

2011-2012

# Student Handbook



## Coeur d'Alene Charter Academy

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Coeur d'Alene, ID 83815  
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Vice Principal/Activities Director.....	Brett DePew
Business Manager.....	Glenn Mabile
Counselor.....	Dr. Jim Schaffer
Communications/Activities Assistant .....	Michelle Lockhart
Registrar/Board Clerk.....	Melissa Thompson
Executive Assistant to CFO/Business Manager .....	Angela Shope
Attendance Secretary .....	Kelley Gleixner
Custodian.....	Carl Larsen
Custodian.....	Clark Menzies
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**MISSION STATEMENT**

Coeur d'Alene Charter Academy is dedicated to providing a rigorous, content-rich, college preparatory education for any students who are willing to accept the challenge.

**DEFINITION OF A CHARTER SCHOOL**

Charter schools are nonsectarian public schools of choice that operate under the same regulations that apply to traditional public schools. They are financed by the same per-pupil funds that all public schools receive; therefore, there is no tuition charged to the students. The “charter” establishing each school is a performance contract detailing the school’s mission, program, goals, students served, methods of assessment, and ways to measure success.

A charter school is accountable for both academic results and fiscal practices to several groups: the sponsor that grants its charter, the parents and students who choose it, and the public that funds it. This is a higher degree of accountability than is required of ordinary public schools.

Legislation enacted in 1998 authorized the establishment of charter schools in the State of Idaho. Coeur d'Alene Charter Academy received its charter from Coeur d'Alene School District 271 and opened in the fall of 1999. Coeur d'Alene Charter Academy is accountable to District 271 to produce positive academic results and adhere to the charter contract. College preparation is the specific purpose of this school.

**ADMISSION**

Coeur d'Alene Charter Academy accepts students in grades six through twelve. Full-time returning students will be accommodated, provided course registration forms are returned by the deadline indicated. Applications for new full-time students must be received by the second Friday in March to be eligible for the lottery drawing. If applications for admission exceed the enrollment maximum, acceptance will be determined by a lottery. Siblings of currently enrolled full time students will be accepted provided applications are received by the second Friday in March. Full time students who apply after the second Friday in March will be placed on a waiting list based on the date and time the application is received. Contact the registrar for information on part-time and exchange student admission.

The Academy does not discriminate against students of a particular race, color, national origin, sex, religion, or disability in our admission policy, or in providing access to programs or activities to students who, with or without special education or related aids and services, are able to meet the essential standards of the Academy.

**ACADEMIC INFORMATION**

Coeur d'Alene Charter Academy is a college preparatory school and maintains high academic standards for its students. Course content is designed to challenge and educate students in the core curriculum.

**Grading**

Grades will be computed and reported on a 4 point scale as follows:

A	4.0 (93-100)	B+	3.3 (87-89)	C+	2.3 (77-79)	D+	1.3 (67-69)	F	0.0 (0-59)
A-	3.7 (90-92)	B	3.0 (83-86)	C	2.0 (73-76)	D	1.0 (63-66)		
		B-	2.7 (80-82)	C-	1.7 (70-72)	D-	.7 (60-62)		

### **Grading Continued**

For Advanced Placement (AP) classes one grade point will be added to student grades, effectively creating a 5-point scale. For classes designated as Honors classes, one-half point will be added, creating a 4.5-point scale. A grade of F will not receive this weighting, and will merit zero points.

### **Final Exams**

All teachers are required to give a comprehensive final exam for each course, each semester. The examination may take the form of a project, a written test, a presentation, or a combination of the three.

Final exams will be:

- Comprehensive – contain elements that will test the knowledge, understanding and/or application of the major concepts of the course.
- Given during the two hour examination schedule. Parts of the exam may be administered prior to the two hour exam period, however, significant assessment is required to be done during the two hour exam period.
- Graded and become an important part of the student's grade in the course.

### **Graduation Requirements**

The minimum number of credits required for graduation from high school is forty-six (46). Graduation requirements are distributed for each grade at the time the student is registered for admission.

### **Promotion Requirements**

Promotion requirements grades 6-8, and freshman through senior standing:

#### **Sixth Grade Promotion**

A student in the sixth grade will not be promoted to the seventh grade unless he/she has passed Language Arts and math, and has the recommendation of the teacher.

#### **Seventh Grade Promotion**

A student in the seventh grade will not be promoted to the eighth grade until he or she has successfully completed two of the seventh-grade core classes of English, Geography, and Life Science. A seventh-grade student who receives promotion but fails any one of these classes will be required to retake that class in the place of an eighth-grade elective, while taking a full load of eighth-grade core classes. Students failing to gain promotion to eighth grade will not be enrolled in eighth-grade classes, but retake the entire seventh-grade schedule.

#### **Eighth Grade Promotion**

A student in the eighth grade will not be promoted to the ninth grade until he or she has successfully completed two of the eighth grade core classes of English, Civics, and Earth Science. Additionally, an eighth-grade student who receives promotion but fails the required Latin I class will be required to repeat Latin I as the first year of the Academy's two-year foreign language requirement. Students failing to gain promotion to ninth grade will not be enrolled in high school classes; rather, they will be required to repeat all eighth grade classes.

#### **Freshman Standing**

A student does not have freshman standing until he or she has successfully completed two of the eighth-grade core classes of English, Civics, and Earth Science, and is on track to graduate in four years. Having failed any one of these classes, a student will be required to retake that class in the place of a ninth-grade elective, while taking a full load of ninth-grade core classes.

