDELINES:

1. Students should have a neat, clean and well-groomed appearance.
2. Leggings must have a skirt or shorts that are worn over them.
3. Clothing should not be ripped, faded, torn, shredded, or have obvious holes.
4. Hair should be well groomed and appropriate for a learning/business setting. Hair should be natural in color. Hair should never be a distraction to the learning environment.
5. Jewelry is to be in moderation and not a safety concern or distraction to the learning environment.
6. Clothing must not be overly tight or bagging, or revealing in any way.

7. Underwear or undergarments are not to be visible on either upper or lower parts of the body.
8. No hats, hoods, scarves, or non-religious head covering of any kind are allowed to be worn while inside the school buildings. However, hats, visors, or other acceptable head coverings will be allowed outside.
9. No trench coats allowed.
10. Clothing, tattoos, body markings, or any item brought to school, such as outer wear, back packs, lunch boxes, notebooks, jewelry, and hair pieces, may not have any insignias, patterns, graphics, writing or messages that are obscene or relating to drugs, alcohol, tobacco, any illegal activity, or any sexual innuendos.
11. Gang attire of any kind is strictly prohibited. This includes, but is not limited to, garments that are suggestive or colors, bandanas, or belts that have gang symbols or innuendos on them.
12. Any attire, grooming practice, makeup, or possession that disrupts the educational atmosphere will not be allowed.
13. Special days that would not adhere to certain portions of this dress code may be allowed with the permission of the school administrator and announced in advance.
14. The school administrator holds the right to determine if any apparel, jewelry, grooming practice, or other item is not appropriate for Vision Charter School based on a distraction to the learning environment or a safety concern.

**All students will resolve the dress code violation prior to returning to class. Dress code violations will result in the following: 1st offense: Warning, 2nd offense: Detention/Community Service, 3rd offense: Defiance Referral *See Discipline Policy for continued offenses of defiance.

Minor Infractions Procedures:

Minor infractions will be handled at the K-5th grade level by using a Reflection Form that allows the child the opportunity to reflect and plan how they are going to fix the problem and make better choices in the future. This is not sent home. The Classroom Teacher/Specials teacher giving the Reflection form will keep these reflection forms to show evidence of low level attempts to curb behavior.

Incident Report Forms will be used to inform the parent of the concerns that have not been able to be curbed at the lowest level. Depending upon the situation, the Incident Report Form will inform the parent that this level of intervention is an attempt to have the parent help curb the behavior prior to the child being sent to the administrator for a discipline referral. It may be informational or it may state that continued incidents of the same behavior will result in a referral to the administrator.

Section 504 Notice:

Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) prohibits discrimination against students and staff members with disabilities. Included in the regulations is the requirement that students with disabilities be provided a free, appropriate public education. These regulations encompass identification, evaluation, the provision of appropriate services, and procedural safeguards. Mr. Kurt Scheffler is the 504 and ADA Compliance Officer for Vision Charter School. He may be contacted at kurtscheffler@visioncsd.org.

Review of Records:

Parents are entitled to inspect and review their child's educational records under the Family Education Rights and Privacy Act (FERPA).

Discrimination:

Vision Charter does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or status in admission to its educational programs as prescribed in federal and state laws and regulations.

Gum:

Gum is not allowed at school.

Birthday Parties: Students interested in having their birthday celebrated while at school may bring treats to the classroom to share with all students. Always pre-arrange the best time with the classroom teacher.

Notice: Due to hurt feelings, party invitations of any kind will not be distributed in the classroom unless the whole class is invited. Exceptions will be made only if your child invites all of the students in their class who are of the same gender. Your child is welcome to hand out invitations after school releases or on the bus on the way home. Please talk to them about how to do it to decrease students feeling left out. Because of instructional interruptions, flowers or balloons will not be delivered to the classroom until the last 30 minutes of the day.

Lost and Found:

Please mark your items with your name. Items that are unclaimed are donated to local charities the last day of every month.

Withdrawal:

The procedure for withdrawal is as follows:

- Authorization for withdrawal must be made in writing or in person by the parent/guardian
- Obtain appropriate forms from the receptionist. Give all completed forms to the receptionist for final check-out.
- Return all school and library books. Make sure all fees and fines are paid.

Equal Access Policy:

Vision Charter School provides equitable access to facilities for after-school activities, clubs, etc. for any group officially affiliated with the Boy Scouts of America, or any other youth group (defined as group or organization intended to serve young people under the age of 21 as listed in title 36 of the US Code).

