



IDAHO
COLLEGE & CAREER
READINESS ACADEMY

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BOARD POLICY MANUAL

Idaho College and Career Readiness Academy
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SECTION 100

101.0 ARTICLES OF INCORPORATION AND BY LAWS

101.1 ARTICLES OF INCORPORATION

The Idaho College and Career Readiness Academy was incorporated within the State of Idaho as a non-profit corporation, on March 18th, 2013, file Number C-197837.

Adopted: 04/15/2014

101.2 BY LAWS OF BOARD OF DIRECTORS

The By-Laws of the Board of Directors of the Idaho College and Career Readiness Academy were adopted by the Board of Directors of the Corporation on November 6, 2013, and are attached to the Idaho College and Career Readiness Academy's charter before the Charter Commission and the State Board of Education. Such By-Laws may be amended as the Board deems necessary from time to time.

Adopted: 04/15/2014

103.0 ORGANIZATION OF THE BOARD OF DIRECTORS

The number of the Board of Directors shall be determined by the Board of Directors, except that if no such determination is made, the number of directors will not be less than three (3) nor more than nine (9), but may never be less than the number otherwise required by law.

Except for the first Board of Directors named in the Articles of Incorporation, the directors shall be elected at the annual meeting of the Board of Directors except as provided in Section 2, Article III of the Articles of Incorporation.

- Each director elected shall hold office until his successor is selected.
- The members of the Board of Directors shall serve for a term of (3) three years.
- The terms of members of the Board of Directors will expire at the annual meeting.
- A Board member selected to serve an unexpired term will serve the remaining time of that position.
- A Board member may seek to serve additional terms of office.

Position #1 Expiration Date is July 2019; July 2022; July 2025, July 2028

Position #2 Expiration Date is July 2019; July 2022; July 2025, July 2028

Position #3 Expiration Date is July 2019; July 2022; July 2025, July 2028

Position #4 Expiration Date is July 2018; July 2021; July 2024, July 2027

Position #5 Expiration Date is July 2018; July 2021; July 2024, July 2027

Adopted: 04/15/2014

103.1 SELECTION OF BOARD MEMBERS

Vacancies: If vacancies occur in the Board of Directors, or if any new directorships are created, they may be filled by a vote of a majority of the directors then in office, although less than a quorum, or by a sole remaining director.

End of Term Vacancies: Should a vacancy occur at the conclusion of an individual's term, the Board shall elect and appoint a director for a complete three year term, commencing as of the date of appointment and concluding at the Annual Meeting as scheduled for such Position as identified in Policy 103.0.

Mid-Term Vacancies: Should a vacancy occur during the mid-term of a three-year appointment to a Position as a Board of Director, the Board shall elect and appoint a director to complete the unexpired portion of the Position term at issue. This Director's term shall commence as of the date of appointment or other date as set by the Board and conclude at the Annual Meeting as scheduled for such position.

Removal: Unless otherwise provided by law or the Articles of Incorporation, any director or directors may be removed for cause, by the affirmative vote of a majority of the Board of Directors then in office. A director may be removed without cause by the affirmative vote of two-thirds of the directors then in office. The resulting vacancy may be filled by the Board of Directors or, if the directors remaining in office constitute less than a quorum of the board, they may fill the vacancy by the affirmative vote of a majority of all directors remaining in office. The successor or successors shall serve the un-expired term for the Position of any removed director or directors.

Any Board action to remove a director shall not be valid unless each director is given at least seven (7) days written notice that the matter will be voted on at a director's meeting or unless notice is waived pursuant to Idaho Code.

Removal of a director, for cause, may be based upon a director failing to attend three (3) consecutive Regular Meetings of the Board, without explanatory communication to the Board Chairman. The Board, at its discretion, may deem such an action a basis for removal for cause.

Resignation: A director may resign at any time by giving written notice to the Board of Directors, the Chairman of the Board, the President, or the Secretary of the Corporation. Unless otherwise specified in such written notice or in action taken by the Board, a resignation shall take effect upon delivery thereof to the Board of Directors or the designated officer. It shall not be necessary for a resignation to be accepted before it becomes effective.

Selection Process for New Directors in situations of Vacancy or Conclusion of Term:

Whenever a vacancy occurs on the Board of Directors, whether due to a mid-term vacancy via resignation or removal or the completion of the term of the Director, the following process shall be utilized by the Directors to select a new member of the Board:

1. A Subcommittee shall be established, the membership of which shall be determined by the Board but, at no time shall such subcommittee represent a quorum of the Board. The Board is encouraged that the Board include non-board members in the Membership Subcommittee, although it is not a requirement.
2. The Board Clerk will send out notices to families of students and other interested parties as to the vacancy that is or will be occurring on the Board.

- a. The Notice shall advise interested applicants to provide the Board with a letter of interest in the vacancy or to obtain and complete an application if such is created by the Board Subcommittee.
- b. To the extent possible, the Clerk shall provide information to interested applicants regarding the position and the responsibilities of the position.
- 3. The Board Membership Subcommittee shall establish a timeline for obtaining applications and reviewing the preliminary data obtained from such applications.
- 4. The Board Membership Subcommittee shall make a determination as to whether or not any of the applicants shall be interviewed, and if such an interview to occur, who shall conduct the interview.
 - a. If an interview is conducted, the Membership Subcommittee shall have the authority to direct the interviewer to record the interview so as to allow other Directors to listen to the interview, should they desire to do such, as part of the decision-making process.
 - b. The interviewer shall maintain documentation as to the questions asked to each interviewee, as well as the responses received.
- 5. The Board Membership Subcommittee shall make a recommendation to the full Board of Directors regarding the various applicants who applied to be considered for the position of Director.
- 6. The criteria to be considered regarding the applicants for the director position shall include, at minimum:
 - a. Whether or not the applicant has a child or children who attend or have attended the school.
 - b. Whether or not the applicant has prior volunteer or committee experience associated with the school.
 - c. Whether or not the applicant has any experience in fields of education including:
 - i. Teaching or Administration
 - ii. Higher Education Employment
 - iii. Special Education Service Provision
 - iv. Alternative Education Programs
 - d. Whether or not the applicant has any experience or education in the following vocations:
 - i. Finance and/or Accounting
 - ii. Public Relations
 - iii. Marketing
 - iv. Other Non-Profit Corporations
 - v. Other non-traditional public school settings
 - e. Geographical diversity of the composition of the Board.

Ultimately, it is the responsibility of a quorum of the Board to select and elect a new director. The Board is free to agree with and select the recommendation of the Board Membership Subcommittee, direct the Membership Subcommittee to solicit additional applicants, or select a different candidate than the applicant recommended by the Board Membership Subcommittee.

Adopted: 4/15/2014

Amended: July 2015

104.0 POWERS AND DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors may exercise all powers of the Idaho College and Career Readiness Academy and perform all lawful acts and things for and on behalf of the Idaho College and Career Readiness Academy.

The Board shall make policy for the operation of the Idaho College and Career Readiness Academy consistent with the laws of the State of Idaho and the rules and regulations of the State Board of Education and Idaho Public Charter School Commission. It shall oversee and exercise its best efforts to ensure the proper conduct and management of the Idaho College and Career Readiness Academy.

Such specific powers shall include but are not necessarily limited to:

1. The establishment of educational policy of the school.
2. The determination of school personnel policies.
3. The selection and employment of highly qualified educational personnel.
4. The establishment of the educational and administrative structure of the school.
5. The employment of necessary professional and classified personnel.
6. The provision for acquisition and maintenance of the physical plant and equipment.
7. The provision for raising, spending and accounting for funds necessary to support the educational system and establishment of a system of controls to protect school resources.
8. The provision of evaluation of the effectiveness and accomplishments of the educational system.
9. The development, maintenance and annual review of a Strategic Plan for the school that focuses on improving student performance as required pursuant to provisions of the Idaho Code.

Adopted: 04/15/2014

Amended: July 2015

105.0 LIMITATIONS ON AUTHORITY OF THE BOARD OF DIRECTORS

The Board of Directors shall act as a whole and can only exercise its powers and duties in properly called meetings when a quorum is present to transact business.

Individual Board members have no authority to act on behalf of the Idaho College and Career Readiness Academy or Board unless specifically authorized by Board action.

The Board shall not be bound in any way by any statement or action on the part of an individual member except when such statement or action is pursuant to specific instruction of the Board.

A Board member shall not:

- Have any pecuniary interest directly or indirectly in a contract or other transaction pertaining to the maintenance or conduct of the Idaho College and Career Readiness Academy.
- Accept any compensation for services rendered as a Board member.
- Unless otherwise permitted in Section 33-507, Idaho Code, not enter into or execute any contract with the spouse of any member of the Board, the terms of which require or will require the payment or delivery of any school district funds, money or property to such spouse.

- Shall not engage in any act of self-interest prohibited under the provisions of the Idaho Code or the school's Charter;
- Engage in any act in violation of the Code of Ethics and Code relating to Nepotism for the Idaho College and Career Readiness Academy as identified in Policy 112.0.
- Engage in any act in violation of the Director's Oath of Office established for the Idaho College and Career Readiness Academy Directors.

Notwithstanding the above, board members may be fully reimbursed for travel expenses incurred while traveling on the business of the Board.

Adopted: 04/15/2014

Amended: July 2015

106.0 MEETINGS OF THE BOARD OF DIRECTORS

Annual Meeting: The Annual Meeting of the Board of Directors shall be held at the time of the regularly scheduled board meeting for the month of July, if not a legal holiday, or if a legal holiday, then on the next regular business day following, at a time designated by the Board of Directors and stated in the notice of the meeting.

Regular Meetings: Regular Meetings shall be held on a monthly basis at the time designated by the Board of Directors and stated in the notice of the meeting. All meetings of the Board, both regular and special, are open to the public.

Special Meetings: Special Meetings may be called at any time. If the time and place of special meetings have not been determined at a meeting of the Board with all members present, the notice of the time and place shall be given to each member not fewer than twenty-four (24) hours before each special meeting is to be convened.

Executive Sessions: The Board is empowered to hold Executive Sessions, as provided by the Idaho Code, at any time, from which the public is excluded.

Quorum: At all meetings of the Board, a majority of the directors then in office shall constitute a quorum for the transaction of business, except that in no events shall a quorum consist of fewer than the greater of one-third (1/3) of the directors in office or two (2) directors. The act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the Board of Directors, except as may otherwise be specifically provided by law or the Articles of Incorporation.

Meeting Attendance Via Telecommunication: The Board may permit any or all directors to participate in a regular or special meeting by, or may conduct the meetings through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting. A Director participating in a meeting by this means is deemed to be present in person at the meeting. Meeting attendance via any form of telecommunications shall be consistent with the requirements of the Idaho Code.

Adopted: 04/15/2014

Amended: July 2015

106.1 ROBERTS RULES OF ORDER

In general, Robert's Rules of Order, current revised edition, shall guide the proceedings of the Board but are not required to be followed, in total. The Chairman is empowered to run all meeting proceedings in the manner best fitting the needs of the Board. The Chairman retains full membership privileges, and may offer and second motions, and is expected to vote on all motions.

Adopted: 04/15/2014

106.2 POSTING NOTICE OF MEETINGS

Regular Meetings: No less than five (5) calendar days' notice shall be given, however, any meeting scheduled at regular intervals of at least once per calendar month scheduled in advance over the course of the year may satisfy this meeting notice by giving meeting notices at least once year of its regular meeting schedule. A forty-eight (48) hour agenda notice shall be required in advance of each Regular Meeting, however, additional agenda items may be added after completion of the Agenda pursuant to the applicable provisions of the Idaho Code.

Special Meeting: No Special Meeting shall be held without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists as defined by the Idaho Code. An emergency is a situation involving injury or damage to persons or property, or immediate financial loss, when the notice requirements of this section would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting. The secretary or other designee will maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting.