#### **Sophomore Standing**

A student does not have sophomore standing until he or she has completed all of his or her ninth-grade core classes of literature, social studies, science, foreign language, and math, has accumulated at least ten credits, and is on track to graduate in three years.

### **Junior Standing**

A student does not have junior standing until he or she has successfully completed all of his or her tenth-grade core classes of English, social studies, science, foreign language, and at least two credits of high school math, has accumulated at least 22 credits, and is on track to graduate in two years.

### **Senior Standing**

A student does not have senior standing until he or she has successfully completed all of his or her eleventh-grade core classes of English, social studies, science, at least four credits of high school math, one credit of fine arts, two credits of foreign language, has accumulated at least 32 credits, and is on track to graduate by the end of the school year.

### **Elective Credit**

At the principal's discretion, the Academy will award elective credit for classes that are not offered at the Academy, and are needed to graduate or enhance a student's career objectives. In order to qualify, parents must present a copy of the curriculum covered, documentation of hours, and name and qualifications of instructor. One (1) credit for every seventy (70) hours of instruction may be awarded. Grades will be on a pass/fail basis and will not be calculated in the grade point average. Also, students can receive, on a one-time basis, one (1) credit for ninety (90) hours of documented volunteer activity. In addition to a log of hours, students will be required to write a minimum three-page report discussing the nature of the volunteer work, and any lessons learned and value gained from the experience.

### **Remediation**

If a student fails any course required for graduation, (or any course required for completion of grade seven or eight) the student must retake the course before continuing on to the next course level. In addition, to move forward in any sequential courses (e.g., math, foreign language), a student must have a minimum grade of C-. The course may be retaken at the Academy the next time it is offered, space permitting.

### **Dual Enrollment**

Dual enrollment is defined as taking classes for credit at or through another accredited learning institution while enrolled as a full-time student at the Academy.

The privilege of dual enrollment may only be extended to students who have at least junior standing with a cumulative weighted GPA of 2.5 or higher. The student must apply to the principal or designee on the approved form signed by the student and parent one month prior to the required enrollment deadline at the other institution. To assist in completing the master schedule, students will notify the principal by the completion of school (approximately June 15) of their intent to dual enroll the following fall. Classes taken through dual enrollment must meet the Academy standards for rigor and content. No more than two classes per semester at or through a post secondary institution may be taken through the dual enrollment process. For every credit earned at or through a post secondary institution, the student will earn half a credit at the Academy (e.g. four college credits equals two Academy credits). All classes taken outside the Academy will be designated as such on the student's transcript, and grades received by dual enrollment will not be included in the student's grade point average. It is the student's responsibility to provide the registrar with documentation of all earned dual enrolled credit in the academic year it is obtained. Seniors must provide this documentation by the end of May to ensure credits are in order for graduation. Contact the office for a complete copy of the dual enrollment policy.

## ATTENDANCE AND TARDIES

### **Philosophy**

Coeur d'Alene Charter Academy expects excellent attendance and punctuality to class and all other school commitments. Students should miss school only in cases of illness and personal or family emergencies. Health care appointments, vacations, and other non-emergencies should be scheduled whenever possible to avoid school absences. In order to maintain a high academic standard and develop an outstanding work ethic, attendance is of the utmost importance.



**An Absence** shall be defined as any class not attended for any reason. Absence in one class will not affect the attendance record in any other class. Attendance will be taken in each class and all absences (excused and unexcused) will be recorded.

- **Excused Absences** are defined as absences that occur due to personal illness, personal or family emergency, or legal appointments. Missed schoolwork will be scheduled by the teacher to be made up in a definite time period. Tutoring will be made available to a student who misses class for an excused absence.
- **Unexcused absences** are defined as absences that occur with the parent's permission for reasons other than the excused absences, (i.e. family vacations, extended holidays). Students will be required to obtain assignments and homework from their teachers prior to the unexcused absences in order to receive credit. Missed schoolwork must be completed and turned in upon the day of their return. Any additional work assigned by the teacher during the unexcused absence period will be due on a set date as prescribed by the teacher.
- **Truancy** is defined as any absence that occurs without the knowledge of the parent or the school. Truant students will receive a suspension from school and a zero for each class missed. In cases of truancy any tests or school assignments may not be made up. Habitually truant students will be reported to the prosecuting attorney in the county of the student's residence.

### **Accumulated absences will result in the following action:**

#### **1-6 absences per class per semester**

Parents will be notified of each absence. On the sixth absence the school will send home a letter that reiterates our attendance policy, and explains the consequences of continued absences. Teachers have the prerogative to not allow make up work for classes missed due to unexcused absences.

#### **11+ absences per class per semester**

Regardless of the nature of the absences (excused and/or unexcused), credit may be denied for any class in which a student has accumulated 11 or more absences. The determination to grant or deny credit will be made by the Principal, with input from the classroom teachers.

### **Procedure:**

Parents should notify the office as soon as possible when their child will be absent. This can be done by calling the office. An absence will be registered as excused only when a parent or guardian contacts the office and verifies the date and reason for the absence. This verification must be provided within two (2) days of the student's return to school. If no verification is received within two (2) days, the absence will remain unexcused. Only the principal or his designee can excuse an absence. Their decision will be based on the documentation provided by the parent.

**Tardies:** A **Tardy** is defined as the condition or situation when a student is not in his/her assigned seat with all of the necessary study materials at the start of the class period.

### **Tardies Continued**

Rationale: The first few minutes of class at the Academy set the stage for the day's lesson. Generally a teacher has an "anticipatory set" which engages the students' inquiry or curiosity and prepares the students for the day's lesson. Class time at the Academy is valuable. Teachers design lessons so that learning is maximized and interruptions are minimized within the allotted time.

