



PALOUSE PRAIRIE  
CHARTER SCHOOL

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nurturing minds | inspiring leaders

## 2023-2024 Student/Family Handbook

Please see Palouse Prairie School's [Back-to-School](#) Plan for additional information about Covid Safety precautions to be followed.



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## Welcome!

Dear Students and Parents:

On behalf of the entire staff here at Palouse Prairie Charter School, I extend our sincerest welcome. We are incredibly excited to be on this journey with you.

Parents, please become as involved as possible in your child(ren)'s education. The adage "We are crew, not passengers" not only extends to teachers and children in our learning community – but to you as well. Together we enable our children to reach their greatest potential. Many exciting learning experiences will come directly from parents and through your family adventures. Additionally, your volunteer time will enable us to provide the richest of educational opportunities to our students.

Please use this student/family handbook, as it contains important information about our school. In addition, please sign up to receive our Quail Call on our website as we share important information weekly. Should you have any ideas, questions, or concerns, please feel free to call the school at 208.882.3684.

Again, thank you for choosing Palouse Prairie Charter School. I look forward to a wonderful year together.

Sincerely,

*Sara Beggs*

Sara Beggs, PhD.  
Executive Director



## Section I: Philosophy

### Vision

Palouse Prairie Charter School will provide an inclusive, respectful, and supportive learning environment that nurtures the individual as a thoughtful participant in our local and global community.

### Mission

The mission of Palouse Prairie Charter School is to engage the children and the community of the Palouse in a rigorous and collaborative education of the highest standards by fostering a spirit of inquiry, a persistence towards excellence, a responsibility for learning, and an ethic of service.

### Values

Our actions and decisions, as students, educators, and administrators, are guided by the following values:

- Civic engagement through local community-based projects teaches the joy that comes from participation and contribution.
- A physically safe and emotionally caring environment for students helps build mutual trust and respect.
- Discovery and reflection facilitate understanding and learning.
- Autonomy and the ability to collaborate in groups are essential elements of education.
- A connection with the natural world inspires learning.
- Responsibility to one another and to the world around us needs to be actively fostered.
- Diversity and multiple perspectives will be solicited and welcomed.
- Ethical and sustainable practices are essential to long-term success.
- On-going improvement through self-reflection and school-wide assessment leads to progress.

### Design Principles

The ten design principles of EL Education are our best short statement of our philosophy of education. They focus our attention on what is important and give us something to go back to when

we need guidance.

**Primacy of Self-Discovery** - Learning happens best with emotion, challenge, and the requisite support. People discover their abilities, values, passions, and responsibilities in situations that offer adventure and the unexpected. In Expeditionary Learning schools, students undertake tasks that require perseverance, fitness, craftsmanship, imagination, self-discipline, and significant achievement. A teacher's primary task is to help students overcome their fears and discover that they can do more than they think they can.

**The Having of Wonderful Ideas** - Teaching in Expeditionary Learning schools fosters curiosity about the world by creating learning situations that provide something important to think about, time to experiment, and time to make sense of what is observed.

**The Responsibility for Learning** - Learning is both a personal process of discovery and a social activity. Everyone learns both individually and as part of a group. Every aspect of an Expeditionary Learning school encourages both children and adults to become increasingly responsible for directing their own personal and collective learning.

**Empathy and Caring** - Learning is fostered best in communities where students' and teachers' ideas are respected and where there is mutual trust. Learning groups are small in Expeditionary Learning schools, with a caring adult looking after the progress and acting as an advocate for each child. Older students mentor younger ones, and students feel physically and emotionally safe.

**Success and Failure** - Students need to be successful if they are to build the confidence and capacity to take risks and meet increasingly difficult challenges. But it is also important for students to learn from their failures, to persevere when things are hard, and to learn to turn disabilities into opportunities.

**Collaboration and Competition** - Individual development and group development are integrated so that the value of friendship, trust, and group action is clear. Students are encouraged to compete not against each other, but with their own personal best and with rigorous standards of excellence.

**Diversity and Inclusion** - Both diversity and inclusion increase the richness of ideas, creative power, problem-solving ability, and respect for others. In Expeditionary Learning schools, students investigate and value their different histories and talents as well as those of other communities and cultures. Schools and learning groups are heterogeneous.

**The Natural World** - A direct and respectful relationship with the natural world refreshes the human spirit and teaches the important ideas of recurring cycles and cause and effect. Students learn to become stewards of the earth and of future generations.

**Solitude and Reflection** - Students and teachers need time alone to explore their own thoughts,

make their own connections, and create their own ideas. They also need time to exchange their reflections with other students and with adults.

**Service and Compassion** - We are crew, not passengers. Students and teachers are strengthened by acts of consequential service to others, and one of an Expeditionary Learning school's primary functions is to prepare students with the attitudes and skills to learn from and be of service.

## **CREW**

Crew is the term used to identify classes, staff, or any group working together on a project. At PPCS, we are all crew, not passengers. This concept places the responsibility on everyone to function as part of the crew, carrying their own weight in all endeavors. In addition, PPCS uses the acronym C. R. E. W. to reinforce our vision for a productive and courteous community.

- C - Courage
- R - Respect
- E - Empathy
- W - Welcoming

## **Profile/History**

The Palouse Prairie Charter School (PPCS) is a tuition-free, public charter school with a shared philosophical vision that encompasses the whole child approach to education and the building of community within each classroom and the school itself. PPCS's collaborative program considers students' academic, emotional, physical, and social needs in a cooperative and supportive environment.

## **School Governance**

The Board of Executive Directors of the nonprofit corporation, *The Palouse Prairie Educational Organization, Inc.*, is the legal entity responsible for all school governance. The Executive Director is responsible for school management and the success of all students. The PPCS staff is responsible for the daily functions of the school while parents, community, and staff members serve on committees that work with the Executive Director to report to the Board of Directors regarding other policy considerations.

School Board Business Meetings are open to the public monthly at the Palouse Prairie School Building. Board Workshops are also open to the public and held periodically. All meetings, agendas and minutes are published on our website: [www.PalousePrairieSchool.org](http://www.PalousePrairieSchool.org).

## **EL Education**

PPCS is founded on the principles of EL Education school design and is one of EL's "Credentialed" schools, meaning that we implement the educational model very effectively. EL Education is one of seven "break the mold" school designs funded over a five-year period by New American Schools, a public/private sector initiative that called for radically new models of education built upon high standards and yielding dramatic improvement in student achievement.

EL Education schools exist in urban, rural, and suburban settings nationwide. EL Education is a framework for engaging teaching and learning that challenges students – even those starting with low skill levels – with high-level tasks and active roles in the classroom.

***In EL Education schools...***

**Learning is active.** Students are scientists, urban planners, historians, and activists, investigating real community problems and collaborating with peers to develop creative, actionable solutions.

**Learning is public.** Through formal structures of presentation, exhibition, critique, and data analysis, students and teachers build a shared vision of pathways to achievement.

**Learning is meaningful.** Students apply their skills and knowledge to real-world issues and problems and make positive change in their communities. They see the relevance of their learning and are motivated by understanding that learning has purpose.

**Learning is challenging.** Students at all levels are pushed and supported to do more than they think they can. Excellence is expected in the quality of their work and their thinking.

**Learning is collaborative.** School leaders, teachers, students, and families share rigorous expectations for quality work, achievement, and behavior. Trust, respect, responsibility, and joy in learning permeate the school culture.

EL Education harnesses a child's natural passion to learn and helps children develop the curiosity, knowledge, skills, and personal qualities they need for successful adulthood. Faculty members receive intensive professional development in curriculum, teaching practices, and building a strong school culture. To learn more please visit EL Education website at [www.elschools.org](http://www.elschools.org).

**EL Education Three Dimensions of Student Achievement**

Our core practices address three key dimensions of life in school...

**Mastery of Knowledge and Skills:** Students demonstrate proficiency and deeper understanding of content by showing mastery in a body of knowledge and skills within each discipline. Students apply their learning and transfer knowledge and skills to novel, meaningful tasks. They are asked to think critically by analyzing, evaluating, and synthesizing complex ideas and considering multiple perspectives. Students communicate clearly by writing, speaking, and presenting ideas effectively in a variety of media within and across disciplines.