Executive Session: A twenty-four (24) hour meeting and agenda will be given according to the notice provisions of a Special Meeting and shall state the reason and the specific provision of law authorizing the Executive Session.

Adopted: 04/15/2014

106.3 FORMULATION OF BOARD POLICY

The policies of the Board are developed, and are meant to be interpreted, in terms of existing federal and state laws, regulations of the Idaho State Board of Education and Idaho Public Charter School Commission, and other city, county, state, and federal regulations.

Proposals for new policies, or changes in existing policies, may be submitted by any Board member, Head of School, student, citizen, staff member, employee or a policy committee that may be created and/or maintained by the Board.

When a policy is needed to set new and important directions for the Idaho College and Career Readiness Academy, or when a proposed policy would substantially alter a major program or mode of operation, an ad hoc advisory committee may be named to examine policy needs in depth and make recommendations to the Board. Such recommendations are limited to the policy and not to the specific administrative procedure. Such committees may be appointed by the Board and may be composed of persons

representative of the administrative staff, instructional and non-instructional staffs, parents, students, and/or general community as appropriate to the policy area under consideration. Such committees, if developed, will be given guidelines as to how and when they will make their reports.

To permit time for study of all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments may be presented for multiple readings as the Board deems necessary.

Amendments to the policy at the action stage will not require repetition of the above sequence, unless focus of the policy is changed.

Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda of a regular or special meeting.

Policies will be effective upon the date set by the Board if other than the date of adoption. The date will ensure the affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation

Adopted: 04/15/2014

106.4 DEVELOPMENT, MAINTENANCE AND ANNUAL REVIEW OF SCHOOL STRATEGIC PLAN

Pursuant to Section 33-320, Idaho Code, the Board of Directors, with the collaboration of the administration, teachers, students, parents and any other stakeholders as appropriate, shall develop a Strategic Plan for the school. Such plan shall have a focus on improving the performance of the students at the school.

The school's first Strategic Plan shall be reviewed and approved by the Board on or before September 1, 2014. Thereafter, the Strategic Plan shall be reviewed and updated no later than August 1st of each year.

The Board of Directors shall continuously monitor progress toward the goals of the Strategic Plan by utilizing relevant data to measure growth.

Progress on the Strategic Plan shall be noted as a component of the school's administrative evaluations.

The Strategic Plan shall:

1. Be data driven, specifically in student outcomes
2. Shall include, but not be limited to:
 - a. Analysis of demographic data
 - b. Analysis of student achievement
 - c. Analysis of growth data
 - d. Analysis of graduation rates
 - e. Analysis of college and career readiness
3. Set clear and measurable targets based on student outcomes
4. Include a clearly developed and articulated vision and mission
5. Include key indicators for monitoring performance.

Adopted: July 2015

107.0 POLICY DISSEMINATION

The Head of School is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board. The Head of School may delegate this responsibility to other administrative personnel within the school's main offices.

Accessibility is to extend to all employees of the Idaho College and Career Readiness Academy, to members of the Board, and, insofar as conveniently possible, to all persons involved in the Idaho College and Career Readiness Academy. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

The Board's policy manual will be considered a public record and will be open for inspection at the School's main administrative office and on the Idaho College and Career Readiness Academy's web site.

Adopted: 04/15/2014

Amended: July 2015

108.0 RECRUITMENT AND APPOINTMENT OF THE HEAD OF SCHOOL

The appointment of the Head of School is a function of the Administrative Services portion of the Service Agreement between the Board and current administrative services vendor.

The recruitment and selection process of the Head of School will be a cooperative effort between the Administrative Services Vendor and the Board. Board members are to be actively involved in the selection of administrative personnel for the school.

Adopted: 04/15/2014

109.0 ADMINISTRATION IN THE ABSENCE OF POLICY

The Head of School has responsibility for carrying out, through supplemental regulations, administrative procedures and directives, the policies and regulations established by the Board. The policies developed by the Board, and the regulations, administrative procedures and directives developed to implement policy, are designed to achieve an effective and efficient school system. All School employees and students are expected to abide by them.

The Board delegates to the Head of School the function of specifying required actions and designing the detailed arrangements under which the Idaho College and Career Readiness Academy will be operated in accordance with Board Policy. These detailed arrangements constitute the regulations governing the Idaho College and Career Readiness Academy.

In the absence of Board Policy relating to a specific situation, the Head of School will use his/her best judgment in arriving at a decision. The decision will be made on what is sensed the Policy would be if it existed, based upon the spirit and tenor of other existing policy and historical procedure.

The Head of School will recommend to the Board whether or not a policy should be written to cover similar incidents.

Adopted: 04/15/2014

110.0 POLICY REVIEW AND MAINTENANCE

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis. The Head of School and the Board's Clerk are directed to keep all policies up to date and call to the Board's attention all policies that are out-of-date or appear to need revision for other reasons.

The Board may develop a committee or subcommittee to aid in the policy development and/or policy revision process.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students and the Idaho College and Career Readiness Academy community for providing evidence of the effect of the policies which it has adopted.

Adopted: 04/15/2014

112.0 CODE OF ETHICS FOR BOARD OF DIRECTORS

Each Trustee will act in a manner consistent with the following Code of Ethics and Code Relating to Nepotism. Any Trustee who behaves in a manner inconsistent with the Code of Ethics and Code Relating to Nepotism is subject to reprimand by the Board. At each Annual Meeting, each Board member shall review and sign the Director's Code of Ethics for Board of Directors and Code Relating to Nepotism.

As a member of the Board of Directors of Idaho College and Career Readiness Academy, I will strive to improve student achievement in public education, and to that end I will:

- Recognize that the Board can only act as a whole and only exercise its powers and duties in a properly called meeting when a quorum is present to transact business. (105.0; 112.0)
- Recognize that I, as an individual board member, have no authority to act on behalf of the Idaho College and Career Readiness Academy, unless authorized by Board action. (105.0; 112.0)
- Not have any pecuniary interest, either directly or indirectly in any contract or other transaction pertaining to the maintenance or conduct of the Idaho College and Career Readiness Academy. (105.0; 112.1)
- Not accept any compensation for services rendered as a Board member. (105.0; 112.1)
- Unless otherwise permitted by Section 33-507, Idaho Code, not enter into or execute any contract with the spouse of any member of the Board, the terms of which require the payment of public funds. (105.0, 112.1)
- Not act in any act of self-interest prohibited by any provision of the Idaho Code, our School's Charter, ByLaws or Articles of Incorporation. (105.0)
- Remember that my first and greatest concern must be the educational welfare of the students attending the Idaho College and Career Readiness Academy. (112.0)

- Work diligently to build and maintain a relationship of trust and respect with other board members, the Head of School, staff, students, parents and the community. (112.0)
- Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain. (112.0)
- Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings. (112.0)
- Inform myself about current educational issues by individual study and through participation in programs which provide needed information. (112.0)
- Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups. (112.0)
- Respect the individual Board member’s right to differ in opinion and focus on issues rather than personalities. (112.0)
- Work with other Board members to establish effective Board policies and to respect the responsibilities that properly are delegated to the school administration. (112.0)
- Communicate to other Board members and Head of School expressions of public reaction to Board Policies and school programs. (112.0)
- Refer complaints and concerns regarding staff or programs to the head of school or other appropriate staff, acting upon complaints only after failure of an administrative solution. (112.0)
- Vote to appoint, upon proper recommendation by the appropriate administrative officer those persons best qualified to serve as school staff and insist upon regular and impartial evaluation of all staff. (112.0)
- Respect the confidentiality of information that is privileged under applicable laws and take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable laws. (112.0)

Director Signature: _____ Date: _____

Further, I recognize the importance of the image of impropriety and bias in the operation of a virtual public charter school that utilizes the services of a Managed Services Provider. Accordingly, I will further strive to improve the image of such situations as follows and in addition to the provisions of Sections 33-507, 33-5204(a)(1), 33-5204(a)(2); 18-1351 through 18-1362, Idaho Code, I will abide by the additional following conflict of interest provisions:

- The wife, husband, child or sibling of an IDCCRA Board Member shall not be employed by IDCCRA. (112.1)
- The wife, husband, child or sibling of an IDCCRA Board Member shall not be employed by the Managed Services Provider of the school unless there has been full disclosure to the Board and an affirmative decision by the Board that such employment is not an actual or perceived conflict of interest. (112.1)
- No Board Member shall vote on nor attempt to influence the decisions of their fellow Board Members in their individual voting for any matter which is of a personal or private interest to the Board member. If any Board member has a personal or private interest in any matter to be decided before the Board, the Board member shall refrain from participation in the

deliberations relating to such matter and shall abstain from voting on the subject matter at issue. (112.1)

- No Board Member shall act as an agent or solicitor in the sale or supply of goods or services to the school. (112.1)
- No Board Member shall participate in Board deliberations or discussions regarding the employment of the Board Member's relative or an individual who is related by blood or marriage within the second degree. (112.1)
- Policies of the school relating to the employment of relatives of employees of the school to assure that no actual conflict of interest occurs , including no direct supervisory or direct reporting responsibilities and no input relating to work responsibilities, salaries, hours, career progress, benefits or other terms or conditions of employment. (209.0)

- Director Signature: _____ Date: _____

Adopted: 04/15/2014

Amended: July 2015

112.1 DIRECTORS - POLICY VACANT

113.0 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board desires students, family and staff of the Idaho College and Career Readiness Academy and the community at large to attend its sessions so that they may become better acquainted with the school and so that the Board may have opportunity to hear the expectations the public has of its schools.

Patrons must realize that a Board meeting is a meeting held in public view, not a public meeting. To permit community members to be heard, and at the same time conduct business properly and efficiently, the Board establishes the following procedures for persons wishing to speak before the Board:

1. The person should inform the Head of School or Board's Clerk at least five (5) working days before the meeting of his/her desire to be on the Board agenda; the topic to be addressed; and any group he/she represents. The amount of time allotted for the presentation will be determined in consultation with the Head of School.
2. Individuals who address a topic on the published agenda will be allowed three (3) minutes to make their remarks during the Public Forum section of the Agenda or unless otherwise recognized by the Board's Chair. Extensions of time will be at the sole discretion of the Board Chairman. The Board will not generally respond to remarks made in this manner during the meeting, but may issue a written response after the meeting.
3. Speakers may offer objective criticisms of school operations and programs, but the Board will not hear complaints about school personnel or other persons at an open public session. Complaints involving school personnel or other persons are provided for by other channels.

Members of the Board may be in attendance at Board Meetings via telecommunications as provided by Idaho law.

At least one physical location in the state will be open and available for the public to attend meetings of the Board of Trustees in a public format. The physical locations of the meetings are noted on the posted Meeting Notice and Agenda.

Additionally, the Board will permit members of the public to utilize the same form of telecommunications devices that the Board is utilizing to attend the meeting, capacity permitting.

1. With the public able to attend meetings via telecommunications devices, the Board will exercise proper control over its meetings, including the rights or denial of rights to engage in communications with the Board during the meeting session, other than in the public comment portion of the Agenda, a specific section of the Agenda where an individual is presenting a report or segment of the meeting where the Board decides to recognize an individual to speak.
2. Should a member of the community seek to attend a Board meeting via telecommunications devices, such individual should communicate with the Head of School or Board's Clerk to obtain information as to how the meetings are held and the manner in which to access attendance.
3. Should a member of the public seek to speak during the public input segment of the regular meeting agenda, such individual should sign up to speak through communication with the Head of School or Board's Clerk in order to allow for proper communication access during the appropriate meeting time.
4. Members of the public will be blocked from attending Executive Sessions of the Board's Meetings held via telecommunications devices through the use of the Breakout Room feature or some other methodology to assure the confidentiality and sanctity of the executive session.