When a student is late to class, the entire class is interrupted, the teacher is interrupted, and the tardy student has missed a vital part of the day's lesson. Timely attendance at the Academy is mandatory. Punctuality to class and all activities is paramount. There is no excuse for habitual tardiness.

Tardies are excused for dental, medical, and legal appointments, and for health reasons.

### **Procedure:**

1. A student will be allowed up to three (3) unexcused tardies per class, per semester, regardless of the circumstances. The teacher will attend to the situation as they see fit considering the circumstances. A grade penalty or loss of score may result. Teachers may assign additional penalties as they see fit.
2. Upon the fourth unexcused tardy, the student will automatically be assigned one (1) hour of detention to be served after school and the parents of the child shall be notified.
3. Upon the fifth unexcused tardy, the student will automatically be assigned two (2) hours of detention to be served after school and the parents of the child shall be notified.
4. Upon the sixth unexcused tardy, the student will be suspended from attending school and student activities for one (1) day without the possibility of appeal.
5. Upon each subsequent unexcused tardy, up to and including eleven (11), the student will serve another two-hour detention and the parents of the student will be notified.
6. Upon the twelfth unexcused tardy, the student will be suspended from school and school activities for an additional two (2) days.

### **Continued Enrollment/Truancy**

If a student does not attend school for ten (10) consecutive days and the parent has not communicated with the school or responded to contacts from the school during that period of time, the student will be considered as having withdrawn from the school. Further, the student will be reported to juvenile authorities as truant.


### **Make-up Work**

The faculty is understanding about work missed during an excused absence and will allow a reasonable amount of time for such work to be completed. Parents will be responsible for picking up homework assignments during extended absences, by arrangement with the classroom teachers. However, a student who is absent on the day of a test or a major assignment being due, with no valid excuse, will be given a zero for the work missed.

## CLASSROOM INTERRUPTIONS

Classroom interruptions will not be permitted except in the event of an emergency. Non-emergency messages will not be delivered to the classroom. Students are **not** allowed to leave their class to use the phone or for any other non-emergency reason. Every effort will be made at all times to ensure the integrity of the classroom. The office staff does not accept or deliver items such as flowers, balloons, gifts, etc. to students. Only items such as homework, lunches, or uniforms may be left for a student on the drop off table (located by the front entry), the student may check for his/her item between classes or during lunch. Valuable items should be brought to the office.

## CELL PHONES/ELECTRONIC DEVICES

 Cell phones, MP3 players, laptops, and all other personal electronic devices are not permitted during school hours [7:55 – 2:45, including passing time and lunch]. Students found to be in possession of these devices will have them confiscated. Repeated violations will result in short-term suspension.

## COMMUNICATION

### **Daily In-School Communication**

Daily bulletins will be announced to the student body and staff via the P.A. system. Parents receive the daily announcements by e-mail. Parents may also access the daily bulletin by reading the copy posted outside of the school office.

### **School-to-Parent Communication**

School newsletters will be sent home each month. The newsletter can also be accessed through the school web site ([www.cdacharter.org](http://www.cdacharter.org)). All written communication from the Academy will be identified by school logo.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held during the first semester. Parents are encouraged to schedule additional conferences with a teacher as soon as any concern or question arises. Teachers will respond as soon as practical, and in less than two (2) working days in the absence of unusual circumstances.

### **Grievance Policy**

The daily conduct of the business of the Coeur d'Alene Charter Academy is under the direction of the principal and he is the authority over all daily decisions, such as disciplinary issues, uniform compliance, and attendance/absentee issues

Coeur d'Alene Charter Academy teachers strive to challenge our students academically, pushing them to achieve more and grow more than they have before. Sometimes this will result in frustrations from students who feel they are being pushed too hard. Students may have problems with the way class is conducted, with a teacher's disciplinary procedures, or with the content of the class. We encourage students to come to teachers with questions or concerns. Sometimes, however, a student may have a serious grievance that requires parental involvement. The Charter Academy has adopted the following procedure for dealing with such issues:

- Student approaches teacher outside of class with the problem. If the problem is not resolved,
- Parent contacts the teacher outside of class. If the problem is not resolved,
- Student, parent, and teacher meet with the vice principal. If the problem is not resolved,
- Student, parent, teacher, vice principal meet with the principal. If the problem is not resolved,
- Student, parent, teacher, vice principal, and principal meet with the Charter Academy Board of Directors. The student will be present but may be excused at the discretion of the board. The decision of the Board is final.

In exceptional circumstances, when the safety of any party is threatened, or when other legal authority prevails, this policy may be disregarded.

Along each step, the faculty, administration, and the Board of Directors will attempt to resolve the grievance to mutual satisfaction, consistent with the mission and policies of the school.

## COMPUTER USE



replacement.

In order to access school computers, an Acceptable Use Policy form must be signed by parents and students. Computer use is a privilege, and the guidelines for use must be strictly adhered to. Students are liable for any damage they cause to computers, which may include the cost of repair or

## DRIVING INFORMATION

### **Driver's Education Policy**

In order to qualify for a driver's permit or license, students under the age of eighteen must obtain a letter from the Academy verifying that they are in compliance with Academy attendance requirements.

A letter will not be issued to a student who has been denied credit based on attendance in the previous or current term. In the case of a student who has exceeded the number of allowable absences and is appealing denial of credit, the verification letter will be withheld pending the outcome of the appeal.