**Character:** Students work to become effective learners by developing the mindsets and skills for success in college, career, and life (e.g., initiative, responsibility, perseverance, collaboration). Students work to become ethical people by treating others well and standing up for what is right (e.g., empathy, integrity, respect, compassion). Students' work



contributes to a better world by putting their learning to use to improve communities (e.g., citizenship, service).

**High Quality Student Work:** Students create complex work, which demonstrates higher-order thinking, multiple perspectives and a transfer of understanding. Work demonstrates craftsmanship. They create work that is accurate and beautiful in conception and execution. Students create authentic work. They demonstrate original thinking and voice, connect to real-world issues and formats, and when possible, create work that is meaningful to the community beyond the school.

### **Donations and Fundraising**

As a free public charter school, Palouse Prairie receives the majority of its funding from the State of Idaho. We receive a per-pupil allotment of funds, which supports our core operations. However, we do not receive any local funding from property taxes or levies, like the local schools in the Moscow School district.

As a result, fieldwork and adventure, which are so central to the PPCS experience, are supported by monetary support from other sources, including grants from businesses and foundations and donations from our families. We also request donations for school supplies, clubs and extracurricular activities for the same reason. We realize that families have different capacities to contribute, and ensure that all students have the supplies they need and can participate fully.

#### ***How to Donate:***

Donations can be made by check or electronically through the [PPCS website](#). Contributions can also be paid over the course of the school year in installments. If you are interested in setting up this option, please contact the Business Manager, Debbie Berkana at [dberkana@palouseprairieschool.org](mailto:dberkana@palouseprairieschool.org) Any support is greatly appreciated!

*PPCS is a public school and non-profit corporation; Tax donations to Idaho schools can benefit you as a taxpayer. A receipt will be given for donations to the school and consult with your tax professional about how to claim these donations on your annual tax filing.*

## Section II: General School Information

### Attendance and Tardiness (Policy #3050):

**Overview:** The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. It is particularly true in an EL Education school that regular contact of the students with one another in the classroom and their participation in collaborative instructional activities are vital to achieving high academic outcomes. Since many classroom activities are collaborative experiences, when one student is absent, the whole group is affected. Students who are frequently absent often find it difficult to keep up. Missing a day of school means missing a CREW activity that cannot be replicated at home.

In accordance with Idaho Code 33-202, parents or guardians who reside in Idaho shall cause their children between the ages of seven and sixteen to attend school. Such children who are enrolled in the Palouse Prairie Charter School shall be instructed in subjects commonly and usually taught in the public schools of the state of Idaho using the School's EL Education teaching methodologies. All children who are enrolled in Palouse Prairie Charter School shall conform to the attendance policies and regulations established by the School Board. The student handbook shares attendance procedures that reflect the Board's policy.

**Prior Notice of Absence: Parent(s)/ guardian(s) must notify the school by email, written note or by phone prior to an absence.** In the case of illness, please notify the office by 9:00 a.m. on the morning of the day of illness. For an expected absence, please give their teacher as much advance notice as possible. The student will be responsible for completing all assignments during any absence.

**Tardiness:** Students must be at school and with their teacher by 8:25 am. The Palouse Prairie school day begins with a Morning Meeting, which is an integral part of the EL model and helps build the culture and character of students and the CREW. The day is filled with a mix of individual and collaborative work times. Tardiness or pulling a child out early limits the student's ability to learn and can be disruptive to the learning of the rest of the CREW.

**Leaving School Early: Requests to remove a child early** must be made with reasonable advance notice so the teacher can be prepared and dismissal of the child will be made at a point in the day when it is least disruptive to the continuity of instruction. If a child has 3 or more tardies and/or early

releases, it will count towards one absence. Tardies/early releases and absences will be tracked and reported separately.

**All Absences Are Subject To Review:** Patterns of excessive absences, unexcused absences, and/or truanancies may result in denial of continued enrollment as provided in Idaho Code 33-205 (see appeal process below) as well as being subject to appropriate, disciplinary action.

A. Transfer Students

(1) If a student transfers into Palouse Prairie Charter School during the school year, absences for the current academic year reported by the previous school will be included in the student's total absences for purposes of this policy.

(2) If a student transfers out of Palouse Prairie Charter School, the school will report absences as part of the student files.

B. Attendance will be assessed bi-monthly and parents/guardians whose students have 6 or more absences will be notified by mail. The notice will include a copy of the attendance policy.

C. Students with ongoing attendance problems will be referred to the Executive Director to determine action to be taken.

D. E. After seven (7) or more absences, the Executive Director will provide a notice to the family.

E. After ten (10) in a semester, his/her case will be reviewed at the next PPCS Board meeting, which the parents are invited to attend. The Executive Director may refer pupils to the Prosecutor's Office as habitually truant or be directed to do so by the board after a hearing.

F. If a student has more than fifteen (15) total absences or during a school year, the student may not be eligible for promotion.

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

**Truancy Defined:** An absence without a legitimate excuse shall be deemed truancy. A habitual truant is any pupil who repeatedly has violated the attendance regulations established by the Palouse Prairie School Board. A child of compulsory school age may also be considered an habitual truant if the child's parents or guardians, or any of them, have failed or refused to cause such a child to be instructed as provided in Idaho Code 33-202.

**Denial of Enrollment/ Expulsion:** The School Board may deny enrollment, or may deny attendance at the school by expulsion, to any pupil who is an habitual truant, or who is incorrigible, or whose conduct, in the judgment of the Board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is

detrimental to the health and safety of other pupils, or who has been expelled from another school district in this state or any other state. Any pupil having been denied enrollment or expelled may be re-enrolled or re-admitted to the same school year by the Board upon such reasonable conditions as may be prescribed by the Board; but such enrollment or readmission shall not prevent the Board from again expelling such pupil for cause.

**Grounds for Appeal of Denial of Continued Enrollment:** Parents and/or guardians who believe that all or part of the absences are the result of extraordinary circumstances may appeal the Executive Director's decision denying continued enrollment. Extraordinary circumstances may include, but are not limited to, verified illness or medical treatment, family emergencies, and death in the family or death of close friends.

**Appeals Process:** If a parent/guardian wishes to appeal the decision of the Executive Director in regards to a student's denial of continued enrollment the following policy applies:

1. The parent/guardian has five (5) school days from the date shown on the notification to appeal the denial of continued enrollment.
2. The appeal process begins with the Executive Director. If the Executive Director denies the appeal, the parent/guardian may appeal to the PPCS Board. The decision of the Board is final.
3. In each step of the appeals process, the Executive Director, the PPCS Board, and the parent/guardian has five (5) school days in which to respond to the appeal or the decision. All appeals and responses shall be in writing.

**Re-Enrollment:** Palouse Prairie Charter School has a limited enrollment and maintains a waiting list of students presumed ready to meet its attendance policy. The school will attempt to fill any vacated seat from that list. Any student who has been expelled from Palouse Prairie Charter School as a habitual truant may elect to re-enroll for the next school year; however he/she will be required to undergo the same initial enrollment procedure as any other potential student, in accordance with 's PPCS adopted enrollment policy.

**Legal Reference:** I.C. § 33-202 Compulsory attendance/ truancy  
I.C. § 33-205 Denial of school attendance  
I.C. § 33-205 Expulsion of habitual truant

## Birth Certificates:

Idaho law requires that parents and/or legal guardians provide proof, usually in the form of an official birth certificate, establishing their child's legal name and birth date upon enrollment of the child.

Idaho Code 18-4511 describes the requirement as follows: Upon enrollment of a student for the first time in a public or private elementary or secondary school, the school shall notify in writing the person enrolling the student that within thirty (30) days he must provide either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Upon the failure of a person enrolling a student to comply with the provisions of this subsection, the school shall immediately notify the local law enforcement agency of such failure, and shall notify the person enrolling the student, in writing, that he has ten (10) additional days to comply. Other reliable proof of the student's identity and birth date may include a passport, visa or other governmental documentation of the child's identity.

## Dismissal and Arrival Procedures

We encourage students to bike, walk or utilize public transportation to school. In order to increase the safety for our students during drop-off and pickup, these guidelines are in place.