The Chairman has authority to terminate the remarks of any individual who does not adhere to the above rules. Requests may be directed to the Board but no action will be taken on any item not on the published agenda.

Adopted: 04/15/2014

114.0 BOARD OF DIRECTORS / HEAD OF SCHOOL RELATIONSHIP

Delegation by the Board of its executive powers to the Head of School provides freedom for the Head of School to manage the Idaho College and Career Readiness Academy within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Board holds the Head of School responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the school program, and for keeping the Board informed about school operations and problems.

The Board will strive to procure, when a vacancy exists, the best professional leader available for the Head of School post. Once hired, the Board as a whole, and individual members, will:

1. Give the Head of School full administrative authority for properly discharging all professional duties, and by holding the Head of School responsible for acceptable results.
2. Act only upon the recommendation of the Head of School in matters of employment or dismissal of school personnel.

3. Hold all meetings of the Board in the presence of the Head of School except when the Head of School's contract, evaluation and salary are under consideration, any situation where there is a conflict of interest, where the relationship with the vendor employer of the Head of School is at issue or for any other reason as determined by the Board.
4. Refer all complaints to the Head of School or other such designated administrative employee for appropriate investigation and action.
5. Adequately support the Head of School and other staff members to the end that they can discharge their educational functions on a thoroughly professional basis.
6. Present personal criticisms of any employee directly to the Head of School.

Adopted: 04/15/2014

115.0 BOARD OF DIRECTORS DEVELOPMENT AND SELF-EVALUATION

Board members are encouraged to participate in meetings and activities of area, state, and national school boards associations and charter school organizations, and of other educational groups, and to study, share with fellow Directors and examine the materials received from these organizations.

Annually, the Board will make a determination regarding the Board's membership to various organizations associated with public education, charter schools and school boards, budget permitting. If budget parameters permit membership opportunities, the Board shall explore free and low-cost Board training opportunities and shall participate in the reading and review of the provided publications and informational materials.

It shall be the responsibility of the Board's Clerk to advise the Directors of all local and state training and development opportunities provided by the Idaho School Board Association, Charter School Organizations, the State Department of Education, the State Board of Education or any other such similar organization.

To help the members develop understanding of and/or the enhancement of the educational program, the Head of School shall request members of the professional staff to appear before the Board from time to time to present and discuss new developments in various areas of curriculum and instruction, law, public school finance, and other items that may expand the knowledge base of the Board members.

During each Annual Meeting of the Directors of the Board and from time to time during the regular Board meetings when an educational or training opportunity is available, discussion shall take place as to the Board attending such events in order to assist the Board in advancement of their governance responsibilities.

Training or self-evaluation activities of the Board may be conducted via a formal organization or self-directed. If any self-directed session retreat is to occur, it is the intention of the Board that the following items, at minimum, be reviewed, analyzed and discussed:

1. Board Policy Manual Section 1 – Mission and Philosophy of Idaho College and Career Readiness Academy
2. Section 100 – The Board of Directors
3. Section 300 – Fiscal Management
4. The Amended Bylaws of the Charter School

5. The Approved Charter and performance contract between the school and the Idaho Public Charter School Commission
6. The school's Performance Certificate and the Performance Framework of the Idaho Public Charter School Commission.
7. The school's approved Strategic Plan.
8. Continued improvement of the Board in governance responsibilities

In review of the above documentation, the goal shall be an open discussion of what has been improved upon in the governance of the school as well as what areas and additional opportunities for improvement exist. It shall be the goal of the Directors to engage in a self-directed analysis or training on the above issues on a periodic basis. .

Adopted: 04/15/2014

Amended: July 2015

116.0 DUTIES OF THE IDAHO COLLEGE AND CAREER READINESS ACADEMY ATTORNEY

The Board will appoint an attorney to advise and represent the Idaho College and Career Readiness Academy as the Board deems necessary.

The School Attorney will be the chief legal advisor for the Idaho College and Career Readiness Academy. Without restricting the generality of the foregoing, it is his / her responsibility to:

1. Be present as requested at meetings of the Board and its committees.
2. Advise the Board and its officials when requested to do so on legal matters.
3. Advise the Board and Head of School on points of law where the rights and liabilities of the Idaho College and Career Readiness Academy may be affected.
4. Upon request, prepare and / or approve all contracts, agreements, and legal instruments required in the ordinary course of the Idaho College and Career Readiness Academy affairs.
5. Handle legal actions brought by the Board and defend legal actions brought against the Board, the Idaho College and Career Readiness Academy, and / or its employees for causes related to their employment.
6. Upon request, investigate and report on accident claims and other claims made against the Idaho College and Career Readiness Academy.
7. Serve as advisor to the Board on negotiations, enforcement of existing employee contracts, policy matters and other issues as determined in the Board's discretion.
8. Represent the Board in contract matters affecting the Head of Schools.

Adopted: 04/15/2014

117.0 POLICY OF NON-DISCRIMINATION IN THE WORKPLACE

The Board is committed to a policy of non-discrimination in relation to age, race, religion, national origin, gender, creed, color, marital status, disability or any other state and federal recognized protected classification. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, the Idaho College and Career Readiness Academy will strive toward non-discrimination in any employment assignment and promotion of

personnel, staffing reduction, in educational opportunities and services offered students, in their discipline, and in educational offerings and materials.

Adopted: 04/15/2014

118.0 POLICY ON EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students.

Unlawful discrimination against students on the basis of race, gender, color, national origin, religion, creed, ancestry, ethnicity, marital status, disability, homeless status, socio-economic status, social conditions or any other state or federal recognized protected classification, in educational programs and activities is prohibited.

The Idaho College and Career Readiness Academy will not discriminate against a student on the basis of sexual orientation or gender identity.

Inquiries regarding discrimination or intimidation should be directed to the school's Title IX Coordinator, who has been determined by the Board to be the Head of Schools. An individual with a complaint alleging a violation of this policy shall raise their concerns and complaints to the Board. Should an individual seek to raise such a complaint to the Board, they are directed to contact the Board's Clerk and/or the Board's Chairman, through the school's provided email addresses as noted on the website. From that contact, a determination will be made as to the appropriate avenue for further action depending upon the concern or complaint raised and the status of processing.

Adopted: 04/15/2014

Amended: July 2015

119.0 GEOGRAPHICAL DESCRIPTION OF IDAHO COLLEGE AND CAREER READINESS ACADEMY

The Idaho College and Career Readiness Academy is a state-wide virtual public charter school whose attendance barriers mirror the geographical boundary areas of the state of Idaho.

For students to attend the Idaho College and Career Readiness Academy, Idaho Residency must be established.

Adopted: 04/15/2014

Amended: July 2015

SECTION 200 – THE ADMINISTRATION

201.0 ADMINISTRATIVE GOALS

The proper administration of the school is most vital to the success of the educational program. Although the Head of School shoulders most of the responsibility within the policies set forth by the Board of Directors, neither the Head of School nor the Board of Directors can make all of the important

decisions within the framework of the school. The Administrative team will actively be involved in ensuring the compliance with all Board Policies and procedures.

The academic administration and the school staff are in direct, daily contact with students and families. Therefore, they are most directly responsible for educational results. In keeping with this responsibility, academic administrators must have commensurate authority.

The design of the administrative organization will be such that Idaho College and Career Readiness Academy is part of one single system subject to the policies set forth by the Board of Directors and implemented through a single chief administrator, the Head of School. Within the policies and regulations, academic administrators will be responsible and accountable for the administration of the academic program of the school.

Major goals of the administration of the Idaho College and Career Readiness Academy will be:

- Provide effective leadership for the school's various units and programs
- To provide professional advice and counsel to the Board of Directors and to any advisory groups established by Board of Directors action;
- To implement the management function so as to ensure the best and most effective learning environment through achieving such sub-goals as: (a) providing leadership in keeping abreast of current educational developments, especially as they relate to virtual teaching, learning and best practices; (b) arranging for the staff development necessary to the establishment and operation and management of learning programs that better meet more learner needs; (c) coordinating cooperative efforts at improvement of learning programs, testing facilities, equipment, and curriculum materials; and (d) providing access to the decision-making process for staff, students, parents, and others.
- To develop and maintain close working relationships and open channels of communication within the school and the communities served by the school.
- To facilitate the assessment of educational priorities and the development of annual administrative/ Board of Director objectives;
- To encourage a proactive problem solving approach within the school.
- To maintain positive relationships with the Board of Directors, school administration and all school employees.
- Assure School's compliance with policies and procedures enacted by the Board of Directors.
- Assure School's compliance with the authorized Charter. Responsible for the day to day supervision and evaluation of performance of school's employees.
- Communication and compliance with the Charter Commissions rules and regulations.

The basic requirements and basic job descriptions for administrative personnel for the IDCCRA school program is detailed in the IDCCRA Charter and is hereby adopted and incorporated into Board policy. The Board does recognize that with the growth of the school, additional administrative positions will become necessary and approved. The Board, in conjunction with the Head of School and K12 will have a detailed understanding of the responsibilities of each such new position. In addition to each such job description, the Board may from time to time address and identify additional or specific duties to be performed by each member of the administrative team.

Adopted: 04/15/2014

202.0 HEAD OF SCHOOL

The Head of School is the chief operating officer of the school system and has, under the direction of the Board of Directors, general supervision of all the school and all of the personnel and various personnel departments of the school. The Head of School is responsible for management of the Board of Director's policies and is accountable to the Board of Directors.

The Head of School, at his or her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Head of School by these policies. The delegation of power or duty, however, will not relieve the Head of School of ultimate responsibility for the action taken under such delegation.

Where the Board of Directors has provided no guidelines for administrative action, the administration shall have the power to act. However, such actions may be subject to review by the Board of Directors.

The Head of School shall be responsible for specifying the duties of all other administrators and holding each accountable by evaluating how well these duties have been performed.

Adopted: 04/15/2014

202.1 HEAD OF SCHOOL'S PERFORMANCE RESPONSIBILITIES

In addition to the responsibilities outlined in the IDCCRA Charter, the major performance responsibilities for the Head of School include:

- Act as chief administrative officer and superintendent.
- Act as chief liaison to the school Board of Directors.
- Ultimate responsibility for K12 school-based management team.
- Responsible for implementing school Mission, Vision, Strategic planning.
- Oversee all academic and operational aspects of the school.
- Manage all legal issues which may arise and making appropriate reports of the same to the Board.
- Oversee school marketing, enrollment and public relations matters.
- Manage all Human Resource and Human Relations issues with IDCCRA and K12 personnel.
- Organize and oversee staff orientations.
- Ensure that processes and communication between the school and the identified curriculum vendor are in place.
- Implement the Board's policies and oversee the writing of its handbooks.
- Make recommendations to the Board regarding implementation and modification of policies and procedures.
- Responsible for ensuring that school compliance and reporting requirements are met in an accurate and timely manner (including school report cards and all district, state, and federal reports).
- Ensure that the school is complying with local, state, and federal laws regarding Special Education and Federal Title programs.
- Prepare and oversee annual budget.
- Understand the state Chart of Accounts.

- Understand all K12 systems.
- Promote the school and its interests with political, education, and civic leaders across the state.
- Develop and maintain relationships with districts, Education Service Centers, and the state.
- Organize and lead student recruitment events across the state.
- Make appropriate recommendations to the Board regarding possible modification to Charter language and ensure operational compliance with provisions of the IDCCRA Charter.
- Make appropriate recommendations to the Board regarding employment issues of certificated teaching professionals.
- Supervise the selection, assignment, evaluation, retention, termination, discipline and transfer of all IDCCRA classified personnel.