### **Student Parking**

Any student who plans to drive to school must follow these rules:

- Each student must register with the office and obtain a parking permit.
- The permit must be hung on the rear view mirror. The permit is not transferable.
- Students will park in the designated parking area only.
- Students must enter and leave the campus according to the traffic patterns specified.
- Once students arrive on campus, **vehicles are off-limits until the time of departure.**
- Driving to school is a privilege and may be subject to forfeit if the student fails to observe all traffic laws and school regulations, or if the student operates his/her vehicle in any manner that endangers the health and safety of any person.

## EXTRACURRICULAR ACTIVITIES



Coeur d'Alene Charter Academy offers various activities beyond the classroom. All extracurricular activities will be supervised by a member of the Coeur d'Alene Charter Academy staff plus parent chaperones, if needed. Participation is a privilege that can be revoked for failure to comply with any requirement of the activity in question. Permission slips from parents will be required for any activity that involves leaving the Academy property and must be on file prior to any trip. Academic probation procedures apply to all students involved in extracurricular activities.

**Extracurricular eligibility** will be based on official Charter Academy quarter grade reports. In the case of dual enrollment, college semester grade reports will also be used to determine extracurricular eligibility. The minimum grade requirements for full eligibility are passing at least four classes, having no F's and no more than one D. Classes used to determine extracurricular eligibility include all Charter Academy classes, all dual enrollment classes, and all classes taken from non-traditional schools such as home schools or internet schools. Any class, regardless of duration, will be considered for eligibility purposes when the grade is reported on an official grade report. In no circumstance may eligibility be regained during the summer.

**Ineligibility** will result when a student receives one or more F's on a Charter Academy quarter grade report and/or a college semester grade report. This student will be ineligible for participation in extracurricular activities until the next Charter Academy quarter grade report indicates he/she is no longer failing any Charter Academy class. If the failing grade(s) are on a college fall semester grade report, the Charter Academy third quarter grade report will present the first opportunity for a dual enrolled student to regain eligibility. During the period of

### **Extracurricular Eligibility Continued**

ineligibility students will not be allowed to participate in sports and/or other extracurricular activities; they may not practice, rehearse, meet, compete, perform, assist, or in any way participate in an extracurricular activity.

**Academic probation** will occur when student receives two or more D's on a Charter Academy quarter grade report and/or a college semester grade report. While a student is on academic probation, he/she may practice or rehearse, but may not participate in games or events. If the first Charter Academy school-wide progress report following a report card indicates a student on academic probation has raised his/her grades to meet the minimum grade requirements, he/she will be removed from academic probation and be allowed to participate in games or events. If a student does not sufficiently raise his/her grades during these time periods, he/she will become ineligible for any participation in extracurricular activities until the Charter Academy quarter grade report indicates the grades are at or above the minimum grade requirements.. In lieu of Charter Academy grade reports and school-wide progress reports, the school administration will provide an alternative method of determining extracurricular eligibility for non-traditional students who are on academic probation. A non-traditional student is defined as a student who is not enrolled full time in Charter Academy and/or college dual enrolled courses.

For purposes of determining extracurricular eligibility, grades earned on fourth quarter Charter Academy grade reports and/or college spring semester grade reports will carry over to the Charter Academy first quarter of the following school year.

Sixth grade students new to the Charter Academy are eligible to participate in all extracurricular activities during their first quarter.

Eligibility status will be determined at the established deadline for grades to be submitted to the registrar for progress reports and grade reports.

Also, at any time, regardless of probationary status, students may not be allowed to go on class trips that will cause them to miss classes where their grades are deficient, defined as a D grade or lower. This will be determined on a case-by-case basis, at the discretion of the teachers, with the principal having final determination in cases of disagreement. In this manner we expect to maintain the high academic standard for which this school was founded and to provide the proper expectation for student success.

### **Attendance Requirement for Student Participation in Extracurricular Activities**

Students who are absent from school one or more periods on the day of an extracurricular activity in which they are scheduled to take part, will not be allowed to participate in that activity. This includes games, practices, meetings and/or rehearsals. Exceptions may be made by the activities director for verified medical appointments, unavoidable circumstances, or other prearranged cases. This policy affects all Charter Academy extracurricular activities, i.e., sports, drama, music, debate, clubs, etc. Any extracurricular activity involving in-school time or out-of-school time requires attendance at school that day. Coaches/advisors of the various activities will advise their students of this requirement and be responsible for monitoring its implementation. Any students suspended from school for disciplinary reasons will not be allowed to participate in any extracurricular activity on the days they are out of school.

### **Sports Physicals and Interim Questionnaires**

Students are required to undergo a physical examination and have the Idaho Health Examination and Consent Form (Athletics & Activities Packet) on file in the school office prior to their first practice for any Coeur d'Alene Charter Academy sponsored sport. An Interim Questionnaire must be completed and on file in the school office in any year a physical exam is not taken. The required Idaho Health Examination and Consent Form and the Interim Questionnaire are



### **Sports Physicals and Interim Questionnaires Continued**

available on the school website, in the school office, or from the coach of a specific sport. Physical exams must be conducted by a licensed physician, physician's assistant, or nurse practitioner.

For any student in grades 6-8 to participate in sports, a physical exam taken after May 1 of the 5<sup>th</sup> grade year will remain valid for the duration of middle school. The Idaho Health Examination and Consent Form is valid for all three years of middle school.

For any student in grade 9 to participate in sports, a physical exam must be taken after May 1 of the 8<sup>th</sup> grade year. For high school students, The Idaho Health Examination and Consent Form is valid for two calendar years.

