

White Pine Academy Handbook



White Pine Academy

A Tuition Free Public School Academy

2018-2019

White Pine Academy **Parent & Student Handbook**

White Pine Academy Mission Statement

White Pine Academy will prepare students for the global 21st century by promoting excellence in academics and healthy character growth and development.

We believe we can achieve these goals by providing the best time tested curriculum in the six “core” subjects of: mathematics, science, language arts, fine arts, history and geography. White Pine Academy emphasizes a moral education accomplished through the standards of conduct and character development.

White Pine Academy Educational Philosophy

White Pine Academy works as a partnership that includes parents, students, teachers, administration and staff. These partners are united in their commitment to the common objectives outlined in our mission statement.

Parents expect and appreciate direct and regular communication from faculty regarding their children. Likewise, White Pine Academy’s parents are responsive to teachers’ suggestions for helping students. This is shown, in part, by parents making sure homework and other assignments are completed, as well as supporting White Pine Academy’s five philosophies of character growth (kindness, honesty, responsibility, positive attitude and respect).

The administrative team, along with the board of directors and WPA staff, verifies and endorses the Mission Statement and oversees its implementation in the school. In their capacities as policy makers and community leaders, these individuals advance the Academy’s role as an institution dedicated and committed to children.

At White Pine Academy, we are committed to the philosophy of educating the individual child by helping each student to acquire knowledge and master each subject. By providing standards of ethical and moral values by which one may live, we are preparing students to accept the privileges and responsibilities of citizenship in a democratic society. Every child is capable of achieving his or her potential to the fullest extent when afforded respect, fairness, and loving discipline and accelerated instruction.

Building Entry

Any parent entering the building after the school day has begun, MUST stop in the office to sign in. No one will be permitted in the hallways after 8:00am unless requested by the teacher.

Attendance

Attendance is compulsory for students enrolled at White Pine Academy. Regular attendance is important to a child’s success in school and establishes good work habits and self-discipline.

Tardiness

Students are expected to be on time for school at the start of the school day and for their classes throughout the school day. In addition to missed learning opportunities for the tardy student, tardiness to class or to school causes disruption to the learning environment for all students. Patterns of severe tardiness call for intervention by the teacher, the principal, and/or the school’s student services staff. Teachers will handle tardiness, and tardiness as part of a student’s “participation grade.”

The only excuses that will be accepted for tardies are the following: doctor’s note, note from a teacher, police/accident reports, court dates, and up to six (6) parent/guardian excused tardies per school year. Parent/guardian excused tardies

are only accepted for the first period of attendance for the student (not the first period of the day, but the first period the student is in attendance). Leaving before the days end is strongly discouraged.

Absences

Accumulated absences equaling more than ten (10) full days per semester shall be considered excessive and will serve as a warning signal to the teacher. A conference will be scheduled between the parent(s), teacher, and administrator to review the reason for the absences and the student's academic status. The administrator will send a letter to the parent(s) informing them of the attendance concern and will include a written copy of the student's attendance report for their information.

More than twenty (20) absences per year are excessive and present an academic risk for the student. If a student accumulates more than twenty (20) absences per school year, a conference shall be scheduled between the student, teacher, parent(s), and administrator to discuss the student's academic status and the eligibility for promotion to the next grade for the following year. The administrator will send a letter to the parent(s) notifying them of the continuing attendance concern and will notify the Ingham Intermediate School District Attendance Officer. A student may be retained at his/her present level if school work is seriously behind or the student is performing below grade level as a result of absences.

Parents must call the school office **before** the start of the school day **on the day a student is to be absent.** DO NOT call or leave a message with the student's teacher. Contact must be made between the school office and the parent before the absence can be marked as excused.

For students to receive an excused absence, a parent or a medical professional must notify the school verbally or in writing of such an absence. The decision to excuse the absence will rest with the school administrators.

If you must take your child out of school early, please inform the office in writing or by phone. This includes medical and dental appointments. Students, who are dismissed from school early, for any reason, must be signed out in the office by the parent or authorized person. Any student arriving after the start of the school day (7:50 am) must be signed in by the parent or authorized person.

All work missed due to any absences must be made up. The amount of time given shall be directly related to the amount of time missed and the reason for the absence, and shall be determined by the individual teacher. Any uncompleted assignments will have an adverse effect upon the student's grade in that given subject.