Adopted: 04/15/2014

202.2 HEAD OF SCHOOL'S DELEGATION OF POWERS

The Board of Directors recognizes and appreciates the supervisory and administrative position of the Head of School. The Head of School shall act as the authorized representative of the Board whenever such is required, unless some other person shall be or has been specifically named by the Board to act as an authorized representative. Therefore, the Board hereby delegates all powers, not specifically otherwise limited elsewhere in Board policy or state statute, to the Head of School and designee of the Head of School.

The Board recognizes that the Idaho Code grants the power to the Board to suspend, grant leave of absence, place on probation, or discharge certificated professional personnel for material violations of lawful rules or regulations of the Board or of the State Board of Education or for any conduct which could constitute grounds for revocation of a teaching certificate. The Board recognizes that there are situations which arise concerning certificated employees which may require immediate action, including a suspension or leave of absence. Thus, the Board has determined that if the Head of School or the designee of the Head of School determines there exists reasonable articulable suspicion to believe that a certificated employee has engaged in a material violation of any lawful rule or regulation of the Board of Trustees or of the State Board of Education, has engaged in conduct which could constitute grounds for revocation of a teaching certificate, or is the subject matter of an investigation where the presence of the certificated employee may unduly influence or undermine a personnel investigation, the Head of School or designee of the Head of School shall have the authority to suspend/place on administrative leave, with pay, the certificated employee pending the next regularly scheduled Board meeting or for ten (10) business/school days, whichever comes first.

Adopted: 04/15/2014

203.0 ADMINISTRATIVE ORGANIZATIONAL PLAN

The legal authority of the Board of Directors is transmitted through the Head of School along specific paths from person to person as shown in the organizational chart of the school. The lines of authority on the chart represent direction of authority and responsibility. The Head of School may reorganize lines of authority and revise the organizational chart subject to Board of Directors approval of major changes and/or the elimination and creation of individual administrative positions. The Board of Directors

expects the Head of School to keep the administrative structure up-to-date with the needs for supervision and accountability throughout the school.

Adopted: 04/15/2014

203.1 LINE AND STAFF RELATIONS

All personnel will refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises. Administrative officers will refer such matters to the next higher authority when necessary.

All non-certificated staff personnel have the right to present a grievance in accordance with the provisions of Idaho Code 33-517, as outlined in the applicable policies.

Adopted: 04/15/2014

204.0 ADMINISTRATIVE STAFF

The Head of School's administrative staff is organized on the premise that the multiple responsibilities of the Head of School can be better served by establishing a means which will permit the best thinking of all staff members to be brought to bear on school problems. Although the Board of Directors and the Head of School cannot absolve themselves from legally constituted responsibilities, the team provides for a two-way flow of information and unified action on the part of team members.

The members of the staff also act in an advisory capacity. Their mission is to gather ideas, to present reactions of school personnel, to express opinions, and to interpret school policy to other staff members in light of detailed information they receive through discussions in meetings. The members of the administrative staff include the positions designated as management positions including Human Resource Manager, Business and Projects Manager, Special Education Administrator, Operations manager.

Adopted: 04/15/2014

204.1 ADMINISTRATIVE STAFF AND COMMITTEES

The Board of Directors authorizes the Head of School to establish such permanent or temporary staff and committees as he/she finds necessary for proper administration of Board of Director policies and for the improvement of the total education program.

All staff and committees created by the Head of School will be for the purpose of obtaining to a maximum degree the advice and counsel of administrative and supervisory personnel of the school and to aid in communication. Functioning in an advisory capacity, such groups may make recommendations for submission to the Board of Directors through the Head of School. However, such groups will exercise no inherent authority. Authority for establishing policy remains with the Board of Directors, and authority for implementing policy remains with the Head of School.

The membership, composition, and responsibilities of administrative staff and committees will be defined by the Head of School and may be changed at his/her discretion.

Adopted: 04/15/2014

204.2 HEAD OF SCHOOL'S STAFF

The Head of School shall have sole responsibility for the organization and functioning of the Head of School's staff. Each member of the staff has been designated with major administrative assignments and is responsible directly to the Head of School or his/her designee. The Head of School's staff positions are shown in the following organizational chart.

Adopted: 04/15/2014

205.0 TEMPORARY ADMINISTRATIVE ARRANGEMENTS

The Head of School is authorized to appoint an acting Head of School from the Administrative Staff to serve for specified periods of time during his/her temporary absence from the school

A temporary absence is defined as a vacation period, attendance at national conventions, Head of School Summits, and/or any other periods when the Head of School would be out of immediate contact or presence in the school for over twenty-four (24) hours.

When so appointed, the acting Head of School will assume all duties which are the responsibility of the Head of School, with particular emphasis on emergency and day-to-day decision making. The acting Head of School will not be expected to deal with matters requiring long term planning or preparation unless specifically so assigned by the Head of School.

The acting Head of School will take special care to keep the Board of Directors informed as to any departure from normal routine.

In the event of a vacancy in the office of Head of School, or in the event of incapacitation of the Head of School, the responsibility for the temporary appointment of an interim Head of School rests with K12, Inc.

Adopted: 04/15/2014

206.0 ADMINISTRATOR EVALUATION

It shall be the responsibility of the Head of School or his/her designee, to evaluate all school administrators. Such evaluation shall be based on the appropriate administrative position job description. The Head of School shall report to the Board of Directors and K12, Inc. annually regarding the performance of administrative personnel.

It shall be the responsibility of the IDCCRA Administrative Team to evaluate all school employees.

- An IDCCRA employee's evaluation should be performed by the Administrator with direct supervisory authority over the employee.
- The evaluation of IDCCRA employees should be based upon the approved job description for each such employee.

If an administrator has a family relationship with an employee of IDCCRA or in any other manner falls within the provisions of the Nepotism Policy, found in other sections of this policy manual, such administrator shall not act as the immediate supervisor of the employee in question, and shall have no role in the evaluation of such employee or any recommendations regarding the employment of such individual. In such a circumstance, the conflict of interest should be disclosed by the administrator at issue and another member of the administrative team will be assigned to act as the employee's direct supervisor.

Adopted: 04/15/2014

207.0 ADMINISTRATIVE REORGANIZATION, ASSIGNMENT AND SELECTION

Subject to Board of Directors approval, the Head of School will have freedom to organize, reorganize, and arrange the administrative and supervisory staff, including instructions and business affairs, in a manner which his/her judgment best serves the Idaho College and Career Readiness Academy and so long as such is consistent with the terms and intentions of the IDCCRA Approved Charter. The responsibility for selection, placement and transfer of personnel shall be vested in the Head of School subject to approval by the Board of Directors and K12, Inc. (for K12 Inc. employees only).

Adopted: 04/15/2014

208.0 ADMINISTRATIVE TRAVEL AUTHORIZATION AND ALLOWANCES

Authorized persons may travel at school expense when approved by the Head of School. Travel outside the state of Idaho shall be by the most economical and practical means.

Adopted: 04/15/2014

209.0 NEPOTISM POLICY

The IDCCRA permits the employment of qualified relatives of employees of the employee's household or immediate family as long as such employment does not, in the opinion of the IDCCRA, create actual conflicts of interest. For purposes of this policy, "immediate family" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation or any member of the employee's household. The IDCCRA will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no relative's work responsibilities, salary, hours career progress, benefits or other terms and conditions of employment could be influenced by the other relative.
- Related employees may have no influence over the wages, hours, benefits career progress and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. If in the opinion of the IDCCRA a conflict arises as a

result of the relationship, one of the employees may be transferred at the earliest practicable time.

- In circumstances where a supervisor and an employee or independent contractor have a close personal relationship which can reasonably be perceived as potentially compromising the supervisor's and/or employee's/independent contractors ability to function independently, the relationship and the parties will be subject to the provisions of this policy.

Procedure: To avoid even the appearance of collusion or unfairness, the Administrator of IDCCRA who wishes to employ or hire the relative must disclose the following to the Board of Directors by memorandum:

- Name and relationship
- How rate of pay was determined and by whom
- How and by whom will work be assigned and evaluated
- Work address of both parties
- Organization chart to be attached, include names and positions.

Adopted: 04/15/2014

211.0 DOCUMENT MANAGEMENT AND RETENTION

The Administration of IDCCRA will be responsible for assuring the organization and maintenance of all records required for an Idaho Public School as well as those documents required for an Idaho Non-Profit Organization.

Pursuant to the terms of the Charter, IDCCRA's Administration will also be responsible for assuring provision of all required reports and documents to the Idaho State Department of Education, State Board of Education and the Charter Commission, as may from time to time be required.

Adopted: 04/15/2014

211.1 PUBLIC RECORDS REQUESTS

Administrators of IDCCRA will assure compliance with all requirements of the Idaho Code relative to requests for Public Records.

Adopted: 04/15/2014

SECTION 300 – FISCAL MANAGEMENT

301.0 THE GOAL OF FISCAL MANAGEMENT

One of the primary responsibilities of the Board of Directors is to appropriately manage funds to carry out a quality program of education. The Board of Directors and IDCCRA's Business Manager will work cooperatively in the management and reporting of school funds

Adopted: 04/15/2014

302.0 ANNUAL BUDGET

The annual school budget is the financial outline of expenditures associated with IDCCRA's educational program. The annual school budget process is an important function of the IDCCRA's operations.

IDCCRA will follow the state statutory regulations as to the creation, publication and adoption of an annual financial budget, as such may change from time to time.

Adopted: 04/15/2014

302.1 FISCAL YEAR

The fiscal year is defined as beginning on the first day of July and ending on the thirtieth day of June of each year.

Adopted: 04/15/2014

302.2 BUDGET PLANNING, PREPARATION, AND MANAGEMENT

Initial budget preparation and control shall be through the Business Manager and Head of Schools. Leadership and the solicitation of budget input will be arranged and sought as needed by the Head of School and Operations Administrator. The Business Manager is responsible for preparing and presenting to the Board for adoption, the annual school budget.

The Board will adopt the annual fiscal budget, annually, in a time frame and manner which is prescribed by Idaho Law, as such may change from time to time.

Budget planning shall be an integral part of curriculum program planning so that the budget may effectively express and implement all approved programs and activities of the school system.

Adopted: 04/15/2014

302.2.1 GENERAL FUND CONTINGENCY

Consistent with Idaho Code Section 33-801(A), it is the intent and goal of the Board to establish and maintain a General Fund contingency of 3-5% of current expenditures. Any variance, outside these parameters, must be approved by the Board. Our contract with K12 insures us against any deficit at year end and diminishes the need to keep a contingency Fund.

Adopted: 04/15/2014

302.3 SOURCES OF FUNDING

Funds legitimately available and useful to the public schools through state support, and federal programs will be sought in accordance with the provisions of the law that controls the distribution of such funds.

Dedicated funds are provided through the State Department of Education/State Board of Education to support programs for students with special needs. These sources and the requirements for eligibility will be under constant review to ensure full IDCCRA participation in the use of these funds.

It is the intent of the Board, and it so directs the administration, to study federal legislation and recommend to the Board those particular parts of the legislation which may potentially help the Board provide better educational opportunities, a better educational environment, and better physical and mental growth for each pupil. The Board will seek and utilize all federal, state and foundation grants available which are consistent with the advancement of the educational program of IDCCRA and consistent with the policies of the Board. The preparation of proposals will be consistent with the budgetary practices of IDCCRA.

From time to time philanthropic individuals or groups and/or other educational programs, organizations or entities may offer to make funds available to IDCCRA. These funds will, when accepted, be used to promote the educational activities of IDCCRA. Where necessary, the Board will review the terms and conditions of the grants or gifts to ensure they are in line with the district's policy and goals.

Adopted: 04/15/2014

302.4 INVESTMENT OF SCHOOL FUNDS

The Board authorizes investment of such school moneys as are determined not immediately needed for the operation of the school.