### **FUNDRAISING**

In order to prevent overlap and duplication, all fundraising efforts (PTO, ASB, faculty) **must be coordinated through the Academy business manager.** (Policy Title: Student Activity Fund Management, Adopted: November 20, 2001).

### **LOCKERS**

Student lockers will be assigned during the first week of school. Locks are available from the office for a charge of \$10.00. At the end of the school year, locks must be returned to the office, and the student will receive a refund of \$5.00. Only school locks may be used on school lockers, and the office retains the right to open any locker for unannounced inspection at any time. Any change to locker assignment must be done by the administration.

### **LOST & FOUND**

A lost-and-found bin will be maintained during the school year. Students or parents may check the receptacle at any time for missing items. The bin will be emptied as needed, and all unclaimed items will be taken to a local charity outlet. All uniform articles look alike; therefore identify yours by putting your name on the label.

### **LUNCHES**



Coeur d'Alene Charter Academy does not participate in the federal student lunch program, which provides free and reduced lunches. Therefore, students need to bring a sack lunch from home or may purchase lunch from our approved vendors.

### **MEDIA POLICY**

All videos/movies shown in the classroom must have serious academic value and approval from the principal prior to being shown to students. G-rated videos/movies may be utilized by classroom teachers without parental notification. PG and PG-13 videos/movies will be shown only if parents have been notified in advance. Parents have the right to restrict their child from viewing those videos/movies without penalty to the student. R-rated videos/movies will not be shown at the Academy.

### **PARENT TEACHER ORGANIZATION (PTO)**

All parents are encouraged to participate in their child's education. Parents are represented at Coeur d'Alene Charter Academy by the Parent Teacher Organization (PTO). Through the PTO, parents may provide support for the mission and operation of the school. Because we are a charter school operating with limited public funds, we depend on parents and the community for many extras that provide opportunities for our students. Parents are encouraged to render assistance, either financial or in volunteer activities, as they are able.

## **SCHOOL SAFETY**

### **Closed Campus/Visitors**

Coeur d'Alene Charter Academy is a closed campus. A student may not leave the campus between the scheduled time of arrival and the scheduled time of departure without permission from the office and his/her parent or guardian. Students leaving and returning to school and all visitors must check in at the office before proceeding to class or other locations in the building. All visitors must wear a visible visitor pass while on campus. No loitering by any person on school grounds will be allowed.

### **Leaving Campus During Unscheduled Class Periods**

Juniors and seniors in 'good standing' will be given the privilege of leaving campus during periods they have no classes scheduled. In order to attain 'good standing', juniors and seniors must meet all of the following requirements:

- Juniors must have at least 22 credits earned and be on track to graduate with their class.
- Seniors must have at least 34 credits earned and be on track to graduate with their class.
- Have no suspensions for behavior or other school violations.
- Have a valid Permission to Leave Campus form on file in the office. This form must be signed by a student's legal parent or guardian, the school counselor, and the vice principal.

The following rules apply to students leaving campus.

- A student may not leave campus during Study Lab unless he/she has no class scheduled during period 2 or 3.
- Students leaving campus during the school day are required to sign in and out at the office. Failure to comply with this requirement will result in loss of privilege.
- Students who are tardy to class upon returning to campus more than 3 times in a semester will lose the privilege to leave campus during unscheduled class periods. Parents will be notified if privileges are revoked.
- Students who remain on campus during unscheduled class periods, or arrive on campus during unscheduled class periods must be in an assigned Study Hall or comply with other arrangements made with the vice principal.
- Coeur d'Alene Charter Academy will not monitor, nor take responsibility for transportation methods used by students leaving campus during unscheduled class period and/or returning to campus to attend scheduled classes.

### **Drop-off and Pick-up of Students**

All persons driving on campus will observe a safe and efficient traffic pattern established by the administration in cooperation with the Coeur d'Alene Police Department. The directions for drop-off and pick-up will be available in the office.

### **After School Supervision Procedures**

The Coeur d'Alene Charter Academy does not provide transportation to or from school for our students. It is the responsibility of each family to make all the necessary arrangements to provide this transportation for their child(ren). At the Academy, regular classes end at precisely 2:45 P.M. each day. After 2:45 the students have until 3:00 to gather their things, take care of any business, and vacate the building. **All students must be out of the halls and off the playground no later than 3:00 P.M.** Students who have made arrangements to be picked up by 3:00 may wait in front of the building for their ride to arrive. **Students who are going to be picked up after 3:00 must check into our supervised study hall room or be in a classroom with another teacher until their ride gets here.** Study hall is in the high school MPR and is open from 3:00 – 4:00 on Monday-Friday. **All students accessing the after school study hall**

### ***After School Supervision Procedures Continued***

**must be picked up no later than 4:10 P.M.** (The only exception is that students beginning an activity at 4:00 must go immediately to their coach/advisor no later than 4:00 P.M.)

Students remaining at school after 3:00 P.M. will be allowed to use their cell phones or the phone in the commons to communicate regarding their pick up time. Also, before 4:00 P.M. you may come into the building and the office will call your child out of study hall for you.

These procedures also apply to students who are waiting after school for sports or other extracurricular activities. Please be aware of your child's extracurricular schedules and make all the necessary arrangements for transportation immediately at the end of the scheduled activity.

Other than the supervised study halls, meeting with individual teachers in their classrooms, and supervised extracurricular activities, the Academy does not provide supervision of students after 3:00 P.M. Again, it is the responsibility of the family to make all the necessary arrangements for transportation. Due to supervision and liability issues, the Academy will not allow students to 'hang out' in the hallways or playground areas after school.