- Students will not be allowed to walk unattended through the parking lot area.
- Students may not be dropped off earlier than 8:10 am, as there is no adult supervision before that time unless they are enrolled in before school care.
- All students should go directly to their classroom. Students arriving after 8:30 am should report to the office to sign in and receive a tardy slip.
- Any changes in your child's dismissal schedule (riding another bus, going home with another student, picked up by a grandparent, etc.) MUST be communicated by phone or email to the office. If you call for a last minute change in plans, it may not be possible to get the message to the student in time. A note helps us to stay on top of changes and ensures your child's safety.
- If picking up your child early from school, please sign the child out at the office. Parents will not be allowed to go to the classroom to pick up the child. Someone from the office will retrieve your child.
- Bus riders will be dismissed from classrooms at 2:50 to the main hallway, where they will be escorted by a staff member to the bus pick-up on Nursery Street. Car-riders and walkers will be escorted by their teachers to the MPR where they will be called for by a staff member when their car arrives at the front of the pick-up lane.
- Dismissal is at 2:55 for all K-8 students. Families will receive a card to be displayed on their rearview mirrors. The card will have your students' names. No early arrivals will be allowed to

idle in the pickup zone. Only pre-arranged early pickups will be allowed. Cards will be given to students during Back to School Night.

**Drop off and Pick-up:** Pick up time is 2:55. To pick up a student after school, parents will enter the parking lot from Nursery Street and circle counterclockwise around the parking lot to the front of the school. Remain in your cars and keep to the right to avoid creating congestion. Students will be helped out of or into a waiting vehicle by a staff member.

Parking is prohibited in the parking lot for drop-off and pick-up purposes. The parking lot will be unavailable for parking from 2:45 to 3:10 p.m. Buses will be arriving from East Palouse River Drive to drop off and pick up students, then heading north on Nursery Avenue. Please approach the school from Southview Avenue and defer to buses when entering or leaving the parking lot. Parking is available on Southview Avenue, with sidewalk access to the school along Nursery Street.

**Walking School Bus:** Parents may find walking with a group of students provides a fun and safe way for everyone to get some exercise. The web sites [www.saferoutesinfo.org](http://www.saferoutesinfo.org) and [www.walkingschoolbus.org](http://www.walkingschoolbus.org) provide ideas for getting started.

**Moscow School District Bus:** Children living in areas served by the District can take a school bus to and from school. District bus rules will apply. Should you have questions or concerns about the bus, please contact the Moscow School District Transportation Office, 2245 White Avenue, 882-3933.

Behavior on the bus is expected to live up to our C.R.E.W. character traits. Repeated or serious violations will result in the loss of riding privileges.

### **Emergency Closures**

Adverse conditions may cause the school to be closed. When the weather is extreme or extraordinary events are occurring, please tune in to local radio or TV stations before school. Listen for Moscow School District closures. Because we utilize the Moscow School District Busses, we will be on their school closure schedule if inclement weather arises.

### **Emergency Drills**

In each classroom are posted charts, which indicate the exits and safe areas to be used for fire and other drills. Drills are held on a regular basis. Classes will remain on the grounds until the "all clear" signal.

### **Recess and Playground Expectations**

Time on the playground at recess is meant to be fun for every student. The expectation for all students at Palouse Prairie is that everyone plays together fairly and respectfully solves any

differences. Adults are available at recess to help supervise and resolve difficulties. Recess and Physical Education are essential parts of the school day, and are not withheld as punishment. However, if students are not able to meet the school’s expectations for safety and kindness during recess, they may not be allowed to return to recess until these behaviors have been resolved.

**Recess/Fieldwork/Adventure Cancellations**

Outdoor activities will be canceled if there is lightning or thunderstorms in the area; if the temperature is at or below 20F or the wind chill temperature is at or below 10F; or if air quality is at an unhealthy level based on the [Air Quality Index](#).

**Section III: During School Hours**

**Celebrations**

School celebrations focus on celebrations of learning rather than holidays and birthdays. Celebrations of learning may be at the end of expeditions, reading/writing units, or other such periods.

**Community Circle**

This community celebration is a time for our students to come together to acknowledge our community, share important news and happenings, and celebrate each other and our successes. K-5 Community Circle is scheduled for every other Friday from 8:35-9:00 a.m., and 6-8 community circles meet on the alternating Fridays. Families are welcome to join the K-5 Community Circle.

**Daily Schedules**

Office Hours .....8:00 am to 3:30 pm  
K-8th.....8:25 am to 2:50-3:00 pm

**Fieldwork**

At Palouse Prairie Charter School, we rarely take traditional “field trips”. Instead, we engage in fieldwork. Fieldwork is an important component to any learning expedition. During fieldwork, students go out into the field to meet with experts and/or collect data relevant to the learning work of the expedition. All fieldwork is part of the grade level curriculum planning and meets Idaho Content Standards. Fieldwork will not be used as a “reward” for behavior and/or academic success. However, students who exhibit unsafe behavior (running away from the group, not responding to adults, ect.) in the classroom will not be permitted to attend fieldwork without an approved family member or staff member available to supervise them.

The school transportation vehicle will be used to transport students to all fieldwork and adventure. Parent volunteers may be used to transport students under special circumstances only when approved by the director. Persons transporting students are required to obey all local, state, and federal motor vehicle and general laws. Prior to transporting students, volunteer drivers will provide

a photocopy of their driver's license and proof of liability insurance for the vehicle being utilized to the school office where it can be maintained for future use and emergency situations. It may be necessary to require a background check if parent volunteers are alone with students.

## Section IV: Parent/Guardian Information

### Communication

We offer the following methods of communication and hope you will find them useful in creating a partnership to assist and support your child:

- School Messenger: -important and timely communication will come via our school messenger system. Phone messages, texts, and emails will be sent to the student's guardian. This system allows the school to quickly and efficiently communicate with families in the case of emergency and school closure.
- Teachers will send monthly classroom communication on the 1st working day of each month to share updates about classroom learning and upcoming events.
- Quail Call – our school newsletter is usually emailed weekly to communicate pertinent school information to our *Families* mailing list. Visit our website [www.palouseprairieschool.org](http://www.palouseprairieschool.org) to sign up for the mailing list to ensure that you don't miss important information. If you prefer to receive a hard copy of all newsletters, please contact the school office.
- Phone/ Email – Please call us at 208 -882-3684 or log on to our website at [www.palouseprairieschool.org](http://www.palouseprairieschool.org). Staff members can be contacted by their first name initial and last name ([ex.sbeggs@palouseprairieschool.org](mailto:ex.sbeggs@palouseprairieschool.org) )
- Student-led Conferences (SLC) – Student-led conferences or parent-teacher check-in are scheduled twice a year. In addition, teachers can be available for meetings or check-ins as needed. Please respect teachers' time by making an appointment to meet with them. To schedule a conference, contact your teacher by phone or email.
- Parent-Teacher Check-in: Teachers will schedule a meeting as needed with parents.

### Parent Commitment and Volunteerism

Research indicates that parental involvement has a profound effect on student achievement and attitude. Parent/teacher/child partnerships are essential to the continued success of PPCS, and participation can take many forms.

Family participation is one of the most vital components of PPCS's model! Committee work and volunteerism are essential parts of PPCS' success. There are numerous committees to involve our families either in their area/s of expertise or interest. Our Parent CREW invites every PPCS family member and guardian to get involved. We also invite participation in the following Board-led committees: Curriculum, Development, Facilities/Landscape, and Wellness.

**Confidentiality when volunteering:** Information about students will be kept confidential by all



volunteers as determined by the Family Educational Rights and Privacy Act (FERPA). Violating a student's confidentiality isn't just unethical, it's against the law! In addition, all photos taken by visitors or volunteers during PPCS activities are for personal use only. You may not text or email photos to anyone other than Palouse Prairie staff. It is important that photos are not posted on websites, Facebook, Snapchat or any other public forum. Volunteers who do not follow these guidelines may be prevented from participating in Palouse Prairie fieldwork, adventure or class activities.