Investments may be made only in those instruments approved by, and in a method conforming to, state law and consistent with the non-profit organizational status of the school.

Adopted: 04/15/2014

302.5 BORROWING AUTHORITY/LIMITATIONS

The Board is permitted, by law, to borrow money in anticipation of their annual apportionment of State funds for the purpose of securing funds for school operations or for the payment of previous loans.

Board action, via resolution, must be taken prior to the school's borrowing of any funds in anticipation of receipt of apportionment of state funding. Upon approval of such action, the Board shall develop a plan for the repayment of the borrowed funds.

Adopted: 04/15/2014

302.6 BUDGET PUBLICATION, REVIEW HEARINGS

Publication: The tentative budget document as approved by the Board shall be published and made available to all interested parties. Publication shall occur through the following sources: Idaho Statesman, Northern Idaho paper of general circulation, Eastern Idaho paper of general circulation, school community board.

Public Hearings: At least one (1) public hearing on the proposed budget shall be held prior to the adoption of the budget. A notice stating the location, date, and hour of the public hearing shall be placed in the above identified newspapers ten (10) days prior to the date of the public hearing. Public notices shall also be displayed in not less than three (3) places within the school's geographical boundaries.

Budget Amendments: Fund transfers between major sections of the budget may be made only upon approval of the Board of Directors. Minor adjustments within specific categories to accommodate changes in curriculum or other minor operational problems may be made upon approval of the Head of School and Business Manager, with notice provided to the Directors at the next regularly scheduled meeting.

Updates and Revisions: The budgeted revenues and expenditures of the IDCCRA will be reviewed formally by the Board of Trustees no less often than once each year after formal adoption. Actual revisions will be made according to Idaho Code when anticipated expenditures will exceed their projected levels.

After the budget has been adopted by the Board, a copy will be forwarded to the State Department of Education, State Board of Education, Idaho Public Charter School Commission and any other entity as is required under law.

Adopted: 04/15/2014

302.7 BUDGET ADOPTION

Following consideration of the budget proposal presented by the Administration, the Board will approve a proposed budget and so notify the public.

The approved budget will be available for inspection in the Main Administrative Building of the IDCCRA, as such may change from time to time. The Board approved budget will also be posted on the school's website as is required by provisions of the Idaho Code.

Adopted: 04/15/2014

303.0 BUDGET IMPLEMENTATION

The IDCCRA budget serves as the control to direct and limit expenditures. Overall responsibility for this control is vested with the Business Manager who will establish the procedures for budget control and reporting.

The total amounts which may be expended during the fiscal year for the operation of the school system are set forth in the Board approved budget. The total amount budgeted as the expenditure for each program is the maximum amount which may be expended for that classification of expenditures during the school year, except as a transfer of funds, is authorized by policy 302.6.

The Head of School and Administrative staff are authorized to make commitments in accordance with the approved budget, policies of the Board, and administrative plans approved by the Board.

Adopted: 04/15/2014

304.0 ACCOUNTING AND REPORTING SYSTEM

304.1 ACCOUNTING SYSTEM

To ensure reliable and valid management information, a uniform system of accounting will be used. Where practical, this system of accounting will embrace the principles, practices, and concepts embodied within an accrued encumbered method of accounting.

The following purposes must be satisfied by the accounting system:

- **Administrative Control:** The financial records must be adequate to guide the making or deferring of purchases, the expanding or curtailing of programs, and the controlling of expenses. Current data should be immediately available and in such form that periodic summaries may be readily made from the data.
- **Budget Preparation:** The financial records must be adequate to serve as a guide to budget estimates of subsequent years and to hold expenditures to the amounts appropriated. Accounts are to be kept for each item for which separate budget estimates must be made.
- **Accounting for Stewardship:** The financial records of the IDCCRA must be adequate to show that those responsible have handled funds within the framework of law and in accordance with Board Policy.

The IDCCRA's financial records will provide the following information:

- **For each account in the IDCCRA's budget:** The appropriation and revenues, transfers, current and accumulative expenditures, unencumbered balances, and unreceipted revenues.
- **For each purchase order:** The name of vendor, the date, description of the item involved, the amounts, the record of Board approval if the amount is over \$5,000, the call for bids if required, and an abstract of the bids received. Purchase order sets will be numbered and each set accounted for.
- **For each purchase:** The purchase order information above, plus the record of receipt and condition of goods, the invoice and the record of payment.

Adopted: 04/15/2014

304.2 SYSTEM DESIGN

The system shall be multidimensional in nature and be able to cross reference data to curriculum program elements, business functions and departments, and such other features as are necessary in the effective and efficient management of IDCCRA's business. Federal and state regulations must be accommodated in this design.

This system of accounts shall be used for all business transactions and budget documentation to establish uniformity of systems and procedures.

A complete and current chart of accounts will be maintained and distributed to all divisions and departments. Updating of this document and the training of personnel will be the responsibility of the Business Manager, in cooperation with Administrative personnel responsible for each department.

The annual fiscal audit of all books and accounts of the school district and student activities will be conducted by an independent certified public accountant. Such audit shall be prepared consistent with generally accepted principles of accounting and will satisfy any and all legal requirements for the same.

The financial audit shall be completed and all reports compiled and presented to the Board and administrative staff. Copies of the audit will be filed in the IDCCRA office and state agencies in accordance with the Idaho Code. Such audit must be forwarded to the State Board of Education Charter Commission upon approval of the audit by the Board.

In addition to the quantitative audit, a separate management report shall be prepared for purposes of providing a qualitative review of IDCCRA financial operations. Said report will be given to the Board and the administration at the time of the annual audit report.

Adopted: 04/15/2014

304.3 SCHOOL ACCOUNTS

Special accounts for student activities, faculty groups, special projects, or other funds as established by the Board or school's administration may be maintained by the IDCCRA and the management, accounting, and auditing will be controlled through established procedures set by the Business Manager.

Adopted: 04/15/2014

304.4 FINANCIAL REPORTING

A list of all IDCCRA Expenditures shall be prepared no less often than once each month. This summary shall be presented to the Board of Trustees at the regularly scheduled meeting of the Board or at any specially scheduled meeting of the Board.

Reports showing the financial condition of the IDCCRA budget versus actual revenues and expenditures shall also be provided to the Board of Trustees as requested.

The Board shall comply with all website school expenditure postings required the Idaho Code, as such may change from time to time.

Adopted: 04/15/2014

305.0 INVENTORIES

A continuing inventory will be kept of the IDCCRA owned capital equipment. The IDCCRA is encouraged to maintain a video inventory record in addition to their written inventory. A record containing the inventory will be maintained by the Business Manager. Supplies, small tools, and consumable materials

will be inventoried annually. A copy of the capital equipment inventory shall be maintained in more than one physical location.

The Business Manager is assigned the responsibility for developing procedures for maintaining the IDCCRA inventory. A copy of the complete inventory will be on file in the IDCCRA Main Administrative Office.

Each teacher is responsible for maintaining an inventory of equipment, materials, and supplies. Such record shall be updated no less than once per year during the last month of school. The teachers shall provide this equipment inventory to the Business Manager in a manner directed by the IDCCRA Business Manager.

Adopted: 04/15/2014

306.0 PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment, and services. The Board declares its intention to purchase competitively, without prejudice, and to seek maximum educational value for every dollar expended. The acquisition of supplies, equipment, and services will be centralized and supervised by the Business Manager.

The Business Manager has responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of IDCCRA.

All goods, services, equipment, and supplies for IDCCRA will be purchased in accordance with the provisions of the Idaho Code, the K12 fiscal policy and procedures, and good purchasing practices.

Adopted: 04/15/2014

306.1 FISCAL CONTROLS POLICY

Approval and Payment of Monthly Expenditure

To ensure proper and timely payment of school obligations the Idaho College and Career Readiness Academy will review a list of vendors to be paid at each regular monthly board meeting. All payments will be accompanied with supporting documentation, such as an approved invoice, purchase order, or receipts which identify the purpose of the payment. All payments will be approved by a Board member, prior to the check being mailed.

In order to avoid late charges or take discount opportunities the Business Manager is authorized on occasion to issue payment prior to the regular meeting. In such cases those advance payments will be clearly identified at the regular board meeting and will not exceed \$10,000.00 to any one vendor in the month unless approved by the board chairman or her/his representative.

The Idaho College and Career Readiness Academy requires employees and management to submit for reimbursement, supplies, business phone service, internet connections, mileage, and other miscellaneous charges. In order to expedite reimbursements, the Business Manager can process

reimbursements timely and identify those paid in advance, at the regular board meeting. Every effort will be made by the Business Manger to pay reimbursements in as timely a manner as practicable.

The Idaho College and Career Readiness Academy has entered into an Educational, Administrative and Technology Services Agreement with K12, Inc. to provide educational services. Payments to K12 will be paid in a timely manner in accordance with said agreement provided those payments have been approved for payment by a vote of the board. K12 invoices will be presented to the board for approval only after a detailed review by an IDCCRA board member and a review by an Idaho College and Career Readiness Academy employee for correctness.

Payroll is processed through Wells Fargo, an offsite payroll processing company. This policy gives the Business Manager authority to issue an electronic signature which will be used by Wells Fargo to pay approved Idaho College and Career Readiness Academy monthly payroll expenses. The academy also authorizes advance payment for Public Employee Retirement and health coverage. Those payments will be marked as paid and submitted for approval at the next regularly scheduled board meeting.

Adopted: 04/15/2014

Amended: July 2015

306.2 ANNUAL PURCHASES

Where possible, it will be the practice of IDCCRA to group like materials, equipment, and supplies and bid them on a bulk basis.

Adopted: 04/15/2014

306.3 BIDS AND QUOTATIONS

A purchase equal to, or in excess of, \$50,000 must be submitted for bid and approved by the Board of Directors (except for professional services.) following the applicable procedures established in the Idaho Code with respect to the value of the subject purchase.

Where time permits, and vendors available, it is the intention of the Board and the administration to obtain a minimum of three (3) written quotations for those items of less than \$50,000 value but more than \$25,000. Should the vendors refuse to give quotations in writing; quotations from a minimum of three (3) vendors will be obtained via documented telephone conversations.

Adopted: 04/15/2014

Amended: July 2015

306.4 QUALITY CONTROL AND STANDARDIZATION

All purchases, whether by competitive bid or quotation, shall consider the quality of the articles to be supplied and their conformity to predetermined specifications. Items commonly used shall be standardized whenever possible, consistent with educational goals and in the interest of efficiency and/or economy.

Where specific products and/or services have historically proven favorable on a quality rather than a price basis, and where long run economic justification exists, purchases of such items will be made when the individual order does not exceed the statutory amount of \$25,000.

Adopted: 04/15/2014

Amended: July 2015

306.5 RESERVATION OF THE BOARD

The Board reserves the right to reject any or all bids and to accept the bid or quotation which appears to be in the best interest of the IDCCRA. Furthermore, the Board also reserves the right to waive any informalities in any bid, or to reject and/or accept any part of any bid. Any bid may be withdrawn prior to the scheduled time for bid opening. Bids received after the time and date specified shall not be considered.

Adopted: 04/15/2014

306.6 DEBIT CARD AND CONTRACTS

Debit card purchases are limited to items where the cost of issuing a purchase order is greater than the value of the item, where expenses cannot be reasonably anticipated, or for vendors who do not accept Purchase Orders. Procurement cards can be used for supply orders when authorized by the immediate supervisor and the Business Office. Procurement cards can also be used for authorized travel arrangements. Properly executed purchase orders shall be used when procurement cards are not authorized. These purchase orders must be properly executed and approved by the Head of School, Business manager, or their designee. Employees are also allowed to submit reimbursement for preauthorized travel or purchases.