School Office/School Hours

The school office is open from 7:30 am to 3:30 pm. **School hours are from 7:50 am to 3:05 pm.**

Students should not arrive at school until 7:45 am unless arrangements have been made with the office in advance. **Students arriving before 7:30 am will not be supervised and will need to wait outside.** On days when the weather does not permit an outdoor gathering, students will be allowed to wait in the Commons.

Emergency School Closings

Please listen to radio and/or television stations for specific information about White Pine Academy. If school is closed during the day, you will be notified by a phone call from the school.

Fire Drills

If a fire drill is conducted, an alarm will sound signaling that all persons are to evacuate the building. Students will follow the directions given by their teacher(s) as everyone leaves the building. Students must be 500 feet from the building and must clear all fire lanes. When the fire drill has been completed and the entire building has been evacuated, an announcement will be made for everyone to return to the building. Any student who intentionally pulls a fire alarm will be subject to disciplinary action.

Tornado Watch

Students remain in school and our staff takes safety precautions. However, if parents want to pick up their children, they may do so by coming to the school and requesting their dismissal (they must be signed out).

Tornado Warning

All students and staff members remain in the building and take shelter in designated areas. Students may be detained beyond the usual dismissal time. Parents are permitted to make their own decisions about the wisdom of coming to school in order to pick up their child(ren).

NOTE: Fire and tornado drills are held at various times throughout the year in order to remind staff and students of the procedures to follow in case of an emergency.

Bomb Threat

If a bomb threat is received, all students will be evacuated and a search of the building will be conducted. Students will be expected to stay with appropriate staff members while the search of the building is being completed. Students leaving school grounds will be subject to disciplinary action. **Any student guilty of calling a bomb threat to any Public School building will be recommended for expulsion and subject to prosecution.**

Lock Down

In certain circumstances it may be necessary to lock down the building. In the event of a lockdown, teachers are to follow specific directions, lock classroom doors, and keep all students in the classroom until further notice. Parents should not come to the school to pick up their child, as students will not be released until the lockdown has been lifted. Our first priority is to ensure the safety and well being of our students and staff. While we understand your desire to reach your children, we ask that you contact White Pine Academy's Office, 589-8961 for more information.

Health Regulations

White Pine Academy parents are required to comply with state and local health department rules and regulations regarding health and immunizations. Any student not meeting the state requirements for immunization for attendance to a public school at the time of enrollment, or at the beginning of each school year, will be denied access to White Pine Academy until such requirements are met. Exceptions are made for those students with health or religious objections. Wavier forms for these purposes are available in the school office. The following immunizations are required by the State of Michigan prior to entering a public school:

- 4 doses of DPT (Diphtheria, Tetanus, Pertussis)
- 3 doses of Hepatitis B
- 3 doses of OPV (Oral Polio Vaccine)
- 2 doses of MMR (Measles, Mumps, Rubella)
- 1 does of Varicella (Chicken Pox)

Transportation

White Pine Academy will not be responsible for transportation to and from school. You may contact **CATA** for rides (1-800-322-1390) at your expense. As representatives of White Pine Academy, school rules apply while on the bus.

Transportation to and from Field Trips are provided by parent volunteers with proper insurance verification. Parents must provide booster seats for their child if under the age of 8 and less than 4'9".

Lunch

White Pine Academy parents will be responsible for providing lunch and snacks for their child(ren) at school. Lunches are available for \$2.75. (Lunches include an entrée, fruit, vegetable, and milk). Students may pay for lunch daily or prepay weekly. No more than 2 lunch charges will be permitted. Payment must be made before lunch can be provided.

Milk is offered everyday to all students for .30 cents. **Pop and/or energy type beverages are not permitted unless for special classroom celebrations.**

Personal Items

Because we do not accept responsibility for students' personal items, we encourage students to leave at home those belongings that are not necessary for their education. More specifically, electronic games and toys, cell phones, CD players, gaming cards, etc., are not allowed in school unless special permission has been granted. Any other personal items that staff members judge to be unsafe or inappropriate for school will be confiscated and held in the office until parents retrieve them.

Bicycles

Students who wish to ride their bicycle to school must walk them on school sidewalks and park them in the provided bike racks.