**Commitments we ask parents to make:**

- Read the school communication provided.
- **Volunteer at or for the school.** Donate your time and talents! Help is needed in so many areas (small group or one on one tutoring, main office, lunch time clean-up, morning supervision, recess supervision, etc.) Please communicate with teachers to learn more about volunteering needs.
- Contribute financially to our fundraising efforts each year.
- Be an ambassador for our school - share your story and experiences with other families in the community.
- Stay aware of how your child is doing in school. Ask your child(ren) daily about his/her learning. We encourage you to be proactive and contact your child's teacher if you have ANY questions or concerns.
- Support your child's learning: Students may bring home assignments to complete at home. Ensure that your child has an orderly and well-lit place to do homework. Let your child's teacher know if the homework is consistently too easy or difficult.
- Make sure your child reads for at least 15-30 minutes each night, in addition to any other homework. Have frequent conversations about what your child is reading.
- Support your child in completing projects. This may mean helping develop ideas, purchasing supplies, or providing transportation.
- Attend all school and crew events.

**Other ways you can help:**

- Ask your child's teacher if there is work you can do from home (doing internet research, preparing materials, collecting supplies, etc.).
- Organize in the community: help prepare fieldwork experiences or organize community resources and experts.
- Evaluate and give feedback. There are many settings where helping us evaluate aspects of the school will make the programs stronger.
- Chaperone fieldwork or trips.
- Lend a hand (and tools) to help with school maintenance or landscaping.
- Attend Board meetings and/or run for a Board position.

When attending meetings or school-wide events, it is important to supervise your child. You will be held liable for any damage or injury that occurs to your unsupervised child. In addition, if your child

accompanies you when you are volunteering at the school, please make sure your child is meeting school-wide expectations.

### **Visitors to School**

Parents and other visitors are welcome in the school at the discretion of the Executive Director. Upon entering the school, each visitor should report to the office, give a reason for visit and register with name, date, and time of visit. When the visit has been completed, the visitor should register his/her time of departure. **All visitors will wear a visitor's badge so that they may be easily identifiable to staff.**

**If you would like to schedule time to visit your child's classroom, we ask that you give at least 48 hours' notice.** Each teacher's week is fully scheduled with activities planned that are intended to achieve specific student learning outcomes. Unexpected visitors can make it harder to achieve these goals. Knowing which visitors to expect and when allows teachers the ability to better adjust to ensure that instruction is not lost. During the school day, PPCS teachers are teaching and are not available for discussions.

All photos taken by visitors or volunteers during school activities are for personal use only. Please do not share photos to anyone other than PPCS staff. As some of our families do not give the school permission to use photos of their students, it is important that photos are not posted on websites, social media, or any other public forum. Visitors or volunteers who do not follow these guidelines may be prevented from participating in PPCS fieldwork, adventure program, and class activities.

### **Student and Family Privacy Rights**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Charter School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or
7. ministers;
8. Religious practices, affiliations, or beliefs of the student or parents; or
9. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings (except those permitted under state law without parental notification). The following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Charter School will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is eighteen (18) years old or an emancipated minor under State law.)

**Idaho Student Engagement Survey:** Survey Window (February-March). Each year, all public schools in Idaho must administer these surveys to students in grades 3-12, school staff members, and the parents of the students they serve. During the survey window you will have access to the questions asked in the school office.

**EL Crew Survey:** Given 1-2 times per year to 6-8th grade students (Fall and Spring). This survey asks questions regarding crew under the categories of: Trust and Respect, Community, Experiences and Outcomes, and Crew as a Culture. You may request to see the questions.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the Executive Director. The Executive Director will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

### **Access to Learning Materials**

Parents/guardians are entitled to review all learning materials, instructional materials, and other teaching aids used in their student’s classroom. Parents/guardians can request access to learning materials by contacting the school’s administration during school hours.

### **Student Wellbeing**

If a member of the School’s staff becomes aware of a change in the student’s mental, emotional, or physical health or well-being the staff member shall report this change so the student’s parent/guardian can be notified as described in Procedure 2425.

### **Addressing Parent/Guardian Concerns**

A parent/guardian who feels the School has violated their rights may file a grievance as described in Policy 4120 Uniform Grievance Policy.

## Section V: Student Information

### Care of School Property

Students are responsible for the proper care of assigned materials, Chromebooks, books, supplies, and furniture supplied by the school. Students who deface property or damage school property will be required to pay for damage done or replace the item and will be subject to disciplinary action.

Students, parents, and staff have contributed many hours to both the interior building and the landscape of the school. All members of our community are expected to be stewards of this space.

### Dress Code

Students are free to express their personalities and style through their clothing. Our first responsibility is the education of the students. Therefore, we have set minimum safe attire guidelines regarding dress. Palouse Prairie does not have a formal dress code.

**Minimum Safe Attire.** Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

- A. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- B. Shirts and dresses must have fabric in the front and on the sides (under the arms).
- C. Clothing must cover undergarments (waistbands and straps excluded).
- D. Fabric covering breasts, genitals and buttocks must be opaque.
- E. Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- F. Clothing must be suitable for all scheduled classroom activities including physical education, fieldwork, adventure, and other activities.
- G. Clothing displaying inappropriate/offensive writing or graphics is unacceptable. Prohibited clothing includes the use of obscene, sexual, drug/alcohol/tobacco related messages.
- H. If students do not adhere to safe attire guidelines, it will be considered a level one behavior. If there is a consistent pattern of not adhering to safe attire guidelines, teachers and staff will use the guidelines for chronic Tier 1 behaviors to identify a logical consequence and make a plan with the student to help them be successful within the guidelines.

### Homework

The homework assigned at PPCS is designed to...

- help students develop lifelong habits of scholarship.
- connect the classroom curriculum and instruction as preparation, extension, or practice.
- be done by the student independently unless otherwise explained by the teacher.

- be age-appropriate in terms of both time and content.
- be differentiated if necessary.

Although there will be occasional exceptions, regular weeks of school homework may include language arts, mathematics, and/or expedition content. Homework should not exceed the following nightly time limits if the student has effectively utilized his/her time in class:

Kindergarten	15 minutes maximum
First Grade	20 minutes maximum
Second and Third Grades	30 minutes maximum
Fourth and Fifth Grades	45 minutes maximum
Sixth through Eighth Grades	60 minutes maximum

Situations may occur that prevent homework from being completed on time. If students in grades K-5 cannot complete homework for any reason, the parent should write a note or contact the teacher explaining the situation. If you have any questions about homework, or if your child is regularly having difficulty completing homework, please discuss it with your child's teacher. In middle school, students are encouraged to contact their teacher directly.

### **Technology and Internet - Acceptable Use**

Learning is enhanced through technology's endless possibilities. Students and teachers have opportunities to gather information, communicate with people all over the world, and create their own products. PPCS provides students and staff with technology services. These services include the use of computers, servers, other technology equipment, and the Internet.

Some sites on the Internet may contain offensive material. Even though it is impossible to have control over all of the information on the Internet, PPCS prevents access to inappropriate materials through a filtering system in order to provide for a positive, productive educational experience. Communications on the Internet are public in nature and files stored on the Internet should not be assumed to be private.

Palouse Prairie provides a computer to students for use at school. Computers may also be assigned to students to take home for remote learning and/or homework purposes.

Palouse Prairie School:

- Supervises and monitors students.
- Provides instruction on digital citizenship.
- Provides students with the understanding and skills needed to use technology in an appropriate manner.

The use of the Palouse Prairie's technology is a privilege. Technology is designed to be used as a tool to assist with the instructional objectives of the school. Students and staff shall use technology efficiently to minimize interference with others.

**Prohibited uses of technology include, but are not limited to:**

- Student school email addresses should only be used for school related purposes, not personal or social communication.
- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
- Encouraging the use of or promoting the sale of controlled substances or drugs.
- Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee.
- Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
- Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, or phone number.
- Logging in to the system using another user's account or password.
- Taking pictures or videos of other students/staff without permission.
- Leaving an account open or unattended.
- Violating any local, state, or federal regulation or statute.
- Using the Internet for purposes unrelated to the educational curriculum.
- Altering computer equipment as set up by the system administrator.

PPCS reserves the right to monitor all activity on the Internet, to block any material on the Internet, or to deny access to technology to any individual.

Student discipline for violation of any part of these rules and procedures shall be based on the student's age and the severity of the infraction. Student discipline may involve actions up to and including suspension and/or expulsion or loss of privileges. Discipline of staff may involve actions up to and including termination. Perpetrators or their parents/guardians may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.