We have a closed campus, so after your child arrives at school he or she **may not** leave campus without a parent or other adult pre-arranged, (i.e. carpool, relative).

Thank you for your attention to this matter. We are committed to the safety and well being of our students, and having them on campus unsupervised is not acceptable to us.

### **Emergency Drills/Procedures**

Fire and lock-down drills will be conducted at unannounced times during the school year. During the first week of school, students will be instructed by their classroom teachers as to routes and procedures to be followed. Instructions will be given regarding responding to intruders in the building, hazardous material exposure, and other safety issues. It is crucial that all students follow these rules for the safety of all persons in the building. In addition, this school has a zero tolerance policy for weapons on campus (see Student Behavior/Discipline). A student who notices a condition that could be dangerous should inform a staff member immediately.

### **Emergency Information File**

Each student will have on file in the office all information required to assist the student in an emergency situation. Included will be phone numbers for contact persons, known medical conditions, doctor's numbers, and any other pertinent information. It is the responsibility of the parent or guardian to keep this information current.

### **Medication Policy**



Students requiring prescription or nonprescription medication during the school day must bring the medication to the office upon arrival at school, in its original container with the student's name clearly visible on the bottle. (No Baggies or pillboxes allowed.) A completed Medication Administration form (copy attached) from the parent or guardian must accompany the medication, specifying the time(s) and amount(s) of required dosages. If the medication is to be administered at different times or in different amounts from what is specified on the label, a physician's signature is required. The medication will be administered to the student by the school secretary (or other authorized staff member) in the school office. No medicines of any kind may be retained by the student in lockers or backpacks, with the following exception: A student who has been instructed in the self-administration of medication for treatment of a serious condition (e.g. asthma, allergies, diabetes) shall be permitted to possess and use a prescribed medication (e.g. inhaler or Epi Pen) at all times, provided the school has received, and administration has approved, a signed prescription or written direction from his/her

### ***Medication Policy Continued***

physician or health care provider stating that the carrying of such medication is medically necessary. There will be disciplinary action for students who violate this policy.

#### **Expected Behavior**

Students at Coeur d'Alene Charter Academy are expected to be courteous and well mannered, respectful of teachers, staff members, and each other. They are expected to be honest and trustworthy. The following rules shall pertain to all students of Coeur d'Alene Charter Academy and shall be in effect during school hours and at all school-sponsored activities.

#### **Prohibited Behavior**

The following is a partial list of some of the misbehaviors that will be dealt with by the staff of the Academy:

- Academic Dishonesty: Cheating, plagiarism, and other forms of academic fraud will not be tolerated. All teachers are required to report all incidents of academic dishonesty to the principal. The consequences of academic dishonesty are severe.
- Assault, provoking assault, and fighting
- Hazing/harassment
- Possession of a weapon
- Willful disobedience
- Disruptive behavior
- Vandalism
- Vulgarity or profanity
- Use of any kind of tobacco
- The use, sale, and/or distribution of controlled substances
- Stealing
- The operation of any motorized vehicle in a dangerous manner on or near school property
- Outward displays of affection
- Any behavior that is harmful to the school, the school community or any individual

The Academy expects appropriate conduct at all times. The range of consequences for any inappropriate behavior includes, but is not limited to, parent contact, detention, out-of-school suspension, and expulsion.

Multiple infractions or unacceptable behaviors will result in compound consequences. The Academy staff follows a progressive discipline model to encourage positive changes in behavior.

Only the Board of Directors can expel a student.

#### **Weapons**

Possession of any dangerous item while attending school or on school property at any time is prohibited. School administrators and staff are authorized to confiscate such items immediately. The Academy has a zero tolerance policy for weapons.

#### **Zero Tolerance Policy**

STUDENTS AND ALL VISITORS TO THE SCHOOL ARE FORBIDDEN TO KNOWINGLY AND/OR VOLUNTARILY POSSESS, HANDLE, TRANSMIT, OR USE ANY INSTRUMENT THAT CAN BE USED AS A WEAPON OF ANY KIND WHILE ON SCHOOL PROPERTY. ANY OBJECT WHICH COULD BE USED TO INJURE ANOTHER PERSON AND WHICH HAS NO SCHOOL-RELATED PURPOSE FOR BEING IN SCHOOL OR ON SCHOOL GROUNDS WILL BE CONSIDERED A WEAPON FOR PURPOSES OF THIS POLICY. THIS POLICY WILL EXTEND TO ANY PROPERTY IN USE FOR SCHOOL PURPOSES OR EVENTS.

#### **Possession/Use**

Any student found to be in possession, using, or attempting to use any object as a weapon will result in the student's immediate suspension or possible expulsion. Any student expelled from the Academy for a weapons violation will be reported to appropriate law enforcement authorities.

Any person not a student at the Coeur d'Alene Charter Academy found similarly engaged will be removed from the school property and referred to law enforcement authorities.

The safety of our students will take priority over any other considerations.

#### **Suspension/Expulsion Procedure**

A student can be suspended for up to five (10) days for an offense. The Board of Directors, upon request of the principal, can extend a suspension for up to a total of fifteen (15) days. The Board of Directors can also add an additional five (5) days. Any student recommended for expulsion will immediately be placed on suspension pending Board of Directors' approval of the expulsion.

In the case of a suspension or an expulsion proceeding, parents will be notified immediately regarding the nature of the offense and the consequence. Suspensions can be appealed first to the principal, and then to the Board of Directors.