Homeless Education:

Vision Charter School designates the administrator as the liaison for homeless children and youth. HOMELESS LIAISON JOB DESCRIPTION: The Homeless liaison shall ensure that — Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies; homeless children have equal access to the same public preschool programs, administered by the State agency, as provided to other children in the State; homeless youths and youths separated from the public schools are identified and accorded equal access to appropriate secondary education and support services; and homeless children and youths who meet the relevant eligibility criteria are able to participate in Federal, State, or local before- and after-school care programs. Homeless children and youths are not discriminated against during the lottery and have equal opportunity to enroll at VCS, and have a full and equal opportunity to succeed; homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, including referrals to health care services, dental services, mental health services, and other appropriate services; the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children; public notice of the educational rights of homeless children and youths is disseminated at the school, in the handbook, and on the website. No child is denied enrollment due to being homeless. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin. Coordinate and collaborate with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

Homeless Definitions: Children and youth who lack “a fixed, regular, and adequate nighttime residence” will be considered homeless. 42 U.S.C. §11434A(2)(A).

Sexual Harassment Policy:

Vision Charter School does not discriminate on the basis of sex in the educational programs or activities which it operates. VCS is required by title IX not to discriminate in such a manner. VCS prohibits sexual harassment in any form, including but not limited to sexual discrimination. Sexual harassment is also defined as any unwanted or unwelcomed verbal, written, or physical conduct of a sexual nature that interferes with a student's right to learn, study, work, achieve, or participate in a comfortable and supportive atmosphere. VCS provides notification of available remedies in the student and employee handbooks distributed to all families annually. Vision Charter School shall notify all its students and employees of the name, office, address and telephone number of the employee appointed to hold the responsibility of ensuring compliance and remedies of this policy. Vision Charter School shall provide prompt and equitable resolution of student and employee complaints alleging any action which would be prohibited by this policy.

Sexual Harassment Grievance Policy:

One form of Sexual Harassment is being discriminated against on the basis of one's sex. Sexual harassment is also defined as any unwanted or unwelcomed verbal, written, or physical conduct of a sexual nature that interferes with a student's right to learn, study, work, achieve, or participate in a comfortable and supportive atmosphere. Sexual harassment may include, but is not limited to, the following:

- Leering at someone else's body
- Telling stories, making comments, gestures, or jokes of a sexual nature
- Manipulating clothing in a sexual manner
- Displaying, sharing, or sending sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeatedly pressuring for dates or unwanted sexual activity
- Touching, grabbing, and /or pinching
- Teasing and/or bullying in sexual terms
- Asking for sexual favors in exchange for grades, promotions, or participation in school activities
- Inflicting physical sexual assault or abuse

Students are legally protected against sexual harassment by Title IX of the Educational Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of sex. (In certain circumstances, sexual harassment and sexual violence ([SHV] may constitute sexual assault or sexual abuse and are covered by other local and state laws and procedures.)

- Vision Charter School will not tolerate any form of SHV by staff or students. We recognize the student's right to participate in school programs and activities in an atmosphere free of any form of sexual harassment.
- Sexual harassment committed by students of either sex against students or staff of the opposite or same sex constitutes inappropriate conduct. All complaints will be investigated by the principal or his/her designee.
Depending on the nature of the offense, disciplinary action ranging from counseling to suspension or expulsion may be taken.
- Any student and/or a designated representative has the right to file a complaint regarding an alleged incident of sexual harassment that has occurred in school; on school property; or while participating in a school-sanctioned curricular or extracurricular outing.
- Any student who feels that he/she has been a target of sexual harassment in school; on school property; or while participating in a school sanctioned curricular or extracurricular outings should report the incident promptly, orally, or in writing, to a school staff member, preferably the Administrator.
- Students are encouraged to report harassment that they experience or witness. Any school staff member who receives a sexual harassment complaint should report it immediately, orally, or in writing, to the principal or designated representative. If a staff member is suspected of abuse or sexual harassment, the Administrator will immediately conduct a thorough investigation that may result in remedial or disciplinary action up to and including the termination of employment and revocation of professional certification. The Administrator will immediately inform parents/guardians of the students involved.
- In severe cases involving criminal conduct, such as the infliction of physical sexual assault or abuse, the police and Child Protective Services are to be notified immediately.
- The complainant's rights must not be violated. He/she must be given an opportunity to present the facts as he/she perceives them. Under no circumstances is the complainant to be disciplined by means of an involuntary transfer or suspension. Counseling will be provided to assist the complainant in coping with the alleged harassment.
- All complaints will be handled promptly and in a manner appropriate to significant disciplinary infractions. While an isolated incident may not constitute sexual harassment, VCS is responsible for providing appropriate intervention and/or disciplinary measures to reduce or eliminate sexual harassment and its negative effects on individuals.
- Every reasonable effort will be made to maintain confidentiality during the investigation. Retaliatory action may not be taken against a complainant or any witness who participates in an investigation. Such action will result in severe sanctions against the retaliator.