**Personal Belongings**

Students are responsible for their personal belongings. The school is not responsible for theft or loss of any student's personal belongings.

**Personal Communication and Electronic Devices**

Cell phones, pagers, iPods, smart watches, and other similar devices are **not** to be used on school property during the school day. All such devices must remain in the off position and will be collected

and taken to the office if seen in use or heard during the school day. Confiscated devices will only be turned over to a parent. Reasonable phone requests will be granted; however, students may not use the phone to call parents to come for them in the afternoon, to get permission to go visiting, or to bring something that has been forgotten. Students are not permitted to leave the classroom to take telephone calls. PPCS will be glad to deliver messages if a parent needs to contact a child.

## Section VI: Medical and Health Information

### Head Lice:

Head lice can affect anyone. They are not related to personal grooming habits, nor do they communicate disease or pose a threat to our health. *“No disease is associated with head lice, and in-school transmission is considered to be rare. When transmission occurs, it is generally found among younger-age children with increased head to head contact.”* ([www.nasn.org](http://www.nasn.org))

In order to limit the chance of spreading, PPCS adheres to a **‘no-lice’** solution, under which students known to have **live lice** may not be admitted to school until the school receives verification from the parents/caregivers that the child is being treated. *“Students with nits only should not be excluded from school.”* ([www.nasn.org](http://www.nasn.org)) PPCS believes it is important to not embarrass or exclude students from their CREW or education.

PPCS does head checks when it is appropriate. *“It may be appropriate to screen other children who have had close head to head contact with a student with an active infestation, such as household family members, but classroom-wide or school-wide screening is not merited.”* The Executive Director, school nurse and office staff conduct head checks, and head checks are only completed when there is a reasonable level of concern.

PPCS relies on parents to notify the school as soon as possible if lice or nits are found on their child. PPCS notifies families when live lice are found on students while at school, or a parent has notified our front office within 24 hours of detection.

If you suspect your child may have lice, you may want to conduct a visual inspection. If you find lice, please complete the following four critical steps in treatment:

- Nit removal from the head by combing is the most important lice control measure. Complete nit removal is time consuming, but it is critical for successful treatment.
- Use of an effective head louse treatment.
- Removal of all lice and nits from the environment by washing or vacuuming. Experts assert that there is generally no need to spray pesticides at home.
- Daily head checks and nit removal until infestation is gone followed by weekly head checks to detect possible re-infestation.

## Illness

While we would like all children to be present at school each day, we recognize that students get ill from time to time. We try to balance the need for a child to be in school, their need to recover, and the need to protect the health/wellbeing of the rest of our PPCS community. As such, we have created the following guidelines:

- Students should be fever- (100+ degrees), vomit-, and/or diarrhea-free for at least 24 hours before returning to school.
- When students complain of illness at school, office staff will assess the situation (take temperature, talk with child, offer child a quiet place to sit quietly, offer peppermint tea if applicable). If the child has a temperature or is complaining of stomach cramping, parents will be notified to pick up the child.

For COVID-related illness, please see the COVID Safety Plan.

## Immunizations

In accordance with IDAPA 16.02.15, section 102.03, all students entering a public school must have specified immunizations or have completed the Idaho Certificate of Immunization Exemption (found at

<https://publicdocuments.dhw.idaho.gov/WebLink/Search.aspx?searchcommand=%7BLF%3ABasic%20~%3D%20%22Schools%20Exemption%20Form%22%2C%20option%3D%22NLT%22%7D&view=search&cr=1>

Families with students who have not met this requirement will be excluded by school authorities until documentation of the administration of the required immunization(s) is provided to school authorities by the child's legal parent, custodian, or guardian.

## Breakfast, Lunch & Snacks

Palouse Prairie Charter School partners with the Moscow School District to provide hot lunches for our students this school year and grab and go breakfast from 8:10-8:25. Menus will be available on our website. The cost for grab and go breakfast is **\$2.85 for students**. The cost for lunch will be **\$4.40 for K-8th students, and \$5.75 for adults\***. Students can purchase milk for **\$0.50**. Lunches and milk need to be purchased ahead of time. Please keep a positive balance on your child's lunch account. You can prepay for lunches in the office, send a check payable to PPCS by mail or set up payments through your bank bill pay feature.

**Snacks:** Through the school's Wellness Policy, Palouse Prairie Charter School strives to model and actively practice, through its policies, the promotion of family health, physical activity, good nutrition, sustainable agriculture, and environmental stewardship. Snacks eaten during the school day or in after-school enrichment programs will emphasize the use of fruits, vegetables, or whole grains as the primary snack and water as the primary beverage. Candy and sugar-laden snacks will not be given out by Palouse Prairie School faculty and/or staff for use as rewards. Baked goods such as cakes, cupcakes, and cookies brought in by parents will be allowed in moderation and only during celebrations of learning or community celebrations. If the teacher has parents contribute to class-wide snacks, a list of appropriate snacks should be given to the parents.



## Medical Needs

Because PPCS does not have a nurse on staff, we can only provide limited first-aid care. A school nurse is contracted for specific duties throughout the year. If a child is hurt or complains of illness, the teacher will send the child to the office. Simple cuts or bruises will be treated by applying a topical antiseptic and bandage or ice to the injury. Since we are unable to administer more complex medical treatment, the office will call the parent in the event of a more serious injury or illness. The child will be kept in the office until the parent arrives to get them. It is essential that the school have up-to-date contact information at all times for each parent. In the event of an emergency, the office will call 911 before calling the parents.

Emergency medical forms for each student are on file in the office to guide school officials in the event of an emergency. Parents should ask to review their child's medical forms if they have questions or need to make changes. Student's medical needs, including those that may arise on school grounds, must be covered by parent's insurance. Parents should notify the office if they do not have insurance for their child.

## Medications

All medications must be brought in by a parent or guardian with a written notice and kept in the office. Medication cannot be administered without the parent or guardian's consent and a physician's written order. We strongly encourage short-term medications, such as antibiotics, to be taken by children at home if possible. **All prescription medicines must be given according to physician directives and be in the prescription bottle.**

### Self-Administration of Asthma Medication, Insulin/Diabetic Treatment, Seizure Disorder Medication, or Epinephrine Auto-Injectors

Pursuant to Idaho Code covering the self-administration of asthma medication, the following shall apply to epinephrine auto-injectors, seizure disorder medication, insulin, or blood glucose monitoring supplies if a parent/legal guardian chooses to have his or her child self-administer medication:

1. The parents/guardians of the pupil shall provide written authorization for the self-administration of medication and provide written certification from the physician of the pupil that the pupil has a severe allergic reaction (anaphylaxis), asthma, another potentially life-threatening respiratory illness, epilepsy or another seizure disorder, or diabetes and is capable of, and has been instructed in, the proper method of self-administration of medication. The student's physician or health care provider-supplied information shall contain:
  - A. The name and purpose of the medicine;
  - B. The prescribed dosage;

- C. The time(s) at which or the special circumstances under which medication should be administered;
  - D. The length of time for which medication is prescribed;
  - E. The possible side-effects of the medicine;
  - F. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing or allergic reaction;
  - G. Contact information for the physician and parent/guardian; and
  - H. If applicable, a list of the child's asthma or seizure triggers or allergies.
2. The school's administration and appropriate teachers and school personnel shall be informed that the student is self-administering prescribed medication. Such notification shall be done in a manner so as to best preserve the privacy of the student and the student's medical condition to the extent appropriate.

For students with severe or life-threatening allergies this information may be provided in the student's Emergency Care Plan.

#### Additional Requirements for Self-Administration of Medicines

Palouse Prairie School and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil, absent any negligence by the Charter School.

#### **Peanut Allergies**

PPCS takes all student allergies seriously, and the actions below can be applied to all food allergies. If your child is dealing with a serious food allergy, please contact the Executive Director.

##### **Parents will take the following steps to ensure the safety of their student:**

- Parents are to notify the school in writing of a peanut allergy. PPCS prefers a doctor's note describing the severity of the allergy, but it is not required.
- If any medication is necessary in case of an allergic reaction, the parent will provide the school with that medication.
- Communicate with their CREW teacher about the allergy.