Academic Honor Roll

A student who earns a "Y" (outstanding) and "P" (satisfactory) in all content areas and no marks of "C" (unsatisfactory) in effort in grades one and two, or no less than a "B" in all content areas with no marks of "F" in effort in grades three through eight is recognized at the completion of each semester by being listed on the Honor Roll. The Honor Roll is published in the local newspaper, and students receive special recognition at the end of the school year.

Friday Folders

Each Friday, students will be sent home a Friday Folder containing classroom and school information. Please read the enclosed materials and sign and date the folder, placing any correspondence you wish to send to school in the folder. Make sure to return the Friday Folder to school with your child on Monday of each week.

Dress Code Policy

Only the approved uniform is acceptable attire. This shall consist of:

- **Shirts-** Polo shirts are allowed in any color. Shirts may not have any designs or other color mixes on the polo shirt and must be free of holes.
- **Pants-** must be of corduroy or a polyester/cotton twill fabric. Colors must be solid black, navy or tan. Pants will be worn at the appropriate length and from the waist, not the hip. No denim, canvas, knit pants; sweatpants, leggings (by itself), overalls, stripes or logos etc. will be permitted. **Leggings/socks must be in solid colors with no designs. Leggings must be worn with a skirt, shorts, or jumper at the appropriate length.**
- **Belts-** all clothing with belt loops must be worn with a belt (except Kindergarten & 1st grade). Belts shall be plain, without markings, as should the belt buckle. **Belts shall be navy, black or brown.**
- **Shorts/Skorts/Capris, Skirts and Jumpers-** must be either at the knee or no more than 3" above the knee. Mid-thigh lengths are not acceptable. They must be of the same fabric and color acceptable in pants. They must also be worn from the waist and may not be excessively baggy. If they have belt loops, a belt must be worn.
- **Gym Clothes-** students in grades 6th-8th must have appropriate clothing for physical activity. The uniform shall consist of shorts that must be at least mid-thigh, a t-shirt, with no inappropriate sayings or designs and appropriate athletic shoes.
- **Turtlenecks-** turtlenecks and mock turtlenecks are acceptable in the same colors as the polo shirts and may be worn during winter months and do not need to have the WPA logo on them.

- **Sweatshirts-** may be worn over a turtleneck or polo shirt only and may be in any solid color. No designs or multi colors allowed. **Hooded or zip up sweatshirts are not to be worn during class time.**
- **Shoes/Boots-** shoes may be dress style or athletic style with non-marking soles (athletic shoes with non-marking soles preferred) and may tie, buckle or slip on. Dress shoes may be black, brown or navy in color (solid). **For emergency purposes, sandals or clogs are allowed during the warm season only. Flip-flops, beach thongs or between the toe outdoor wear is NOT acceptable.** Boots may be worn with pants only. They must be of the same color choices as shoes. **Heels can be no higher than 2” high.**
- **Jewelry-** use of jewelry must be conservatively styled and watches are permissible. Students are limited to **stud earrings only.**
- **Hair-** must be clean and have a neat combed appearance at all times. Students are not to dye any hair to distracting colors. Students may not wear designs, symbols, or words cut into their hair. Mohawks are not permitted.
- **Make-up-** students in 6th grade and above may wear light, natural colored makeup only. (ie. Soft shades of brown, clear lip gloss, conservative eye liner.)
- **Body piercing-** no body piercing, drawings (**drawing on the body is absolutely not permitted**), or temporary tattoos.
- **Hats/Bandanas-** hats/bandanas are not to be worn during school hours and must be removed when entering the building.

White Pine Academy reserves the right to send home any student wearing inappropriate clothing to school. If the student cannot be sent home, or a parent cannot bring appropriate clothing to school, a 15 minute detention will be issued. A second offense will result in a 30 minute detention, followed by a 1 hour detention with a demerit if the problem continues.

Out of Uniform Day

The last Friday of every month is a Dress Down Day. On these days, students may wear jeans, sweatshirts, sweatpants, uniform items, or dress clothes, jogging suits and t-shirts that do not have offensive language, etc.

School Supplies

Any lost textbooks, Accelerated Reader books, and/or school supply materials shall be replaced at the student’s expense and at the current purchase price. Teachers will send letters home with a list of suggested classroom supplies needed for the year.