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying:

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

Definitions

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

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

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any school-sponsored activity or grade level attainment, such as forced consumption of any drink, alcoholic beverage, drug or controlled substance; forced exposure to the elements; forced prolonged exclusion from social contact; sleep deprivation; or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic, or physical nature on the basis of an actual or perceived characteristic, including but not limited to age, race, religion, color, national origin, disability, marital status, gender, gender identity and

expression, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, familial status, or weight.

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

- A. Harming a student or damaging a student’s property;
- B. Knowingly placing a student in reasonable fear of harm to the student or damage to the student’s property; or
- C. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or hostile educational environment.

“Cyber bullying” includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs through the Charter School’s computer network and the Internet, whether accessed on campus or off campus, during or after schools hours or through any private electronic device done when the student is present at school. In the situation that cyber bullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is reasonably expected to materially and substantially interfere with or disrupt educational environment of the school or impinge on the rights of other students at school and/or in violation of Charter School policy or state law. In addition, such conduct must also be in violation of a school policy or state law. Administration shall in their discretion contact local law enforcement.

“Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage, or interfere with another’s property; cause substantial inconvenience; subject another to offensive physical contact; or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Confidentiality

It is recognized that harassment, hazing, intimidation, bullying, and cyber bullying is often very distressing for the victim and those who suffer as a result of such actions may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and/or complaints are dealt with allowing for as much confidentiality as can be provided while at the same time allowing for a thorough and appropriate investigation and reporting, where appropriate.

Complaint Procedures

The Principal has the responsibility for investigations concerning hazing, harassment, intimidation, bullying, or cyber-bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he or she has been a victim of hazing, harassment, intimidation, bullying, or cyber-bullying in violation of this policy shall immediately report his or her concerns.

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

Step I: Any hazing, harassment, intimidation, bullying, or cyber-bullying, information (complaints, rumors, etc.) shall be presented to the Principal. Complaints against the Principal shall be filed with the Board of Directors. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step II: The school official receiving the complaint shall promptly investigate or refer the complaint to an appropriate colleague or outside party for investigation. Parents will be notified of the nature of any complaint involving their student. The school official will arrange such meetings as may be necessary with all concerned parties within 10 working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The school official(s) conducting the investigation shall notify the complainant and parents (as appropriate) in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. Due to the requirements of the Family Educational

Rights and Privacy Act, it will often not be possible to provide complainants and parents with detailed information on disciplinary actions taken against another student.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Principal.

Step III: If the complainant is not satisfied with the decision at Step II, he or she may submit a written appeal to the Principal or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The Principal or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The principal or designee shall provide a written decision to the complainant's appeal within 10 working days.

Step IV: If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board of Directors. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 10 working days, conduct an informal review at which time the complainant shall be given an opportunity to present the complaint and the Charter School's administration to respond if they so desire. The course and conduct of this proceeding shall be informal and shall be at the sole discretion of the Board. The Board shall provide a written decision to the complainant within 10 working days following completion of the informal review.

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

Documentation and Reporting

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

Uniform Grievance Procedure:

It is the Board's desire that administrative procedures for settling complaints and grievances of any and all persons (i.e., staff, students, patrons, hereinafter "Grievant") be an orderly process within which solutions may be pursued. Further, that the procedure provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each grievant be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Grievance Procedure

This grievance procedure should be followed if a grievant believes that the Board, its employees or agents have violated the grievant's rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy. The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

A grievant with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Charter Director review the principal's decision. This request must be submitted to the Charter Director within fifteen (15) days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Charter Director within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Charter Director agrees

with the recommendation of the Coordinator, the recommendation will be implemented. If the Charter Director rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Charter Director

Upon receipt of the request for review, the Charter Director shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Charter Director shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Charter Director agrees with the recommendation of the principal, the recommendation will be implemented. If the Charter Director rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Charter Director.

If either party is not satisfied with the decision of the Charter Director, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Charter Director's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Charter Director to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Charter Director, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting if the appeal is filed a minimum of seven days prior to the next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

To file a grievance, pick up a grievance form in the office.