### **STUDENT GOVERNMENT**

The purpose of the Associated Student Body (ASB) organization is to provide an opportunity for students to express themselves through their elected representatives concerning those phases of the school program on which students may take action. They take an active role in serving as a liaison between the student body and the administration, where the students can assume as much responsibility for organizing their high school activities as they are able to handle. Student council consists of a President, Vice President, Secretary, and Treasurer, plus one ASB representative for each grade level, elected by the student body at large in each respective grade. Elections take place at the end of the school year for the upcoming year. There is an ASB organization for high school and a separate ASB for middle school.

### **TELEPHONE POLICY**

A telephone will be available at the office for students' use before and after school and during their lunch break. Students will not be excused from classes to use the phone except in emergencies.

Cell phones, MP3 players, laptops, and all other personal electronic devices are not permitted during school hours [7:55 - 2:45, including passing time and lunch]. Students found to be in possession of these devices will have them confiscated. Repeated violations will result in a short-term suspension.

### **UNIFORM REQUIREMENTS**

#### **General Guidelines**

**All students will arrive on campus in uniform and stay in uniform until they leave for the day. Parents and students are expected to know and follow the uniform policy.**

**Team/activity/spirit wear clothing must be approved by the school administration before being worn as part of the uniform.**

#### **Purchase of Uniform Items**

The Charter Academy strongly recommends that uniform items be purchased from an approved vendor. Uniform items are available and can be screen-printed at Spokane Uniform House, Required Attire, and Underground Expressions. Items may also be found at Land's End, JC Penney, and Sears.

## **Uniform Requirements Continued**

Since all of these outlets sell many items that are not in compliance with the Academy's uniform policy, be sure the items you buy have been approved as uniform items. Employees at these stores can assist you to make sure the items you are purchasing conform to the policy.

The school office has a list of approved uniform items, complete with product numbers. Please check the official list before making any purchases. The school is not responsible for clothing items purchased that do not meet the requirements as defined and explained in the uniform policy.

There will be periodic uniform sales at the school. Contact the school office for information.

### **Commentary on the Expectations of the Uniform Policy**

School uniforms are an important facet of our school culture and an integral part of our mission and purpose. A distinctive uniform is a unifying factor within our school community and underscores the Academy's seriousness of purpose by encouraging students to think of their attire as an aspect of their work. In addition, neatness and modesty are important aspects of the Charter school environment. The Coeur d'Alene Charter Academy is a college preparatory school, and we want our students to distinguish themselves by their academic performance, their citizenship, their behavior, and their attitude and effort on a day-to-day basis. Additionally, we strive to eliminate the self-consciousness and social competition which popular fashion trends tend to promote.

Clothing or accessories that are worn with the obvious intent of being different or unique are not in keeping with the purpose of the uniform policy.

### **Test for Appropriateness**

**If you were part of a group of students walking through the commons during the school day, would something about your dress or physical appearance draw attention to yourself? If so, you would be considered in violation of the Coeur d'Alene Charter Academy uniform policy.**

### **Uniform Violations**

It is the responsibility of each student to be in uniform while on campus. Students who are out of uniform will not be allowed to remain in classes until the violations are corrected. It is the family's responsibility to provide proper uniform attire for any child out of uniform while at school. The school does not provide uniform clothing. Students who miss class to correct a uniform violation will receive an unexcused tardy or absence.

Students with repeated uniform violations will be referred to the vice principal for disciplinary action.

## **Specific Uniform Requirements**

### **I. PANTS**

Tan or navy blue cotton dress slacks must fit correctly and be worn appropriately. They must be long enough to touch the shoe, but must not touch the ground. Pants with sewn cuffs are allowed. The following are violations of the uniform policy:

- a. Excessively tight or baggy pants
- b. Pants made of stretch fabrics
- c. Capris, bellbottoms, or pants with pegged ankles
- d. Sewn-on pockets; cargo pant pockets; decorative zippers; snaps or rivets
- e. Stitching of a color other than the color of the pants

### **II. SHORTS**

Tan or navy blue walking shorts may be worn by either male or female students. Shorts may not fall below the middle of the knee or be shorter than one hand's width above the knee. All other standards for shorts are the same as those for long pants.

### **III. SKIRTS**

Tan, navy blue, or school plaid skirts may be worn by female students. Skirts must reach at least the **TOP OF THE KNEE when standing**. If a skirt extends below the knee it may have a slit that goes no higher than the knee. Skorts may be worn as long they meet the color and length requirements for skirts.

### **IV. UNDERGARMENTS**

- a. Solid white undershirts may show at the neck.
- b. Undergarments must not be visible, with the exception of undershirts showing at the neckline.
- c. Long-sleeved shirts may not be worn under short-sleeved shirts, even if the same color.

### **V. SHIRTS**

Turtleneck or short / long sleeved, collared polo shirts may be worn by either male or female students.

The following are requirements for uniform shirts:

- a. Polo shirts must be red, navy blue, hunter green, or white.
- b. The approved Academy logo must be silk-screened or embroidered on the upper left chest of polo shirts.
- c. Students may wear long or short-sleeved white oxford dress shirts. Oxford shirts do not require an Academy logo. Oxford shirts must be tucked in.
- d. Students may wear a tie and properly fitting, solid-color sport coat with oxford shirts. Ties and sport coats may not be worn with polo shirts.
- e. Shirts with buttons must be buttoned in such a way as to maintain neatness and modesty.
- f. Shirts must be long enough so the midriff or back is not exposed while seated or during other normal school activities.
- g. Female students may wear plain white blouses that button in such a way as to maintain neatness and modesty.
- h. Shirts that extend below the side pockets must be tucked in.
- i. Shirts worn under sweatshirts or other outerwear must be tucked in and may not be visible other than at the neckline.