Conduct & Discipline

Education is the primary mission of a school. All of White Pine Academy’s teachers recognize that the conduct of students in their classroom affects behavior outside the classroom. With this in mind, all teachers explain and disseminate the rules and the accompanying rewards and punishments that govern all aspects of classroom behavior. They address tardiness, missed homework, inappropriate behavior, dismissal, acceptable work, preparedness and general citizenship.

Positive Citizenship

Realizing that most students respond to positive reinforcement, teachers reward students with fine citizenship records. Students receive a certificate, at the end of the year, for receiving a 2 or better in Citizenship on their report card.

STUDENT CODE OF CONDUCT

The administration of White Pine Academy reserves the right to establish rules and regulations that are not stated in this handbook but which are necessary and proper for carrying out the educational programs and safety of the school. When, in the judgment of the administration, a student's behavior adversely influences others or interferes with the educational process, the student will be subject to disciplinary action.

Academic Dishonesty/Cheating/Plagiarism

Students will not be academically dishonest. Academic dishonesty includes but is not limited to the following: copying work, letting work be copied, cheat-sheets and plagiarizing. *Definition: to steal and pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source VI: to commit literary theft: present as new and original an idea or product derived from an existing source.*

First Offense: Office referral, zero grades on assignment involved and parent/guardian contacted by the teacher.

Second Offense: Office referral, zero grade on assignment involved, parent/guardian contacted by the teacher and an after-school detention.

Third Offense: Office referral, zero grade on assignment involved, parent/guardian contacted by the teacher and 1 to 10 day suspension.

Cafeteria/Lunchroom Expectations

Students will be assigned a specific 40-minute lunch period. During lunch, students will:

- ✓ Bus their own tables/litter completely
- ✓ Behave courteously towards fellow students and school personnel
- ✓ Not throw food or trash
- ✓ Not be in halls without a written pass

Expectations

- Respect all staff members, other adults connected to the school and fellow students at all times.
- Respect school property/equipment.
- Use acceptable language at all times and be honest and kind with all students and staff.
- Keep your hands and feet to yourself at all times.
- Use conflict resolution skills to settle disagreements.
- Gum or gum chewing is **not** allowed.

Disciplinary Action

Disciplinary action can be summarized in five steps:

1. Warning: (the teacher gives council to the student in private with the administrator in attendance if the situation warrants.)
 - a. First Offense: verbal warning
 - b. Second Offense: written warning
2. Behavior Referrals: (issued by teacher)
 - a. First
 - b. Second
3. Detention: (issued by and served with teacher or administrator)
 - a. Lunch
 - b. Before School OR After School
4. Suspension: (issued by administrator)
 - a. In-School
 - b. Out of School

5. Expulsion: (requires School Board action)

To assure that learning is not interrupted by behavioral disruptions, the Academy enforces a policy of behavior referrals and detentions. The goal is to work with parents to reinforce and support agreed-upon standards of courtesy, respect and behavior that are an important aspect of children's education and to prevent the loss of valuable instructional time. The maintenance of an orderly and harmonious classroom is essential to learning and the policy of demerits and detentions reflects the White Pine Academy educational philosophy.

Detentions

Detentions will be assigned and enforced at the teacher's and the administrator's discretion following a conference with the student. Detentions will be served with the teacher, during lunch, before or after school. Parents will be notified of every detention. Documentation of the detention will be filed with the administration. Detentions are issued for but not limited to the following:

1. Being disrespectful.
2. Fighting and inappropriate language or behavior.
3. Being out of an assigned seat unnecessarily.
4. Failing to complete homework on time (except in cases of illness or family emergencies).
5. Dress code violations.

Students required to serve detention may be asked to do a variety of tasks, from the menial to the mental, depending on the offense.

Suspension/Expulsion

Suspending a student from school is reserved for the most serious offenses or the most constant misbehavior. It is instituted at the request of the administrator in consultation with the appropriate teacher(s) and parents. After a student has served three detentions, suspension may be recommended. Suspended students are expected to keep up with their school work. Assignments will be requested. Standards for return will be drafted at the start of the suspension period. Any student who is suspended will not receive credit for any daily assignments or quizzes missed during his/her suspension.