LUNCH:

11:00-11:20 5/6th eat 11:20-11:40 5th/6th play

11:00-11:20 k-2nd play 11:20-11:40 k-2nd eat

12:40-1:00 3/4th 1:00-1:20 3/4th play

COMPUTER USE POLICY:

Student and School Personnel Use: Vision Charter School supports the privilege of students and school personnel to have reasonable access to various information formats and believes it is incumbent upon students and school personnel to use this privilege in an appropriate and responsible manner. Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.

Procedures and Guidelines: Vision Charter's Technology Manager shall develop and implement appropriate procedures to provide guidance for student and school personnel access to electronic media. Guidelines shall address ethical use of electronic media, including the Internet, and issues of privacy versus administrative review of electronic files and communications and shall prohibit use of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

User Contract for Students: The required ***Student User Contract***, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian must provide the School Technology Manager with a written request.

Responding to Concerns: School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Access Privileges to Electronic Materials: At Vision Charter School, access to electronic information/resources can range from read-only access to instructional software to full search capability of the Internet. For these reasons, the Vision Charter School Board maintains the right to limit access to software and/or documents found either on the Local Area Network (LAN), Wide Area Network (WAN) or the Internet, via technical or human barriers. The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. His or her decision is final.

General Standards for Users: The following standards are used as a general structure for student access to electronic resources. ALL students and school personnel will receive instruction covering Internet applications. A "Tech Request" will need to be submitted for installation of all software.

Students: Students are allowed to use network resources using a username and password login. This type of user login allows students read-only access to instructional software and data files. Students' access to the Internet is only available under the direct supervision of a teacher or an instructional assistant and with a release form signed by the student and parent or guardian. Students are not allowed to have unsupervised access to the Internet or e-mail at school. Teachers and students can set "bookmarks" which are tagged and pre-selected sites on the Internet. This enables a teacher to lead online sessions but provides students with parameters outside which they should not venture.

School Personnel: For all school personnel who have network access, an account(s) with appropriate rights will be established. This account includes access to electronic mail.

Right to Privacy: The School Technology Manager has the right to access information stored in any user directory, or on the current user screen. Users are advised not to place confidential documents in his/her user directory. Network management and monitoring software packages will be used to review progress and for security purposes by randomly accessing student and school personnel monitors. Encryption will not be allowed, any users with encrypted or hidden files will be denied further access to the network.

Misuse of Information Technology and the Law: Copyright: Most software and much of the information posted on the Internet are copyrighted. Before software can be loaded on a computer or fileserver, the School must have the legal right to install that particular version of the software. The software license will specify whether the rights purchased are for single user on a single workstation, for multiple users, or for multiple workstations. Software may not be copied or shared outside the provisions of the agreement with the software publisher. Distributors of software have the right to audit the School at any time to ensure compliance with licensing agreements. Violations of software licensing agreements may constitute serious infractions of federal law and the violator may be subject to civil and/or criminal penalties.

Network Etiquette: The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

VCS-Net Terms and Conditions (Including Internet Access) - Acceptable Use: Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is inappropriate. Illegal activities are strictly prohibited. Using your VCS Internet account to play games, or download video or music to personal devices is not an acceptable use. The exception being any administrator or teacher allowances.

Rights, Responsibilities, and Privileges: This document of the *Electronic Resources Acceptable Use Policy* must be signed by all students and his/her parent or legal guardian. The purpose is to enable all users to understand clearly their responsibilities as users of the Internet via the VCS-Net. If you have any questions about these responsibilities, please contact the Technology Manager. If any user violates this policy, the student's access to the school's internet system and computers will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final. Actions which violate local, state or federal law may be referred to the local law enforcement agency. If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

The following will have responsibility for dealing with such violations:

Students – Administrator and School Technology Manager
School Personnel – Administrator and School Technology Manager

Network and Internet Regulations: The use of your account must be in support of education and research and consistent with educational objectives of the Vision Charter School Board. (This Network and Internet Regulations apply to ALL USERS, including wireless users.) All users must use their own unique ID and password to log on and off school workstations. All users will use a pre-defined network location (user folders) for storage of files. These user folders will be used for text documents and research related materials only. Files located on individual workstations are subject to erasure without warning by technical staff during upgrades, maintenance, or re-installs. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

Unacceptable Uses of Network: The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:

- Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy, local, state, or federal law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate local, state, or federal law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
- Uses that cause harm to others or damage to their property, person or reputation, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- Uses amounting to harassment, sexual harassment, bullying or cyber-bullying defined as using a computer, computer system, or computer network to convey a message in any format (audio or video, text, graphics photographic, or any combination thereof) that is intended to harm another individual.
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
- Sending, receiving, viewing or downloading obscene materials, materials harmful to minors and materials that depict the sexual exploitation of minors.
- Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
- Downloading copyrighted material for other than personal use;
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- Posting material authored or created by another, without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Using the network while access privileges are suspended or revoked.
- No workstation should ever be left on and logged into the network. Should the user leave his/her station logged on and an unauthorized user gain access to the network, the user will be held liable for any damages.
- No student will have access to the Internet without direct adult supervision. This includes before and after school. Any student violating this will be administered consequences. The staff member who has responsibility for that student will be responsible to the administrator.
- You may not reveal personal addresses, phone numbers, or photographs of students and/or staff.
- You may not monopolize the resources of VCS-Net by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, or using system resources for games.
- You may not use MUD (multi-user games) network via the VCS-Net.
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene material. (The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student and school personnel member beyond the scope of supervision defined in the user agreement).
- Purposefully annoying other Internet users, on or off the VCS-Net system, is prohibited; this includes such things as continuous talk requests. As a user of this community system, users should notify a network administrator of any violations of this contract taking place by others or outside parties; this may be done

anonymously.

Loss of Network Services: A user account may be suspended or closed at any time as required. School personnel may also request the system administrator or Technology Manager to deny, revoke, or suspend specific user accounts. Revocation of unsupervised network and Internet access will be for a period of not less than one calendar year. Users (students and school personnel) whose accounts are denied, suspended, or revoked do have the following rights: 1) To request (in writing) from the School Technology Manager a written statement justifying the actions. 2) To submit a written appeal to the Administrator. The decision of the Administrator is final.

No Warranties: The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification: The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet.

Security: Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices. The district will interpret "Harmful to minors" as defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), AND as defined in Section 18-1514(6), Idaho Code. For more details refer to the VCS policy titled, "District-Provided Access to Electronic Information, Services, and Networks. This policy is located in the District Office for review upon request and on the website.

Vandalism: Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operating system or applications of another user, computer hardware, or VCS-Net. This includes, but is not limited to, the uploading or creation of computer viruses.

Vision Charter School Student Responsibility Plan

We believe our students should be challenged to meet their full academic potential in a nurturing, safe, community-based environment. The staff and parents at Vision Charter are dedicated to having a school environment with an absence of threat where students remain excited about learning and independently practice school-wide behavioral expectations. Students should feel comfortable and secure while at Vision. Our responsibility plan is designed to:

- Support students in learning to make responsible choices now and in the future
- Ensure the physical and emotional safety of all children in our care
- Provide rules and consequences that allow the staff to be consistent
- Enhance the development of each child's self-concept while preserving individual dignity

As we work with your child to develop responsibility and self-control, your support is of immeasurable importance. To ensure that we all are working together, we would appreciate you reviewing the following expectations:

School Rules and Behavioral Expectations

Common Area	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none">• Walk facing forward• Keep hand, feet, and objects to self• Get adult help for accidents	<ul style="list-style-type: none">• Use kind words and actions• Wait for your turn• Clean up after self• Follow adult	<ul style="list-style-type: none">• Follow school rules• Remind others to follow school rules• Take proper care of all

	<ul style="list-style-type: none"> and spills Use all equipment and materials safely 	<ul style="list-style-type: none"> directions 	<ul style="list-style-type: none"> personal belongings and school equipment Be honest
Lunch	<ul style="list-style-type: none"> Keep all food to self 	<ul style="list-style-type: none"> Follow game rules Include everyone 	<ul style="list-style-type: none"> Use pass for leaving the area
Playground/Recess	<ul style="list-style-type: none"> Stay within boundaries Be aware of activities, games, and people around you No play fighting What is on the ground stays on the ground 	<ul style="list-style-type: none"> Follow game rules Include everyone Patiently wait for your turn Be kind to others 	<ul style="list-style-type: none"> Use pass for leaving the area Put all equipment away at the end of each break
Passing Areas, Outside Areas	<ul style="list-style-type: none"> Stay to the right Allow others to pass 	<ul style="list-style-type: none"> Hold the door open for the person behind you Use quiet voices 	<ul style="list-style-type: none"> Stay on sidewalks Walk facing forward
Bathrooms	<ul style="list-style-type: none"> Keep feet on the floor Keep water in the sink Wash hands Put towels in garbage can 	<ul style="list-style-type: none"> Knock on restroom door Give people privacy Use quiet voices 	<ul style="list-style-type: none"> Flush toilet after use Return to room promptly
Arrival and Dismissal Areas	<ul style="list-style-type: none"> Walk on sidewalks Walk facing forward 	<ul style="list-style-type: none"> Use kind words and actions Wait for your turn Follow adult directions 	<ul style="list-style-type: none"> Arrive on time Leave on time
Special Events And Assemblies	<ul style="list-style-type: none"> Wait for arrival and dismissal signal 	<ul style="list-style-type: none"> Use audience manners Sit on bottom 	<ul style="list-style-type: none"> (See common areas)
Elementary students on 7-12 School Campus	<ul style="list-style-type: none"> Stay on sidewalks Only travel to the building when told to do so and with supervision Do not wander the hallways or enter the classrooms 	<ul style="list-style-type: none"> No voices in the hallway- the older students are in class 	<ul style="list-style-type: none"> (See common areas)