Adopted: 04/15/2014

306.7 VENDOR LISTS

Opportunity shall be provided to all responsible product suppliers to do business with the IDCCRA. To this end, the Business Manager shall develop and maintain lists of potential bidders for the various types of materials, equipment, and/or supplies. Such bidders' lists shall be used in the development of a mailing list for distribution of specifications and/or invitations to bid. Any supplier may be included in the list upon request, provided a public works license is procured by the vendor for any labor or service requirement as per Idaho Code.

The IDCCRA will seek business and bids from all eligible vendors, regardless of any recognized protected classification.

Adopted: 04/15/2014

Amended: July 2015

306.8 SELECTION OF PROFESSIONAL SERVICES

Professional services such as legal, architectural, insurance, consulting, and accounting services frequently may exceed \$25,000. However, these services are classified as professional, and the Idaho bidding laws do not apply to them. The selection of persons to perform these services will be made by the Board after full consideration of the IDCCRA needs and of what prospective contractors can offer.

Adopted: 04/15/2014

Amended: July 2015

307.0 PAYMENT CLAIMS

Payment of claims shall be presented to the Board of Trustees for approval using the following procedures:

- The Business Manager will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.
- All invoices or other requests for payment from IDCCRA funds will be reviewed and approved by the Business Manager before payments are released. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board.
- All invoices submitted to the IDCCRA Board by K12 will be reviewed and approved by the Business Manager, Head of School and a designated Board member to assure accuracy and to assure that all services and/or products identified on the K12 invoice have been provided/received.
- All payments proposed by the Head of school or Operations_ Manager in excess of \$5,000, except for payroll, Public Employee Retirement and health and other benefit premium payments, which are pre-authorized under Section 306, will be submitted to the IDCCRA Board at regularly scheduled board meetings for approval before payments are released.
- At each regular board meeting, the Board will receive a detailed listing of payments made by IDCCRA for products or services provided to IDCCRA and/or for other legal obligations of IDCCRA.
- If Directors have questions regarding a payment, or a proposed payment they may contact the business manager for clarification. Invoices, statements, and vouchers will be available for inspection by the Directors upon request.
- Should Directors wish to discuss a proposed payment during a Board Meeting, prior to the approval of the proposed payment, they will so advise the Board Chair or designee.
- When notified (as stated above), the Chair will invite questions and comments regarding the claim.
- Where expenditures are inevitably going to exceed the budget, the Business Manager will advise the Head of School and the Board of Directors as to the nature of such expenditures.

Adopted: 04/15/2014

Amended: July 2015

307.1 INTERNET SERVICE PROVIDER SUBSIDY

INTENT: It is the intent of IDCCRA to provide assistance to families with computer and/or internet subsidy needs so they may participate in IDCCRA curriculum and learning opportunities. This policy specifies the terms and conditions:

All families enrolled in IDCCRA will be eligible to receive the Internet Service Provider (ISP) Subsidy. Each family must submit an application each semester in order to receive the subsidy.

The Internet Subsidy will be distributed to families who submit an application in the last week of the semester-AND make progress in the online school for the period of attendance for which payment is being sought. Progress will be verified.

IDCCRA will pay a flat amount of \$30 per month per family. Payments will be made via mail semiannually after the first semester concludes and after the second semester concludes. The subsidy will not be paid to families who did not meet the criteria and who did not get the application submitted prior to the deadline.

Appeals process:

In all cases, the Head of School shall have authority to make decisions about the subsidy based on special circumstances of our families that may not be covered in this policy so long as s/he stays within the intent of the policy.

If deemed necessary by both parties, the family and the Head of School may approach the IDCCRA Board of Directors for further clarification, interpretation, and ruling.

Internet Subsidy for Habitually Truant Students

In the event that a student is withdrawn from IDCCRA for habitual truancy, to the extent the family qualifies for possible internet subsidy, the family shall only be eligible for the portion of internet subsidy corresponding to their period of enrollment at the school. The internet subsidy will be prorated to subsidize only for the months that the student was actively enrolled at the school. A month is defined as having been enrolled and in good standing for the calendar month.

Adopted: 04/15/2014

Amended: July 2015

308.0 PAYROLL

The IDCCRA shall contract the services of professional teaching staff and administrative staff where applicable, by virtue of use of written contracts in a form approved by the State Superintendent of Public Instruction, and shall cause payments for those services to be prorated over a period of twelve (12) months.

Full-time and part-time classified personnel shall be paid for services by virtue of proper documentation and supervisory sign-off (time cards, etc.).

All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers will be paid through the business office. Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits accorded each employee.

Adopted: 04/15/2014

308.1 PAYROLL PROCEDURES

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Business Manager and carried out by the administrative personnel.

Failure of a non-certificated employee to properly document payroll related activities, including falsification of payroll issues, will result in personnel discipline up to and including possible termination.

Adopted: 04/15/2014

308.2 PAYROLL SCHEDULES

Unless otherwise established, payroll payments will be made monthly, Personnel reporting services on time cards (hourly) will use a payroll cutoff calendar as reference for cutoff dates. Such payroll cutoff calendar shall be annually developed by the school's Business Manager.

Adopted: 04/15/2014

308.3 PAYROLL DEDUCTIONS

The following deductions are permitted by the Board:

- Deductions for employee contributions to the IDCCRA's group hospitalization, dental, voluntary supplemental insurance or savings accounts, and life insurance programs;
- PERSI;
- Credit Union payments for loan retirement or shares deposit;
- Charitable organizations approved by the Board of Trustees.

Adopted: 04/15/2014

309.0 EXPENSE REIMBURSEMENTS

309.1 EMPLOYEE EXPENSES

Idaho College and Career Readiness Academy teachers and administrators and Board members must travel in the course of conducting business for the Academy. The Board of the Idaho College and Career Readiness Academy recognizes this and will reimburse business related expense as follows:

- Mileage is currently reimbursed at the rate of \$.35 per mile. You may use a private vehicle only if the owner is insured under a liability insurance policy that complies with section 33-

5204 Idaho Code. In some circumstances employees will be allowed to rent vehicles for school business. This must have prior authorization from the Head of School or his/her designee.

- IDCCRA employees in residence outside of Boise or Arco who are required to work out of their home offices as well as the IDCCRA offices are required to commute at their own expense to the nearest office.
- Mileage one way to destination must exceed 20 miles (such as outings, airport, etc.).
- Miscellaneous expenses- (parking, taxis, subway, etc.) will be reimbursed. Receipts are required. Tips are the responsibility of the customer.
- Meals will be reimbursed when travel requires more than 200 miles of travel in one day or when travel requires an overnight stay, or when the employee is required to travel prior to 7:00 a.m. or after 7:00 p.m.
 - Meals will be reimbursed as follows: Employees may request per diem for meals in advance.
 - Up to \$8.00 for Breakfast
 - Up to \$10.00 for Lunch
 - Up to \$15.00 for Dinner
 - You may be reimbursed for meal gratuities as long as the gratuity does not exceed 15% of the cost of the meal. Gratuities count toward the applicable maximum meal rate.
 - RECEIPTS are required for all meal reimbursement not requested per diem. Reimbursements must be kept current. Receipts 60 days or older must be submitted separately and require board approval before payment. This usually requires 30 day turnaround.
 - Meals will NOT be reimbursed for any meals that are included as part of a conference fee.
 - There is no reimbursement for entertainment or alcoholic beverages.
- Lodging will be reimbursed for those teachers or administrators traveling on school business. Every effort should be made to find the most economical lodging when traveling on Academy business. Upon prior approval by the Head of School or the Business Manager or under special circumstances or conditions, the mileage requirement and maximum reimbursement requirements may be waived.
 - RECEIPTS are required for lodging reimbursement.

CONFERENCE AND/OR TRAINING TRAVEL

- Conference/Training Lodging at a conference site (or training site), or at a hotel identified in a conference registration as one of the conference hotels, is reimbursable at actual cost as long as the conference site is at least 150 miles from your home. Upon prior approval by the Head of School or the Business Manager, this mileage requirement may be waived.
- Conference/Training Meals that are an integral part of the conference/training are reimbursable at actual cost. To be an integral part of the conference/training, meals must be provided at the conference/training site as an organized activity for all participants.

OFFICE/HOME EXPENSES

- Phone expenses—IDCCRA will provide teachers with a cellular telephone and service. Should an individual live outside of cellular coverage, have inadequate coverage, or should some other unforeseen circumstance prevent the use of cellular telephone service, IDCCRA may

provide reimbursement for alternative telephone service with prior administrative approval. All Academy related phone expenses will be reimbursed. Only Academy related phone calls should be made on the cell phone provided by the Academy. The full phone bill must be submitted for reimbursement.

- Internet service expenses—IDCCRA will provide teachers with a cellular broadband internet card and service. Should an individual live outside of cellular coverage, have inadequate coverage, or should some other unforeseen circumstance prevent the use of cellular broadband internet card service, IDCCRA may provide reimbursement for alternative internet service. Employees requiring Satellite when no other reasonable options are available will be reimbursed 50% or up to \$300 for installation charges. The employee is asked to find the most economical satellite service available. The employee must submit a receipt for this service for reimbursement.
- Postage expenses will be reimbursed for one “social” mailing (e.g. birthday card) to students per year and for all reasonable business related mailings. Any postage/shipping charges for returning items to K12 or IDCCRA will be reimbursed with no limit with prior approval from Head of Schools or Business Manager. The employee must submit detailed receipts and/or invoices for reimbursement of postage expenses.
- Field trip expenses will be reimbursed for the teacher only. Eligible expenses include any entrance fees for the teacher or the nominal cost (\$25 or less without prior approval) of renting a facility.
- Maximum yearly reimbursement: Each employee or administrator who works from home as determined by the Head of Schools, and each school department (K-5, Middle School, Special Education, and Virtual High School) has a maximum budget, as determined by the administrative office for expenses including, office supplies, ink jet cartridges, professional development travel, , related postage, and home office expenses, and incidentals. Items such as desks, chairs, waste paper baskets, file cabinets or any item that would fall under the general category of “furniture” is not reimbursable under this policy. All employees who have expenses to be reimbursed should submit those to the Payroll Department for further review and processing. Administrators and IDCCRA employees may submit expense/mileage reports to the Payroll Department either once quarterly or once each month. In order for an expense report to be processed in the month that it is submitted, it should be submitted to the Payroll Department no later than the 20th of each month. Any expense/mileage report submitted after the 20th of the month may not get processed until the following month.

Idaho College and Career Readiness Academy is sales tax exempt and employees will be furnished with the tax exempt number. When purchasing school related items, all employees are encouraged to use the school’s tax exempt status wherever possible.

***NOTE: Student gifts are not reimbursable using public funds.

Adopted: 04/15/2014

Amended: July 2015

309.3 MILEAGE REIMBURSEMENT FOR SPECIAL EDUCATION STUDENTS

Idaho College and Career Readiness Academy ~~Special Education~~ parents are eligible for mileage reimbursement when transporting their student(s) with a disability to necessary services as identified on the student’s Individualized Education Plan (IEP). The parent will be notified of the mileage

reimbursement opportunity. Mileage requests must be submitted for approval in a timely manner to the Special Education teacher on a form approved by the Idaho College and Career Readiness Academy. The Special Education teacher will, in turn, submit it to the Business Manager for payment. Mileage must be submitted within ninety (90) days of travel to be considered for reimbursement. Reimbursement will be at the Internal Revenue Service's approved standard mileage rate for miles driven for medical purposes.

Adopted: 04/15/2014

310.0 RENTAL FEES AND SERVICE CHARGES

310.1 IDCCRA EQUIPMENT

It is the policy of the Board to keep its equipment secured and maintained for the educational purposes for which it was purchased. IDCCRA equipment will be used for the essential purpose of teaching children and will not be loaned or rented to third parties. The educational use of IDCCRA equipment by patrons participating in IDCCRA programs is permissible. Patrons participating in IDCCRA programs shall not use IDCCRA equipment for any private or personal business purpose.