Violent behavior is grounds for immediate out of school suspension. Depending upon the nature of the behavior, this could result in a 180 day suspension. The student may be allowed to return to school only after a hearing with the parents and appropriate staff members takes place and a determination of appropriate recourse made. If a student can not or will not abide by the foregoing rules, the student may be expelled. After consultation with parents, the student and involved faculty/staff, the School Board may acknowledge that all other corrective avenues have been exhausted and expel the student. **Important Note:** *All decisions by the School Board with respect to expulsion are final. The following year, parents may appeal to the Board for re-admission.*

Anti-Bullying Policy

The White Pine Academy Board of Directors believes that Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. The Board of Directors opposes Bullying and adopts this policy to encourage all members of the school community (employees, students, parents) to take appropriate steps to prevent and respond to Bullying behaviors.

CONDUCT:

Bullying is a form of aggression that occurs when one or more individuals intentionally subject another person (the "target" of bullying) to unwanted and hurtful actions that result in the target feeling oppressed, and interferes with a safe and fear-free school environment for that person. While Bullying may involve just a single incident, it is frequently characterized by repeated aggressive actions. Bullying may include, but is not limited to the following types of conduct:

- **Verbal:** Name-calling, threatening, taunting and gossiping
- **Emotional:** Shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, initiating rumors and exerting coercive peer pressure.

- **Physical:** Any sort of aggressive physical contact, including: punching, poking, shoving, kicking, choking, pulling hair, beating, biting and tickling.

Note: Bullying of a sexual nature will be addressed through White Pine Academy's policy and procedures for sexual harassment.

PREVENTION:

1. WPA shall provide written information about the identification, prevention, and correction of bullying to school employees, students and parents.
2. WPA shall provide training about the nature and seriousness of bullying, as well as prevention and intervention strategies to all employees.
3. WPA shall provide learning activities regarding the nature and seriousness of bullying. Teaching knowledge, attitudes and skills necessary to discourage bullying, standards of acceptable behavior to a student, and ways in which students can be actively involved in creating a safe school environment.
4. WPA shall encourage communication between teachers, administration and parents to encourage the formation of strong partnerships necessary to most effectively prevent and intervene with bullying problems.
5. WPA shall conduct periodic assessments regarding the types and prevalence of bullying in order to gauge program effectiveness and needs.
6. Recognizing the importance of positive role modeling, WPA staff shall not engage in bullying conduct while involved in school related duties.

INTERVENTION:

1. Allegations of bullying shall be investigated promptly. Consideration shall be given to the due process rights of the accused as well as the need for confidentiality and safety of the reporting person/persons being bullied.
2. Allegations of bullying can lead to disciplinary consequences, including but not limited to: reprimand, change of schedule or placement, denial of participation or privileges, detention, suspension or expulsion.
3. Individualized interventions to equip students with pro-social and coping skills shall be provided to students who exhibit bullying behaviors and those who are targets of such behaviors.
4. Any person who reports an incident of bullying shall not be subject to retaliation. Appropriate measures shall be taken to discourage and promptly address any retaliation or attempts to "get even" with the target/or the person who reports the bullying conduct.

How to Get Help with a Concern

If you have a classroom concern, please speak to the teacher first about the issue. If the issue is not resolved, please set up an appointment with the principal.

If you have a school concern, please call the office to schedule an appointment with the principal.

Care and Use of the Building and Grounds

This school is one in which we can all take pride. Maintaining a clean and attractive building requires daily work from each of us. Each person who uses the building or the outside area has the responsibility of caring for these areas.

Littering or marking on surfaces is inappropriate at any time.

- ✧ Glass containers are not acceptable on school property.
- ✧ Several display areas are available for posters, as long as permission is given in the office.
- ✧ The school is available during after school hours when an activity has been approved and is being supervised by authorized personnel. Students not participating in a school-related activity or in the after-school program should leave the building by 3:15 pm. After 3:15 your child will be placed in afterschool and charged the afterschool rate.

Lockers

Lockers are the property of White Pine Academy. Each student, grades 4th through 8th, is assigned the use of one locker. The use of the locker should not be shared with anyone. Lockers may be kept locked when not in use. Lockers that are not cleaned out or have stickers, graffiti, gum or excessive damage will be assessed a \$20.00 fee.

The school does not assume liability for items that are stolen from lockers. The majority of school thefts occur from unlocked lockers. It is important to keep your combination confidential. Moreover, do not set your lock to open without using the combination. All locker combinations must be given to the office. The school reserves the right to remove the lock if the office does not have a combination or a key. A spare key must be provided to the office. School authorities may search lockers at any time. Items which are illegal or could be used to disrupt the learning environment will be confiscated. In this case, students will face disciplinary consequences and possible criminal prosecution.