### **VI. SHOES/SOCKS**

- a. Flip-flops and slippers are not appropriate footwear at school and will not be allowed.
- b. Some classes require closed-toes shoes for safety reasons. This rule is applied at teacher discretion.
- c. Knee socks and tights must be a solid uniform color (red, navy blue, hunter green, or white), black, or skin toned.
- d. Boots, if worn, must be covered by slacks.

### **VII. JEWELRY/ACCESSORIES**

- a. Jewelry must pass the "Test for Appropriateness" explained above.
- b. Belts must be worn inside the belt loops and not hang down below the waistline.
- c. Neck scarves and hats, including hoods, may not be worn in the school buildings and must be removed immediately upon entering the school.

### **VIII. HAIR**

- a. Hair must be a natural hair color, worn neatly, and in such a style that passes the "Test for Appropriateness" explained above.
- b. Hair ribbons, pins, bands, etc. must pass the "Test for Appropriateness" explained above.

### **IX. OUTERWEAR**

- a. Only outerwear approved as school uniform items may be worn in classrooms.
- b. Non-uniform outerwear should be left in lockers during the school day, with the exception of lunch time for students going outside in colder weather.
- c. Fleece vests and fleece jackets may be red, navy blue, white, or hunter green with piping in black or of the same color as the garment. Vests and jackets may have, but are not required to have the approved Academy logo sewn or embroidered the upper left chest.
- d. V-neck sweaters, sweater vests, and cardigan (button up) sweaters must be worn as outerwear, over a Charter polo or other uniform shirt. They may be navy blue, white, hunter

green, or red. These items may have, but are not required to have an approved Academy logo sewn, embroidered or silk-screened on the upper left chest.

- e. Sweatshirts must have the academy logo on the upper left chest, or a large Academy logo silk-screened in the center of the chest, or other approved designs/logos.
- f. Pea coats in black or navy blue, that are hoodless, may be worn at school. Pea coats do not need an Academy logo.
- g. Approved letter jackets, may be worn as uniform outerwear (must be worn as outerwear, over a Charter polo or other uniform shirt).
- h. Approved 'spirit wear' may be worn as part of the uniform.
- i. Any logos, designs, or words, other than the Charter Academy logo, or those on approved team and spirit wear are not allowed on uniform attire.
- j. Team warm-ups will not be allowed as uniform items for the school day.

#### **X. P.E. UNIFORM**

PE Shirt:

- Short or Long Sleeve
- Color: Athletic Grey with new Navy logo.
- Logo is approximately 8.5 inches on center front. Logo is in NAVY. Box in logo under Panthers is solid white.

PE Shorts:

- Color: Navy with white colorblock (stripe), prefer SportTec by Port Authority (T-479 and Y-T-479) or if not doable navy mesh (with liner) basketball shorts.
- Logo is approximately four inches on lower left thigh in white. Box in logo under Panthers is solid white.

**\*\*Optional:\*\***

Sweatshirt:

- Color-grey, crew neck only, with navy T-shirt logo center front (apx. 8.5") box on logo under Panthers is an outline only.

Sweatpants:

- Color: navy, with white shorts logo on left thigh in white (apx. 4") box in logo under Panthers is solid white.

#### **XI. EXCEPTIONS**

- a. Performance attire, as defined by the teacher and approved by the administration, may be worn on concert days.
- b. Clothing for special class projects, as defined by the teacher, may be worn on the day of the event.

#### **Definitions**

1. Uniform – having the same appearance as others of the same group; conforming to a given standard; being or looking the same; consistent in appearance.
2. Outerwear – coats, jackets, sweaters, sweatshirts, vests.
3. Oxford Shirt – a long or short-sleeved shirt with buttons up the front all the way to the collar.

#### **ANY JUDGMENTS REGARDING CLOTHING OR APPEARANCE WILL BE MADE BY THE SCHOOL ADMINISTRATION.**

#### **A COUPLE OF NOTES ON THE UNIFORM POLICY:**

**BOOTS:** Boots, if worn, must be covered by slacks. Like non-uniform coats, students may wear boots to school, uncovered; but once they are at school, the boots must be removed or covered. The last year saw boots become a major fashion statement at the Academy. Remember that the uniform policy is largely about de-emphasizing fashion statements. For the coming year, we are going to enforce the policy as we did for many years—if you wear them, you must cover them.



**TEAM WARM-UPS:** Team warm-ups will not be allowed as uniform items for the school day, any more than a volleyball or basketball jersey would be. Teams sometimes purchase warm-up jackets or shirts, and in recent years these have been treated as uniform items. However, with the accumulation of activities and successive years of new items, it has become nearly impossible to determine when students are wearing team-specific warm-ups and when they aren't.

**TEAM UNIFORM ITEMS:** Teams or groups may get approval from administration to add a group logo to uniform items. For example, the track team might choose to modify an Academy sweatshirt to say "Track" under the existing logo or submit a new logo that is specific to their sport. Any modified item must be approved by administration before it may be worn in school.

**COLLEGE SHIRT WEEK:** During the last week before graduation, seniors will be encouraged to wear sweatshirts from the college or university they plan to attend. We want to honor these students for their achievements and allow them to sport their new colors.

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This handbook can also be found on our website, [www.cdacharter.org/Handbooks.html](http://www.cdacharter.org/Handbooks.html).