Employees of IDCCRA are expressly forbidden from loaning school equipment to others without prior approval of the Head of School. This prohibition also extends to the loaning of an employee's assigned keys to others, including family members, for the purpose of gaining access to buildings and equipment.

IDCCRA-owned equipment shall be maintained and supported by authorized IDCCRA employees or vendors authorized by IDCCRA employees responsible for maintenance of such equipment, including but not limited to K12 personnel. Any other person performing maintenance of IDCCRA equipment will be held liable for damages to the equipment and/or lost time required to restore equipment to its original state.

Adopted: 04/15/2014

311.0 FUND SECURITY

311.1 LOCAL DEPOSITORIES

All funds belonging to the IDCCRA shall be deposited in local banks as annually delineated by the Board and distributed as nearly as practical in accordance with the State Depository Statute.

Adopted: 04/15/2014

311.2 CASH

All cash and checks will be deposited by the Business Manager daily. Daily deposits of cash should be made with no cash being kept in a school safe.

The Board delegates to its Business Manager the discretion and authority to determine proper procedures and processes for the safe deposit and recording of such cash deposits.

Adopted: 04/15/2014

312.0 SCHOOL PROPERTIES DISPOSAL PROCEDURE

When IDCCRA owned equipment, books, and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Head of School/designee may authorize their disposal in a manner to the IDCCRA's best advantage, provided that the unit value of the item/items is not more than \$500. If values are in excess of those amounts, formal authorization for negotiated sale, or for putting the items to bid will be obtained from the Board.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the IDCCRA, the Head of School is authorized to dispose of them in some other way that would be acceptable to good management practices.

Adopted: 04/15/2014

313.0 PAYMENT OF FEES OR RETURNING OF PROPERTY

Pursuant to Idaho Code 33-603, the board of trustees of the Idaho College and Career Readiness Academy require that all indebtedness incurred by the person when he was a student be satisfied, or that all books or other instructional material, advances on loans, or other personal property of the school district borrowed by the person when he was a student of the district be returned prior to participating in graduation, as a condition of issuance of a diploma or certificate, or as a condition for issuance of a transcript.

The board of trustees or designated employees may excuse the requirements of this section upon an adequate showing of financial need or other exigency. This policy shall not delay transfer of school records to another school district or enrollment of the student in any other school.

Adopted: 04/15/2014

SECTION 400 – TECHNOLOGIES

404.1 VIRUS PROTECTION POLICY

It is the responsibility of everyone who uses Idaho College and Career Readiness Academy's computer network to take reasonable measures to protect that network from virus infections.

This policy outlines how various viruses can infect IDCCRA's network, how IDCCRA's Information Technology (IT) department tries to prevent and/or minimize infections, and how IDCCRA's network users should respond to a virus if they suspect one has infected IDCCRA's network.

How viruses can infect IDCCRA's network

There are actually three various types of computer viruses: true viruses, Trojan horses, and worms. True viruses actually hide themselves, often as macros, within other files, such as spreadsheets or Word documents. When an infected file is opened from a computer connected to IDCCRA's network, the virus can spread throughout the network and may do damage. A Trojan horse is an actual program file that, once executed, doesn't spread but can damage the computer on which the file was run. A worm is also a program file that, when executed, can both spread throughout a network and do damage to the computer

from which it was run. Alarming, we're now seeing many blended-threat attacks, such as a Trojan horse that contains a worm as its payload.

Viruses can enter IDCCRA's network in a variety of ways:

E-mail—By far, most viruses are sent as e-mail attachments. These attachments could be working documents or spreadsheets, or they could be merely viruses disguised as pictures, jokes, etc. These attachments may have been knowingly sent by someone wanting to infect IDCCRA's network or by someone who does not know the attachment contains a virus. However, once some viruses are opened, they automatically e-mail themselves, and the sender may not know his or her computer is infected.

Disk, CD, Zip disk, or other media—Viruses can also spread via various types of storage media. As with e-mail attachments, the virus could hide within a legitimate document or spreadsheet or simply be disguised as another type of file.

Software downloaded from the Internet—Downloading software via the Internet can also be a source of infection. As with other types of transmissions, the virus could hide within a legitimate document, spreadsheet, or other type of file.

Instant messaging attachments—although less common than e-mail attachments, more viruses are taking advantage of instant messaging software. These attachments work the same as e-mail viruses, but they are transmitted via instant messaging software.

How IDCCRA's IT department prevents and/or minimizes virus infections

IDCCRA's IT department fights viruses in several ways:

Scanning Internet traffic—All Internet traffic coming to and going from our network must pass through company servers and other network devices. Only specific types of network traffic are allowed beyond the organization's exterior firewalls.

Running server and workstation antivirus software—All vulnerable servers run McAfee VirusScan ASaP. This software scans our file-sharing data stores, looking for suspicious code.

McAfee VirusScan ASaP is also installed on all organization workstations. This software scans all data written to or read from a workstation's hard drive. If it finds something suspicious, it isolates the dubious file on the computer and automatically notifies the help desk.

Routinely updating virus definitions—Daily, the firewall and server virus scanning programs automatically check for updated virus definitions. These definition files allow the software to detect new viruses. If a new virus definition file is available, the virus scanning software is automatically updated, and then the system administrator is informed.

Similarly, when end users turn on their computers at the beginning of the workday, the workstation virus protection program automatically checks with a McAfee server on the Internet for updates. The workstation program will then download and install the update automatically, if one exists.

How to respond to and report a virus

Even though all Internet traffic is scanned for viruses and all files on the company's servers are scanned, the possibility still exists that a new or well-hidden virus could find its way to an employee's workstation, and if not properly handled, it could infect IDCCRA's network.

The IT staff will attempt to notify all users of credible virus threats via e-mail or telephone messages. Because this notification will automatically go to everyone in the organization, employees should not forward virus warning messages. On occasion, well-meaning people will distribute virus warnings that are actually virus hoaxes. These warnings are typically harmless; however, forwarding such messages unnecessarily increases network traffic.

As stated, it is the responsibility of all IDCCRA network users to take reasonable steps to prevent virus outbreaks. Use the guidelines below to do your part:

- Do not open unexpected e-mail attachments, even from coworkers.
- Never open an e-mail or instant messaging attachment from an unknown or suspicious source.
- Never download freeware or shareware from the Internet without express permission of the IT department.
- If a file you receive contains macros that you are unsure about, disable the macros.

Notify the IT department of suspicious files

If you receive a suspicious file or e-mail attachment, do not open it. Call IDCCRA's IT department and inform them that you have received a suspicious file. The IT department will explain how to handle the file.

If the potentially infected file is on a disk that you have inserted into your computer, the antivirus software on your machine will ask you if you wish to scan the disk, format the disk, or eject the disk. Eject the disk and contact the IT department. They will instruct you on how to handle the disk.

If the file is an infected spreadsheet or document that is of critical importance to IDCCRA, the IT department will attempt to scan and clean the file. The IT department, however, makes no guarantees as to whether an infected file can be totally cleaned and will not allow the infected file to be used on IDCCRA computers.

Adopted: 04/15/2014

404.2 SOFTWARE PURCHASE/INSTALLATION APPROVAL FORM

All departmental and individual software must meet IT approval prior to procurement and installation. This form must be submitted with detailed information regarding the software in question.

Requester Information:

Name: _____ Date: _____

Phone: () _____ E-mail: _____

Purpose of Request:

(Select all that apply)

Procurement

Installation Only

Type of Installation:

New Application: Major Version Upgrade:

Minor Version Upgrade: Existing Application:

Definitions:

New Application: Application that has never been installed for departmental or single use

Major Version Upgrade: Any upgrade to currently installed application that adds significant features not available in previous version or changes the function of the current user interface

Minor Version Upgrade: Any upgrade that does not add features or changes to the current user interface

Existing Application: Application currently installed for departmental or single use

Name of Software: _____

Description of Software: (software specifications, etc.)

Business Purpose: (continue on back if necessary)

(Software Purchase/Installation Approval Form Continued)

(Fill out information in gray area for new software only)

Vendor: _____

Vendor Contact Information:

Point of contact: _____

Phone Number: (_____) _____

Licensing Information: Number of Copies: _____ Number of Licenses: _____

Software is for: Windows 95 Windows 98
(Select all that apply) Windows NT Windows 2000
 Windows ME Windows XP

Department Head or Manager Approving Request:

Print Name: _____ Signature: _____

Phone: () _____

This form must be submitted and approved before any software is submitted for procurement. Please return to the IT department via fax e-mail.

E-mail: IT@idahova.org

Phone: (208)322-3559

Fax: (208)322-3688

To be completed by Information Technology Department

Approved: Yes — Installation Guide Attached No – Application Incompatibility Form Attached
 Yes – License Available or attainable

Approving IT Supervisor/Manager

Print Name: _____ Signature: _____

Adopted: 04/15/2014

404.3 IDCCRA ACCEPTABLE USE POLICY

Idaho College and Career Readiness Academy owns and operates various computer systems, which are provided for use by employees in support of business activities. All users are responsible for seeing that these facilities are used in an effective, ethical and lawful manner as outlined in the Technology Manual.

This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under federal, state or local laws.

Audience and Agreement

All users of the company's computing systems must read, understand and comply with the school's Technology Manual and policies established in this document as well as additional guidelines established by administrators of each system.

BY USING ANY OF THESE SYSTEMS, USERS AGREE THAT THEY WILL COMPLY WITH THESE POLICIES

Rights:

These computer systems, facilities and accounts are owned and operated by IDCCRA. IDCCRA reserves all rights, including termination of service without notice, to the computing resources it owns and operates. These procedures shall not be construed as a waiver of any rights of IDCCRA, nor shall they conflict with applicable acts of law. Users have rights that may be protected by federal, state and local laws.

Privileges:

Access and privileges on IDCCRA computing systems are assigned and managed by the system administrators of specific individual systems. Eligible individuals may become authorized operators of a system and be granted appropriate access and privileges by following the approval steps for that system.

A designee of the IT department must approve all access to IDCCRA computer resources, including the issuing of passwords.

Users may not, under any circumstances, transfer or confer these privileges to other individuals. Others shall not use any account assigned to an individual without permission from the Western Region Technology Department. The authorized user is responsible for the proper use of the system, including any password protection. Users may not install any device on a computer without authorization from the Western Region Technology Department.

E-mail Security Policy

Purpose:

This policy statement provides specific instructions on the ways to secure electronic mail (e-mail) resident on personal computers and servers.

Scope:

The policies apply to Idaho College and Career Readiness Academy (IDCCRA) employees and contractors and cover e-mail located on IDCCRA personal computers and servers if these systems are under the jurisdiction and/or ownership of IDCCRA.

Company Property:

As a productivity enhancement tool, Idaho College and Career Readiness Academy encourages the business use of electronic communications (voice mail, e-mail, and fax). Electronic communications systems and all messages generated on or handled by electronic communications systems, including back-up copies, are considered to be the property of IDCCRA, and are not the property of users of the electronic communications services.

Authorized Usage:

Idaho College and Career Readiness Academy electronic communications systems generally must be used only for business activities. Incidental personal use is permissible so long as:

- It does not consume more than a trivial amount of resources.
- It does not interfere with staff productivity.
- It does not preempt any business activity.

Users are forbidden from using IDCCRA electronic communications systems for charitable endeavors, private business activities, or amusement/entertainment purposes unless expressly approved by the IDCCRA Head of School or her/his representative. Employees are reminded that the use of corporate resources, including electronic communications, should never create either the appearance or the reality of inappropriate use.