Parent/Teacher/Student Conferences

Parent/teacher/student conferences provide a perfect opportunity for White Pine Academy's faculty and parents to meet and discuss each student's education status. Conferences are scheduled in the fall and spring. Students and parents should also note that teacher conferences can be arranged at designated times on any day throughout the school year if specific problems and/or concerns exist. **Teachers will not accept phone calls after 7:45 am**, in order to maintain the classrooms teaching schedule. If you desire to set up a conference, please contact the office to make arrangements with the teacher or e-mail the teacher.

Telephone

The office telephone is a business phone. Student use of this phone is intended for emergencies, illness or transportation. Class time is not to be used for telephoning except in unusual instances with approval and a hall pass from a teacher. Students who exhibit excessive or improper use of the telephone may be denied access to the phone.

Report Cards and Progress Reports

Report cards are issued four times during the school year, after each nine-week marking period. At the mid-point of each marking period, teachers are required to notify parents of students receiving a D or E in any class. This is done via progress reports given at parent/teacher conferences, second and third marking periods, and in mailing first and fourth marking periods.

Cell Phones and other Wireless Communication Devices

Students will not use or be seen with, any cell phone or other wireless communication device (WCD) in the building during school hours. When this happens, the device will be confiscated and turned into the main office, where it can be picked up at the end of the school day. Also:

First Offense: Verbal warning. The student may pick up the device.

Second Offense: Lunch detention. A parent/guardian must pick up the device.

Third Offense: After school detention. A parent/guardian must pick up the device.

Students will surrender cell phones or WCDs to any staff member immediately upon request. Failure to do so will be treated as noncompliance.

Students will not use the camera function of a cell phone or WCD in a bathroom, dressing room or locker room.

Each offense: Confiscation of phone and at least one of the following: Parent/guardian contact, detention, suspension, expulsion and Law Enforcement contact.

NOTE: If there is reasonable suspicion that a confiscated cell phone or WCD has been used in an inappropriate manner in the school, its contents will be subject to search and review.

Destruction/Defacing Property

Students will not damage or deface personal or school property.

Each offense: parent/guardian contact, restitution, 1 to 10 day suspension, and/or possible long term suspension or expulsion.

Disruptive Behavior/Horseplay

Students will not engage in behavior that disrupts the learning environment or safety of the school.

First Offense: parent(s)/guardian contact and detention

Second Offense: parent(s)/guardian contact and after-school detention

Third Offense: parent(s)/guardian contact and 1 to 10 day suspension

Forgery/Misrepresenting Communication

Students will not represent any communication as being from anyone else, especially parents, guardians, or staff members, either in writing or orally.

First Offense: parent/guardian contact, detention and counting any absences involved as unexcused.

Second Offense: parent/guardian contact, a 1 to 10 day suspension and counting any absences involved as unexcused.

Third Offense: parent/guardian contact with a mandatory meeting, a 3 to 10 day suspension and counting any absences involved as unexcused.

Inappropriate Behavior at Athletic and Extracurricular Activities

Students will not engage in conduct which is unbecoming to the reputation of White Pine Academy or which interferes with the functioning of an extracurricular event. Examples of such behavior but not limited to: poor sportsmanship, throwing objects, profane or obscene language, pushing, and refusal to obey directives of adult in charge of the activity.

First Offense: immediate removal from event, parent/guardian contact and indefinite suspension of spectator privileges for all extracurricular activities (at home or away) pending conference with a school administrator.

Second Offense: immediate removal from event, parent/guardian contact and suspension of spectator privileges for all extracurricular activities (at home or away) for 20-60 school days.

Third Offense: immediate removal from event, parent/guardian contact and suspension of spectator privileges for all extracurricular activities (at home or away) for at least 60 school days.

Inappropriate Display of Affection

Students will not engage in displays of affection that are inappropriate for the school context.

First Offense: parent/guardian contact, warning.

Second Offense: parent/guardian contact, detention

Third Offense: parent/guardian contact, after-school detention

Misuse of Books, Materials, Equipment

Students will not misuse school property, materials and/or equipment.

Each Offense: parent/guardian contact, restitution, 1 to 10 day suspension, possible long term suspension or expulsion.