##### **PPCS will take the following measures to ensure the safety of the student:**

- Classrooms with students who have a peanut allergy will be thoroughly cleaned prior to the start of the school year to remove any peanut oils or residue.
- That classroom will remain peanut-free for the duration of the school year.
- The teacher of that classroom will send communication to families in their CREW asking them to refrain from sending their student to school with snacks that contain peanuts.

- There will be a designated PEANUT-FREE table in the lunchroom. Students with a peanut allergy can ask one to three friends from their CREW to each lunch with them at the peanut-free table. Those students must have peanut-free lunches.
- Students with an extreme allergy to peanuts could qualify for a 504 Plan.

## Section VII: Educational Need/Supports

### Physical Education/Nutrition

**K-5** students participate in physical education activities at least four days a week. PPCS staff also provides other activities at school to get your child(ren) moving regularly. Please make sure that students are dressed in appropriate attire for active physical movement. If your child has a medical reason not to participate, please send a doctor's letter describing the condition, limitations and timeframe for recovery.

### Indoor and Outdoor Playground Areas

Classroom teachers, support staff and the Physical Education teacher are responsible for students when on the playground. Teachers will closely supervise the use of all playground equipment and will keep all children in sight at all times.

### Outdoor Behavior Expectations for Students

- Walk in the classrooms and in the building; run and play on the playground
- Students must keep hands and feet to themselves. Tag is allowed if it isn't too rough. There will be absolutely no wrestling, play fighting or pretend play of weapons or tackling.
- Students must not throw dirt, sticks, woodchips, pinecones, etc.
- Students playing with balls should do so away from any play structures and windows.
- Students must keep shoes on when using the playgrounds and when in the building.

### Special Education

Students' academic needs are addressed at PPCS under the same legal guidelines and laws as all public schools. Federal and State statutes identify Palouse Prairie as the Local Education Agency (LEA) responsible for serving students with special needs as determined by an evaluation completed by qualified professionals as outlined in the Idaho Department of Education Special Education Manual. We utilize contracted School Psychologists and Related Service Providers in order to provide evaluations and services on site that students qualify for and are agreed upon by their IEP team as stated in their IEP. Any initial evaluations or initial IEP services offered to students must have parental consent, according to special education law. Palouse Prairie has adopted the Idaho Department of Education's Manual for Special Education and follows all guidelines within it. This manual is available for review at [www.sde.idaho.gov/SpecialEd/](http://www.sde.idaho.gov/SpecialEd/). Palouse Prairie School hires a highly qualified special education teacher to provide individualized instruction according to their IEP and paraprofessionals to support.

**Section 504 Services:** PPCS follows the Federal and State Legal requirements of providing accommodations in the areas of academics, behavioral and medical needs for students that qualify for these accommodations based on evaluations and a documented diagnosis. This diagnosis results in substantial limitations in major life activities that require accommodations in the school setting to help the child access their education more successfully.

## **CREW**

Crew is the term used to identify classes, staff, or any group working together on a project. At PPCS, we are all crew, not passengers. This concept places the responsibility on everyone to function as part of the crew, carrying their own weight in all endeavors. In addition, PPCS uses the acronym C. R. E. W. to reinforce our vision for a productive and courteous community.

CREW stands for:

- C. – Courage
- R. – Respect
- E. – Empathy
- W. – Welcoming

## **Discipline at Palouse Prairie Charter School**

Palouse Prairie Charter school has adopted School-Wide Positive Behavior Interventions and Supports (SWPBIS) as participants in the RK-12 Rural School Research Grant. For more information visit <https://www.pbis.org> and <https://www.boisestate.edu/rk12/>

### **Palouse Prairie School's discipline approach has two goals:**

1. Children feel physically, socially, and emotionally safe in school so that they can learn at their best.
2. Children develop self-discipline and the skills for working and learning cooperatively with others to achieve academic success.

### **Palouse Prairie Charter School's Discipline Plan:**

1. **Foster positive interactions** through intentional culture and character education, conflict resolution mediation, and collaborative problem solving.
2. **Identify and define disruptive behaviors** into three levels of severity for students, parents, teachers and administrators. Use these behaviors as indicators of lagging skills and unsolved problems.
3. Use the **Proactive Approach to Problem Solving** as a way to help students develop the ability and skills to regulate themselves, adapt to circumstances, resolve conflict, and solve problems.
4. **Provide support** for students with lagging skills, unsolved problems, and social and emotional needs, as well as support students who have been negatively impacted by the behavior of others.

5. **Assess students** who demonstrate disruptive behaviors either continuously or violently for potential behavioral impairments or disabilities.

#### **Palouse Prairie Charter School Roles and Responsibilities in Terms of Discipline:**

**Student:** Students are responsible for taking ownership of their behaviors, being honest about their actions and decisions, being reflective of their behavior, being active in problem-solving, and being collaborative in finding solutions.

**Parent:** Parents/guardians are responsible for advocating for their child, initiating communication with the teacher if concerns arise, supporting their child in character development, being reflective of their child's behavior, being insightful about unsolved problems and possible trauma, being active in problem-solving, and being collaborative in finding solutions.

**Teacher:** Teachers are responsible for providing research based and rigorous academic instruction, modeling expectations, fostering positive language and behavior in students, establishing clear expectations for students' behavior, identifying and communicating negative behaviors, teaching appropriate behaviors and social problem-solving skills, following through with discipline situation reasonably, fairly, patiently and without provocation, reflecting on their decisions and actions, providing a collection of data documenting behaviors, utilizing the RTI (Response to Intervention) team and behavior specialist for proactive problem solving, holding students accountable, and collaborating in finding solutions.

**MTSS/PBIS Team:** The PBIS team has the responsibility to support teachers in the review of student behavior data, development of positive behavior supports, working with teachers to problem-solve, and collaborate in finding solutions for the student. \*See RTI Manual

**Executive Director:** The Executive Director is responsible for establishing school-wide expectations, providing teachers with professional development towards fostering positive behavior and conflict resolution, ensuring the rights of the child are protected, assisting teachers through the MTSS process in problem-solving, and collaborating in finding solutions. In addition, the Executive Director will also make decisions regarding suspension and expulsion if necessary.

**School Counselor:** The school counselor is responsible for supporting the implementation of a school-wide culture of courage, responsibility, empathy and welcoming, providing proactive and emergent support for teachers, students and families through behavioral challenges, conflict resolution, problem solving, goal setting and educational interventions. Additionally, the CREW counselor is responsible for documenting and communicating processes, progress, challenges, and decisions.

#### **Fostering Positive Behavior**

#### **CHARACTER DEVELOPMENT**

Teaching and modeling positive behaviors are the primary approaches to discipline at Palouse Prairie School. One unique aspect of Palouse Prairie is that the entire school has adopted and promotes a particular culture of values. In turn, this provides the foundation for individual classrooms to develop their own set of behavioral expectations. This self-governing model teaches the EL character traits on a regular basis through countless interactions between children, children and teachers, and other adults. Students are immersed in learning about, and expected to practice, strong character. PPCS is dedicated to maintaining a school-wide culture of kindness and respect. All members of the PPCS community should be heard and feel included. Our team of teachers, Executive Director, CREW Counselor and staff engage in continuous collaboration to ensure our school culture is reflective of our values and expectations. Our goal is that all students feel safe and receive the support they need to develop the character traits and skills necessary to be successful.

#### **The proactive strategies used in the classrooms and throughout the school:**

- **Daily Morning Meeting:** Morning Meeting is an engaging way to start each day, build a strong sense of community, and set children up for success socially and academically.
- **Community Circle:** PPCS Community Circle is an all-community meeting where we come together to share our work, celebrate our successes, discuss our challenges, learn about our 10 design principles that guide our work and learning, and together create a clear understanding of who and what we are as a school, and how and why we strive to be the change we want to see in the world.
- **Daily Closing Circle:** Closing Circle in each K-5 classroom is an engaging way to end each day with crew reflection and connection.
- **MS Crew course:** MS Crew is a mixed-grade, year-long course that allows students to build a strong sense of community; foster relationships across MS grades; reflect meaningfully on the crew traits, Habits of Scholarship, and Design Principles that shape our culture as an EL school; and allow time to focus on social, emotional, and character development.
- **Assessment of Lagging Skills and Unsolved Problems (ALSUP):** This is a collaborative discussion tool used to identify adaptive skills a student is lacking and the unsolved problems they are causing. Using this strategy to get to know our students well, allows us to better understand our students and provide the support necessary for every child to feel safe and successful.
- **A collaborative and responsive approach to problem solving and conflict resolution:** Every situation, problem or challenge is different. There are different people involved with different perspectives and personalities. Each problem or conflict is addressed with the mindset of seeking to understand and collaborative approach with the ultimate goal that all voices are heard and all needs are met. Fair does not mean equal. Fair means every student is accommodated in a way that makes school accessible.