Wellness Policy:

Vision Charter School is committed to the ideal that a healthy life style provides a higher quality of, and a more productive life. To achieve this, Vision Charter School District promotes student health and wellness development through health

and nutrition education, fitness-focused instruction and activity opportunities, and the promotion of a “wellness” attitude throughout its schools and community.

- A. District curriculum will include instructional goals that inform students about nutrition, healthy food choices, physical fitness, and active lifestyles.
- B. VCS will provide extra-curricular activities that promote the joy of physical activities.
- C. The district will continue to support community based athletic programs that involve students participating in co-ed intramural sport programs with partnering schools in the area when possible.
- D. VCS will encourage staff, student, and family participation in nutrition awareness and wellness activities such as sports, exercising, walking, etc.
- E. The district will support the Federal USDA guidelines by providing lunch meal choices for all students that meet US dietary nutritional requirements.
- F. School staff is discouraged from using food or carbonated beverages as a reward for student accomplishment. A list of alternative rewards for classroom use will be available.
- G. VCS will attempt to provide a pleasant eating experience for students by adopting the following procedures:
 - a. Nutrient analysis made available to teachers, parents, students, and health professionals when requested.
 - b. Adequate time to eat in a pleasant eating environment should be provided. The recommended eating time for each child after being served will be 15 minutes for lunch. School personnel will schedule enough time for lunch periods and serving lines so students do not have to spend too much time waiting in line.
 - c. Adult supervision and role modeling is available during meal service times to encourage students to eat the meals.
 - d. Drinking fountains will be available for students to get water at meals and throughout the day.
 - e. School personnel will encourage the healthy practice of hand washing before eating.
- H. VCS will encourage the use of healthy food and beverage choices when food is offered for class activities, field trips, and school-wide events and in vending machines.
- I. VCS will maintain a Wellness Committee consisting of the school food authority, P.E. teacher, and school administrators. The school administrator will be responsible for compliance, development, implementation, and evaluation of this policy.
- J. VCS will maintain a web page linking to information for the public regarding the content and implementation of local wellness policies.
- K. VCS will be measured periodically on the extent to which the school is in compliance with the local wellness policy, the extent to which this policy compares to model local school wellness policies, and the progress made in attaining the goals of the local wellness policy.
- L. Health curriculum will include instruction that informs students about the effects of substance abuse, negative peer pressure, and the development of positive, productive, and safe life style.
- M. VCS staff and students will encourage acceptance and respect for oneself and others, including acceptance of diversity of body size and weight. VCS will promote sensitive practices relating to weight assessment.

Vision Charter is in the process of updating our Wellness Policy. Please email Mrs. Oldenkamp at wendyoldenkamp@visioncsd.org if you would like to be an active member of the School Wellness Committee during the 2016-2017 school year.

Appendix A Healthy School Party Snack Suggestions

Students are taught in the classrooms about good nutrition and the value of healthy food choices. However, many times foods served in the classroom, in the case of a class party, are low in nutrients and high in calories. Below are some suggestions for healthier party treats:

- 100% juice, water/flavored water, fresh fruit assortment, fruit and cheese kabobs, 100% fruit snacks, vegetable trays, string cheese/cheese cubes, pretzels, low-fat popcorn, angel food cake, apples with fat-free caramel dip, yogurt parfaits (yogurt, berries, granola, layered), yogurt smoothies, yogurt in a tube (go-gurts), quesadillas with salsa.