Noncompliance/Insubordination

Students will follow all requests and directives of all school personnel. Not doing so is insubordination. Interfering with an investigation by misrepresenting or withholding facts from school personnel is also insubordination.

First Offense: parent/guardian contact, detention and/or 1 to 10 day suspension

Second Offense: parent/guardian contact, 3 to 10 day suspension

Third Offense: parent/guardian contact, 5 to 10 day suspension

Removal of a Student from School Pending Investigation

When a building administrator deems it necessary, a student may be removed temporarily from school. A student charged with, suspected of committing, or suspected of being involved in an infraction or incident may be removed from the building for a reasonable period of time for the following:

- To complete the investigation of an alleged infraction or incident

- To defuse a situation that could become worse without such removal, or
- For other reason(s) in the best interests of a particular student, a school, its students, or its staff.

Ethical Use of Computer Technology

User Responsibilities

1. **Privacy** - User shall not intentionally seek information on or obtain copies of data or files belonging to another person unless authorized by that person.
2. **Passwords**
 - a) Users shall not seek passwords or use passwords belonging to another person.
 - b) Users shall take precautions to secure access of their personal password from others.
3. **Security**
 - a) Users shall not attempt to infiltrate or knowingly infiltrate computing system or network or alter the software components of a computing system or network or import files which will jeopardize the security of the computing systems or the network.
 - b) Users shall not load software on computers without the permission of instructor or computer coordinator.
4. **Integrity**
 - a) Users shall not use a computing system or network to harass others or develop software programs that harass others.
 - b) Users shall not use a computing system or network to gain access to pornography, obscenity or otherwise inappropriate text files, or communicate pornography, obscenity or otherwise inappropriate text files.
 - c) Users shall have all disks scanned for viruses by authorized district personnel before they are used in district systems.
 - d) Users shall not use a computing system or network in a destructive or malicious manner.
5. **Noninstructional Use** - Users shall not use a computing system or network for commercial or for-profit purposes, personal or private business or political activity.
6. **Recreational Games** - Users shall not use a computing system or network for recreational games unless expressly approved.
7. **Copyright**
 - a) Users shall not copy software without written permission of publisher.
 - b) Users shall not copy documents or files without permission of author.
 - c) Users shall cite references for all data accessed via computing system or networks.
 - d) Users shall not install copyrighted software on district computers.
 - e) Users shall adhere to all copyright regulations of the White Pine Academy and Merit Network.
8. **Accountability** - Users have the responsibility to monitor all materials received via technology systems to assure that they comply with responsible usage.

*Be advised that some Internet sites contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. White Pine Academy does not condone the use of such materials and does not permit the use of such materials in the school's environment.

School Clubs and Organizations

White Pine Academy recognizes several clubs or organizations as student groups that are part of White Pine Academy. Each organization and member must adhere to Board policy and school rules as published in the student handbook when meeting or engaged in any activities representing the organization.

Any new clubs or organizations to be formed shall submit their proposal to the building principal. The criteria for recognition are that the clubs should meet a student need/community need and be within the educational mission of White Pine Academy. The building principal has the authority to give school recognition to new clubs or withdraw school recognition, for cause, from previously recognized clubs.

Field Trips

All school rules apply at all times and places on the trip. Cell phones are not permitted by students on field trips. Only students, staff and parents are allowed to participate in yearly classroom field trips.

Surveys, Petitions, etc. to Students and Adults

White Pine Academy's policy is that students will be allowed to pass out materials that are protected by the First Amendment as long as they do not materially and substantially disrupt the educational process. Any literature must have the principal's approval.

Administering Medication to Students

Students will not be permitted to take medication while at school unless such medicine is given to them by a school designee acting under specific request of the parent or guardian and under the written instructions of the student's physician. A container with prescriptive instructions is required. When a parent or guardian makes such a request, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian. The policy covers all prescription and other drugs, except that non-prescription drugs may be given at the discretion of the school designee upon written authorization of a parent or guardian.

Please return to the teacher reviewed and signed

Date _____ Name of Student _____

Student & Parent Agreement

We have read, understand, and agree to abide by the entire Student Handbook, all of White Pine Academy's Board of Education policies, all of White Pine Academy's written and established practices and procedures, and all applicable state and federal laws and regulations.