#### **COLLABORATIVE/RESTORATIVE PROBLEM SOLVING**

PPCS' approach to problem solving is collaboration and restorative practices. The gathering of perspectives is ultimately the best way to uncover the root of the problem and only from there can a solution be found. When it comes to identifying a problem that has led to maladaptive behavior, we

use a three-step process to talk with a student, or group of students when appropriate, in order to find a solution and end the behavior. The student, classroom or CREW teacher, school counselor, , Executive Director, and parents may be part of this meeting.

**Step 1: Active Listening and Empathy Step**

- Gather information about and achieve a clear understanding of the child's concerns or perspective on the unsolved problem you're discussing.

**Step 2: Define the Problem Step**

- Communicate the concern of the second party (often the adult) into consideration.

**Step 3: Invitation to Solve Step**

- Generate solutions that are realistic (meaning both parties can do what they are agreeing to) and mutually satisfactory (meaning the solution truly addresses the concerns of both parties).
- Put a plan in place to make sure the solution is followed through with and schedule a follow up meeting to assess its progress.

This process ensures the student feels heard and included and they have ownership in their own life. Also in this process the student learns important communication, reflection, and problem-solving skills.

**PROCESS FOR STUDENTS WHO HAVE BEEN NEGATIVELY IMPACTED BY ANOTHER STUDENT'S BEHAVIOR**

This process is put in place to help children who have been emotionally, socially, or physically harmed by another child's behavior. The goal is to help the child feel safe and supported; to reduce the effects of the trauma and help the child move forward feeling safe, empowered, confident in school.

The child will meet with the CREW Facilitator. This meeting is conducted in a very similar way to a collaborative problem-solving meeting. The goal of this meeting is to establish a safe place for the child to be heard, discuss the event and residual thoughts and feelings, and to put a plan in place to meet the child's needs.

**Step 1: Active Listening and Empathy Step**

- Gather information about and achieve a clear understanding of the child's concerns and perspectives.
- This step may also include a meeting with the child's family to gain further perspective.

**Step 2: Invitation to Solve Step**

- Generate solutions that are realistic and satisfactory to the child's needs, the needs of the classroom, school, and families involved.
- Put a plan in place to make sure the solution is followed through with and schedule a follow-up meeting to assess its progress.
  - Possible solutions might be counseling sessions with the CREW counselor, one-on-one time with the teacher or CREW counselor in the classroom, constructive conversations with the other child when appropriate, time with the other child to rebuild trust when appropriate, time out of the classroom or away from the other child (for times that trigger fear or apprehension).
- Findings from this meeting will be documented, monitored, and communicated with the family via email, phone call or scheduled meeting.

### **IDENTIFY AND DEFINE DISRUPTIVE BEHAVIORS**

Disruptive behaviors or conduct can have a tremendously negative impact on the quality of education, the environment, the safety, and the culture of Palouse Prairie Charter School. Therefore, every behavior is treated as an indicator of a skill the student is lacking and/or an unsolved problem the student does not know how to solve productively. Only through collaboration and communication about the problems can we eliminate these behaviors.

### **LEVEL ONE and TWO: MINOR DISRUPTIVE BEHAVIOR**

Level one and two behaviors are behaviors that make teaching, working, and learning difficult. They do not meet schoolwide expectations and/or classroom rules. These behaviors will be addressed with logical consequences and Tier 1 interventions.

#### **Disruptive Classroom Transition**

- Delaying progression from one activity to another by not following directions quickly or completely.
- Examples: talking out, delaying the next activity, walking around without permission, not prepared for the next activity, needing more than one prompt to complete the task and prepare for the next activity, etc.

#### **Disruptive transition between settings**

- Loud or inappropriate movement while moving from one location to another.
- Examples: getting out of line, talking while in line, playing in the bathroom, stomping feet, squeaking shoes, disturbing others, touching items on the walls, leaving area unclean or in disarray (ie. bathroom/cafe), etc.

#### **Inappropriate Items at school**

- Students having possession of items that have been designated as inappropriate at school.
- Examples: toys, trading cards, electronics, candy, gum, video games, etc.

#### **Tardy**

- Student is late to class or the start of the school day
- Has not yet become a chronic issue



#### Dress Code Violation

- Student wears clothing that is near, but not within, the dress code guidelines defined by the school district.

#### Inappropriate talk about/or to others

- Making negative comments or encouraging others to speak negatively about another person.
- Examples: put downs, gossiping, name calling (ie. stupid/dummy), talking about relatives, clothes/appearance, academic competence, teasing, etc.

#### Inappropriate Playful Behavior

- Engaging in rowdy/playful behavior without the intent of causing harm.
- Examples: pushing, tripping, throwing objects, chasing, hitting, etc.

#### Non-directed Inappropriate Language

- Using a curse word or inappropriate language that is not directed at another person.
- Examples: cursing after dropping something or stubbing toe, etc., mumbling after being given directions (eg. "this sucks", "freakin", "crap", etc.)

#### Inappropriate Physical Contact

- Intentional inappropriate physical contact.
- Examples: pulling, shoving, pulling clothes, hand holding, hugging, invading personal space, etc.

#### Eating or Drinking without permission

- Eating or drinking without permission of the teacher.
- Examples: chewing gum, eating candy, sneaking snacks during instruction or work sessions, drinking, etc.

#### Uncooperative Behavior / Not Following Directions

- Passive non-compliance with the request of the teacher.
- Examples: not following directions, not doing work as asked (includes homework), not answering when spoken to, not responding to directions or prompts, etc. This includes: cheating using notes, copying off another paper or sharing answers with someone.

#### Classroom Disruption

- Disrupting or attempting to disrupt the normal operations of a classroom or learning environment.
- Examples: Talking, getting out of seat without permission, making random noises, passing notes, shouting out.

#### Fighting

- Student participation in an incident involving physical violence.
- Example: Fighting over a ball.

Behavior Consequences  
Addressed by Teacher

Collaborative conversation between student and adult  
 Verbal correction and review rules  
 Model appropriate behavior  
 Change location  
 Child writes explanation  
 Make restitution  
 Loss of privilege  
 Time out/Refocus  
 Silent lunch  
 Parents will be notified

Behavior will be tracked by classroom teacher and specialists will be notified.

### LEVEL THREE: MAJOR DISRUPTIVE BEHAVIOR

Level three behaviors disrupt or threaten to disrupt the operation of the school. They interfere with the public or private rights of other students or citizens. They threaten or endanger the health or safety of any person, or damage property. These behaviors will be addressed with consequences and Tier 2 or 3 depending on severity and frequency. These behaviors may result in suspension or expulsion.

#### Chronic Level 2 Behavior

- Student receives Classroom Discipline form for Level 2 behaviors and problems continue.
- Examples: Any Level 2 behavior (including chronic Level 1).

#### Severe Disruption

- Student engages in behavior that severely interrupts the teaching, learning and/or safety of the teacher and students.

#### Discrimination/Prejudice

- Actions or statements intended to be offensive of one's race, gender, religion, heritage, color, perceived sexual orientation, and/or disability.
- Examples: slurs that are written or spoken.

#### Theft/Forgery

- The removal of someone else's property from their personal area or being in possession of something found that does not belong to you or has signed a person's name with that person's permission.
- Examples: Taking another student's snack or personal possession from their desk/book bag/etc., taking school property without permission.

#### Targeted Bullying/Harassment

- Repeated intentional tormenting of a student through verbal, written, or physical harassment or other more subtle methods or coercion like using inappropriate/demeaning language, causing the victim to feel threatened or unsafe.

- Examples: calling someone hurtful names on a regular basis (2 or more times), convincing a student to give money or valuables away, cyberbullying, convincing classmates to isolate or pick on another student.