(Signature of Student)

(Signature of Parent)

Uniform Policy

Please sign and return, that you have read and agree to the Uniform Policy and that you and your child(ren) will follow the dress code, and keep the Uniform policy for your reference.

(Signature of Student)

(Signature of Parent)

White Pine Academy Discipline Rubric

Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
<p>Mild Behavior- Any behavior that demonstrates a lack of respect for the feelings and well being of others.</p> <p>Such as- name calling, put downs, repeated incidents of rough play, taunting, writing on school property</p>	<ul style="list-style-type: none"> • Time to Think Sheet • Verbal apology 	<ul style="list-style-type: none"> • Time to Think Sheet • 1 Lunch Detention • 1 day of laps at recess • Verbal Apology • Call Home 	<ul style="list-style-type: none"> • Time to Think Sheet • 3 Lunch Detentions • 3 days of laps at recess • Written Apology • Call Home 	<ul style="list-style-type: none"> • Time to Think Sheet • 1 day In school suspension (1 up/1 down, Principal's discretion) • Written Apology • Parent Meeting • Behavior Plan
<p>Moderate Behaviors- Any behavior that may cause injury</p> <p>Such as- damaging property, exclusion, gossip, insults, pinching, pushing, bullying, stealing, shoving, spreading rumors</p>	<ul style="list-style-type: none"> • Time to Think Sheet • 1 Lunch Detention • 1 day of laps at recess • Verbal Apology • Call Home 	<ul style="list-style-type: none"> • Time to Think Sheet • 3 Lunch Detentions • 3 days of laps at recess • Written Apology • Call Home 	<ul style="list-style-type: none"> • Time to Think Sheet • 1 day In school suspension (1 up/1 down, Principal's discretion) • Written Apology • Parent Meeting 	<ul style="list-style-type: none"> • Time to Think Sheet • 2 days In school suspension (1 up/1 down, Principal's discretion) • Written Apology • Parent Meeting • Behavior Plan
<p>Severe Behaviors- Any behavior that may cause injury</p> <p>Such as: biting, harassment, hitting, kicking, punching, repeated/chronic failure to comply with classroom rules, spitting</p>	<ul style="list-style-type: none"> • Time to Think Sheet • 3 Lunch Detentions • 3 days of laps at recess • Written Apology • Call Home 	<ul style="list-style-type: none"> • Time to Think Sheet • 1 day In school suspension (1 up/1 down, Principal's discretion) • Written Apology • Call Home 	<ul style="list-style-type: none"> • Time to Think Sheet • 1 day Out of school suspension • Written Apology • Parent Meeting 	<ul style="list-style-type: none"> • Time to Think Sheet • 2 days out of school suspension • Written Apology • Parent Meeting • Behavior Plan
<p>Violent threats of any kind</p>	<ul style="list-style-type: none"> • Call Home • 1 day Out of School Suspension • Written Apology 	<ul style="list-style-type: none"> • Call Home • 2 days Out of School Suspension • Written Apology 	<ul style="list-style-type: none"> • Call Home • 3 days Out of School Suspension • Written Apology • Parent Meeting 	<ul style="list-style-type: none"> • Call Home • 4 days Out of School Suspension • Written Apology • Parent Meeting • Behavior Plan

Please Note:

- The severity of each incident will be individually evaluated and may warrant variance from the rubric as determined by the building principal
- Multiple infractions in close proximity may result in additional consequences as determined by the building principal
- After the 4th Offense, individual behavior plans will replace the rubric

**White Pine Academy
Student Behavior Report**

Student Name: _____

Date: _____ **Time:** _____ **Location:** _____

What happened?

Consequences:

Time to Think Sheet?	Yes	No	
Lunch Detention?	Yes	No	How many days? _____
Laps at Recess?	Yes	No	How many days? _____
Verbal Apology?	Yes	No	
Written Apology?	Yes	No	
In School Suspension?	Yes	No	How many days? _____
Out of School Suspension?	Yes	No	How many days? _____
Parent Notified?	Yes	No	
Parent Meeting?	Yes	No	
Behavior Plan?	Yes	No	

Student Signature _____ **Teacher Signature** _____

Principal Signature _____

I have read and understand the White Pine Academy Discipline Rubric. I understand that the severity of each incident will be individually evaluated and may warrant variance from the rubric as determined by the building principal.

Parent Signature _____

Student Signature _____

Date _____