#### Assault of Another Student/Fighting

- A student making intentional physically aggressive contact upon another with or without injury.
- Examples: fist fights, shoving match, continuous kicking, spitting on another person.

#### Pulling a False Fire Alarm

- Intentionally pulling the fire alarm.
- Examples: pulling the fire alarm.

#### Intimidation/Use of Profanity or Obscene Gestures Toward Adults and/or Students

- Student delivers a message (verbalized, written, drawn, or gestured) towards another that conveys an act of intended injury or harm, cursing, gang paraphernalia.
- Examples: cursing directed at another student or adult, passing along threats, gestures at another student, threatening to beat someone up, calling an adult names, saying "shut-up" to an adult, flipping off, grabbing own body parts, profanity.

#### Assault on School Personnel

- When a student shows aggression towards school personnel.
- Examples: throwing things at an adult, hitting, kicking, spitting, biting.

#### Vandalism

- Participating in an activity that results in destruction of property.
- Examples: ripping books, writing on bathroom stalls or walls, coloring on floors, desks or walls, damaging fixtures in the bathroom or classroom, misuse of toilet paper, paper towels or teacher belongings.

#### Skiping Class/Truancy

- A student leaves or misses class without permission. Frequent absence.

#### Lying/Cheating

- Student delivers a message that is untrue and/or deliberately violates rules. Intentionally produces work that is not an academically honest representation of a student's knowledge and skills.

Level 3 Behavior Consequences
<p>For Level 3 Behaviors or Chronic Levels 1 and 2:</p> <p>If chronic behaviors for Levels 1 and 2, The student is sent to the office with Classroom Discipline Form(s)</p> <p>For level 3 behavior (K-8), the student is sent to the office to meet with the Director. Family is contacted to discuss consequences and next steps. Student may face in-school or out-of-school suspension or expulsion if the behavior becomes chronic.</p>

Parent Contact  
Problem-Solving Conference with student  
time in Office  
In-School Suspension  
Community Service  
Bus Suspension  
Out-of-School Suspension

#### **LEVEL FOUR: ILLEGAL BEHAVIOR**

Level Four behaviors disrupt or threaten to disrupt the operation of the school. They interfere with the public or private rights of other students or citizens. They threaten or endanger the health or safety of any person, or damage property. These behaviors are illegal and will result in contacting the authorities and in school, out of school suspension or expulsion.

##### **Possession of Weapons/Illegal Substances**

- Having possession or being under the influence of tobacco, drugs, or alcohol, or having an instrument of any kind or a look alike weapon, with or without the intent to use.
- Examples: having knives, fireworks, poppers, lighters, box cutter or any realistic look-a-like weapon.

##### **Bomb Threat**

- Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.

##### **Arson**

- Student plans and/or participants in malicious burning of property.

#### **PROACTIVE APPROACH TO PROBLEM SOLVING AND INTERVENTION**

PPCS' approach to discipline is based on research that shows that punishment and rewards are ineffective and address only superficial behaviors, while the real problems remain unsolved. Our goal is to teach students the skills they are lacking to behave adaptively, support those impacted by the behavior of others, and provide a safe place where all students can do their very best. This approach aligns with how we support all students academically. We identify the problem and we provide additional instruction and support through levels of intervention.

\*\*\*In the event of extremely severe behavior that has not improved through intervention, PPCS reserves the right to consider suspension from school and/or school related activities, and expulsion.

**In-School Suspension:** Student will be temporarily excluded from their CREW for the entire school day or for a certain instructional period for a specific period of up to five (5) school days. They will be provided their instruction in isolation within another area of the school building. This includes exclusion from adventures and/or fieldwork.

**Out-of-School Suspension:** Student will be temporarily excluded from their CREW for the entire school day for a specific period of up to five (5) school days. The student is not allowed on school grounds during the duration of the suspension, and they will be held accountable for all instruction missed during the suspension. This includes exclusion from adventures and/or fieldwork.

**Prolonged Out-of-School Suspension:** The Executive Director will recommend to the Board that the student will be temporarily excluded from their CREW for the entire school day for an additional specific period of up to five (5) school days. The Board can extend a temporary suspension for an additional five (5) days, only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils' health, welfare or safety. This includes exclusion from adventures and/or fieldwork.

**Expulsion from Palouse Prairie Charter School:** The Executive Director will recommend to the Board that the student should be excluded from school. Only the Board has the authority to expel or deny enrollment to any pupil who is an habitual truant, whose conduct is continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school in the State of Idaho or any other state. Palouse Prairie Charter School will provide written notice of any student who is expelled or denied enrollment to the prosecuting attorney within five (5) days of the Board's actions.

## **SPECIAL EDUCATION**

**Positive Behavior Intervention Plan (PBIP):** If a student has an Individual Education Plan or a 504 Plan, their behavior will be monitored by their teacher and reviewed by their IEP or 504 Plan team. The team may choose to have the student's behavior formally assessed. The team can and will create a Positive Behavior Intervention Plan to support the student's academic success by managing the behavior. This plan will be added to the student's IEP or 504 to ensure that the plan supports the student's academic goals and accommodations and ensures that the student receives their education in the least restrictive environment possible.

Executive Director and Special Ed teacher or the 504 Coordinator if 504 will determine if the behavior was possibly due to the child's disability to be sure the discipline was appropriate.

**Manifestation Determination Meeting:** If a student has an Individual Education Plan or a 504 Plan receives a corrective action, the Executive Director and Special Education Teacher will meet to ensure the behavior was not a manifestation of the student's disability.

*If the student becomes a danger to them or others, they will be removed and an immediate emergency manifestation determination meeting will be held. Ultimately the goal is to protect the rights of the student to a Free Appropriate Public Education.*

*If the team determines that the student's behavior was not the manifestation of the student's disability, then the school would proceed with the actions outlined in the Discipline Ladder.*

*If the team determines that the student's behavior was a manifestation of the student's disability, then the team will review the IEP or 504 Plan. In the review the team may revise the plan to ensure greater success, add additional accommodations, revise a pre-existing BPIP, or create a BPIP to try and help the student manage the behavior.*

## Section VIII: Highly Capable and Gifted and Talented Plan

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

### PPCS Philosophy Statement & Goals

PPCS provides a culture that honors diverse needs while holding all students accountable toward the attainment of the same long-term learning targets, putting equity at the center of the school's commitment and vision. PPCS provides varied instructional approaches and employs research-based practices such as project-based learning, flexible grouping, differentiation and advanced learning plans to meet the needs of all students. Differentiation is a philosophical belief and an instructional approach through which teachers proactively plan to meet students' varied needs based upon ongoing assessment.

### Program Goals

- To offer robust curriculum and instruction for gifted learners which provides them learning experiences rich and relevant to their lives, activities requiring them to process important ideas at a high level, and products causing them to grapple with meaningful problems and pose defensible solutions.
- Provide classrooms respectful to the learner, and provide structure, choice, and guidance to allow the student to achieve more than they thought they could.

- Teaching is paced in response to the student's individual needs while still being able to achieve a depth or breadth of understanding.
- Students are provided learning experiences with a high "degree of difficulty" implying the content, processes, and products should be more complex, more abstract, more open-ended, and more multifaceted. Students may also (but not always) be able to function with a greater degree of independence than their peers (EL Core Practice 11).
- Teachers provide students with "supported risk." Highly able learners often make very good grades with relative ease for a long time in school. They see themselves (and often rightly so) as expected to make "As," get correct answers, and lead the way. In other words, they succeed without "normal" encounters with failure. Then, when a teacher presents a high-challenge task, the student feels threatened. Not only has he or she likely not learned to study hard, take risks and strive, but the student's image is threatened as well. A good teacher of gifted students understands that dynamic, and thus invites, and insists on risk-but in a way that supports success. (Tomlinson, C., 1997)

**Explanation of the Highly Capable and Talented Program Options:** Several features of PPCS support the needs of highly capable students on a daily basis. PPCS accomplishes this through methods including, but not limited to, skill and/or content tiering lessons, curriculum compacting, real world projects in alignment with classroom content and advanced learning plans (ALP's). Acceleration to higher-grade levels across or within content areas may be considered for exceptional students if other program structures do not prove to be effective.