Default Privileges:

Employee privileges on electronic communications systems must be assigned so that only those capabilities necessary to perform a job are granted. This approach is widely known as the concept of "need-to-know." For example, end users must not be able to reprogram electronic mail system software. With the exception of emergencies and regular system maintenance notices, broadcast facilities must be

used only after the permission of the department head, Western Region Technology Department, or the Head of School has been obtained.

User Separation:

These facilities must be implemented where electronic communications systems provide the ability to separate the activities of different users. For example, electronic mail systems must employ user IDs and associated passwords to isolate the communications of different users. But fax machines that do not have separate mailboxes for different recipients need not support such user separation. All IDCCRA staff and authorized contractors have unique usernames and passwords to access the e-mail system.

User Accountability:

Regardless of the circumstances, individual passwords must never be shared or revealed to anyone else besides the authorized user. To do so will expose the authorized user to responsibility for actions the other party takes with the password.

If users need to share computer resident data, they should utilize message-forwarding facilities, public directories on local area network servers, and other authorized information-sharing mechanisms. To prevent unauthorized parties from obtaining access to electronic communications, users must choose passwords that are difficult to guess (not a dictionary word, not a personal detail, and not a reflection of work activities).

No Default Protection:

Employees are reminded that Idaho College and Career Readiness Academy electronic communications systems are not encrypted by default. If sensitive information must be sent by electronic communications systems, encryption or similar technologies to protect the data must be employed. See the Western Region Technology Department (TM) if this requirement is needed.

Respecting Privacy Rights:

Except as otherwise specifically provided, employees may not intercept or disclose, or assist in intercepting or disclosing, electronic communications. Idaho College and Career Readiness Academy is committed to respecting the rights of its employees, including their reasonable expectation of privacy.

However, IDCCRA also is responsible for servicing and protecting its electronic communications networks. To accomplish this, it is occasionally necessary to intercept or disclose, or assist in intercepting or disclosing, electronic communications.

No Guaranteed Message Privacy:

Idaho College and Career Readiness Academy cannot guarantee that electronic communications will be private. Employees should be aware that electronic communications could, depending on the technology, be forwarded, intercepted, printed, and stored by others. Furthermore, others can access electronic communications in accordance with this policy.

Regular Message Monitoring:

It is the policy of Idaho College and Career Readiness Academy NOT to regularly monitor the content of electronic communications. However, the content of electronic communications may be monitored and the usage of electronic communications systems will be monitored to support operational, maintenance, auditing, security, and investigative activities. Users should structure their electronic communications in

recognition of the fact that IDCCRA will from time to time examine the content of electronic communications.

Statistical Data:

Consistent with generally accepted business practice, Idaho College and Career Readiness Academy collects statistical data about electronic communications. As an example, call-detail-reporting information collected by telephone switching systems indicates the numbers dialed, the duration of calls, the time of day when calls are placed, etc. Using such information, Information Technology (IT) staff monitors the use of electronic communications to ensure the ongoing availability and reliability of these systems.

Incidental Disclosure:

It may be necessary for IT staff to review the content of an individual employee's communications during the course of problem resolution. IT staff may not review the content of an individual employee's communications out of personal curiosity or at the behest of individuals who have not gone through proper approval channels (Western Region Technology Department, HOS, et cetera).

Message Forwarding:

Recognizing that some information is intended for specific individuals and may not be appropriate for general distribution, electronic communications users should exercise caution when forwarding messages. IDCCRA sensitive information must not be forwarded to any party outside IDCCRA without the prior approval of a department head or the HOS. Blanket forwarding of messages to parties outside IDCCRA is prohibited unless the prior permission of the HOS has been obtained.

Purging Electronic Messages:

Messages no longer needed for business purposes must be periodically purged by users from their personal electronic message storage areas. After a certain period—generally six months—electronic messages backed up to a separate data storage media (tape, disk, CD-ROM, etc.) will be automatically deleted by IT staff.

Not only will this increase scarce storage space; it will also simplify record management and related activities. If IDCCRA is involved in a litigation action, all electronic messages pertaining to that litigation will not be deleted until the IDCCRA Board of Directors or their designated representative has communicated that it is legal to do so.

Responsibilities:

As defined below, Idaho College and Career Readiness Academy groups and staff members responsible for electronic mail security have been designated in order to establish a clear line of authority and responsibility.

- IT must establish e-mail security policies and standards and provide technical guidance on e-mail security to all Idaho College and Career Readiness Academy staff.
- IT staff must monitor compliance with personal computer security requirements, including hardware, software, and data safeguards. Department Heads must ensure that their staff is in compliance with the personal computer security policy established in this document. IT staff must also provide administrative support and technical guidance to management on matters related to e-mail security.
- Idaho College and Career Readiness Academy department heads must ensure that employees under their supervision implement e-mail security measures as defined in this document.

Contact Point:

Questions about this policy may be directed to the Western Region Technology Department Western Region Technology department.

Disciplinary Process:

Violation of these policies may subject employees or contractors to disciplinary procedures up to and including termination.

Internet Security Policy**Purpose:**

The purpose of this policy is to establish management direction, procedures, and requirements to ensure the appropriate protection of Idaho College and Career Readiness Academy information and equipment by Internet connections.

Scope:

This policy applies to all employees, contractors, consultants, temporaries, and other users at Idaho College and Career Readiness Academy, including those users affiliated with third parties who access Idaho College and Career Readiness Academy computer networks. Throughout this policy, the word "worker" will be used to collectively refer to all such individuals. The policy also applies to all computer and data communication systems owned by and/or administered by Idaho College and Career Readiness Academy.

Specific Policy:

All information traveling over Idaho College and Career Readiness Academy computer networks that has not been specifically identified as the property of other parties will be treated as though it is an Idaho College and Career Readiness Academy asset. It is the policy of Idaho College and Career Readiness Academy to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information.

In addition, it is the policy of Idaho College and Career Readiness Academy to protect information belonging to third parties that has been entrusted to Idaho College and Career Readiness Academy in confidence as well as in accordance with applicable contracts and industry standards.

Introduction:

The new resources, new services, and interconnectivity available via the Internet all introduce new opportunities and new risks. In response to the risks, this policy describes Idaho College and Career Readiness Academy's official policy regarding Internet security. It applies to all users (employees, contractors, temporaries, etc.) who use the Internet with IDCCRA computing or networking resources, as well as those who represent themselves as being connected—in one way or another—with IDCCRA.

All Internet users are expected to be familiar with and comply with these policies. Questions should be directed to the Western Region Technology Department-Western Region Technology Department. Violations of these policies can lead to revocation of system privileges and/or disciplinary action, including termination.

Information Movement:

All software downloaded from non-Idaho College and Career Readiness Academy sources via the Internet must be screened with virus detection software prior to being opened or run, and must be in compliance with IDCCRA's policy on software downloads and executables.

All information taken off the Internet should be considered suspect until confirmed by separate information from another source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate.

Unless tools like PGP (Pretty Good Privacy) are used, it is also relatively easy to spoof another user on the Internet. Likewise, contacts made over the Internet should not be trusted with IDCCRA information unless a due diligence process has first been performed. This due diligence process applies to the release of any internal IDCCRA information (see the following section).

Users must not place Idaho College and Career Readiness Academy material (software, internal memos, etc.) on any publicly accessible Internet computer that supports anonymous file transfer protocol (FTP) or similar services, unless the Head of School or Western Region Technology Department has first approved the posting of these materials.

In more general terms, Idaho College and Career Readiness Academy internal information should not be placed in any location, on machines connected to IDCCRA internal networks, or on the Internet, unless the persons who have access to that location have a legitimate need-to-know.

All publicly writable (common/public) directories on Idaho College and Career Readiness Academy Internet-connected computers will be reviewed and cleared periodically. This process is necessary to prevent the anonymous exchange of information inconsistent with Idaho College and Career Readiness Academy's business.

Examples include pirated software, purloined passwords, stolen credit card numbers, and inappropriate written or graphic material (i.e., erotica). Users are prohibited from being involved in any way with the exchange of the material described in the last sentence.

Information Protection:

Wiretapping and message interception are straightforward and frequently encountered on the Internet. Accordingly, Idaho College and Career Readiness Academy secret, proprietary, or private information must not be sent over the Internet unless it has first been encrypted by approved methods (PGP).

Credit card numbers, telephone calling card numbers, log in passwords, and other parameters that can be used to gain access to goods or services must not be sent over the Internet in readable form. The PGP (Pretty Good Privacy) encryption algorithm, or another algorithm approved by the Idaho College and Career Readiness Academy Regional Western Region Technology Department, must be used to protect these parameters as they traverse the Internet.

In keeping with the confidentiality agreements signed by all staff, Idaho College and Career Readiness Academy software, documentation, and all other types of internal information must not be sold or otherwise transferred to any non-Idaho College and Career Readiness Academy party for any purposes other than business purposes expressly authorized by management.

Exchanges of software and/or data between IDCCRA and any third party may not proceed unless a written agreement has first been signed. Such an agreement must specify the terms of the exchange, as well as the ways in which the software and/or data is to be handled and protected.

Regular business practices, such as shipment of software in response to a customer purchase order, need not involve such a specific agreement since the terms are implied.

Idaho College and Career Readiness Academy strongly supports strict adherence to software vendors' license agreements. When at work, or when IDCCRA computing or networking resources are employed, copying of software in a manner that is not consistent with the vendor's license is strictly forbidden.

Likewise, off-hours participation in pirate software bulletin boards and similar activities represent a conflict of interest with Idaho College and Career Readiness Academy work, and are therefore prohibited. Similarly, reproduction of words posted or otherwise available over the Internet must be done only with the permission of the author/owner.

Expectation of Privacy:

Staff using Idaho College and Career Readiness Academy information systems and/or the Internet should realize that their communications are not automatically protected from viewing by third parties. Unless encryption is used, staff should not send information over the Internet if they consider it to be private.

At any time and without prior notice, Idaho College and Career Readiness Academy management reserves the right to examine e-mail, personal file directories, and other information stored on IDCCRA computers. This examination assures compliance with internal policies, supports the performance of internal investigations, and assists with the management of IDCCRA information systems.

Resource Usage:

Idaho College and Career Readiness Academy management encourages staff to explore the Internet, but if this exploration is for personal purposes, it should be done on personal, not company, time. Likewise, games, news groups, and other nonbusiness activities must be performed on personal, not company, time.

Use of IDCCRA computing resources for these personal purposes is permissible so long as the incremental cost of the usage is negligible, and so long as no business activity is preempted by the personal use. Extended use of these resources requires prior written approval by a department manager.

Public Representations:

Staff may indicate their affiliation with Idaho College and Career Readiness Academy in bulletin board discussions, chat sessions, and other offerings on the Internet. This may be done by explicitly adding certain words, or it may be implied, for instance via an e-mail address.

In either case, whenever staff provide an affiliation, they must also clearly indicate that the opinions expressed are their own, or not necessarily those of Idaho College and Career Readiness Academy.

All external representations on behalf of the company must first be cleared with the Head of School. Additionally, to avoid libel problems, whenever any affiliation with Idaho College and Career Readiness Academy is included with an Internet message or posting, "flaming" or similar written attacks are strictly prohibited.

Staff must not publicly disclose internal Idaho College and Career Readiness Academy information via the Internet that may adversely affect IDCCRA's customer relations or public image unless the approval of the Head of School has first been obtained. Such information includes identifiable student information, unit costing, RFP information, and the like.

Access Control:

All users wishing to establish a connection with Idaho College and Career Readiness Academy computers via the Internet must authenticate themselves at a firewall before gaining access to IDCCRA's internal network. This authentication process must be done via a dynamic password system approved by the Western Region Technology Department.

Examples are handheld smart cards or user-transparent challenge/response. This will prevent intruders from guessing passwords or from replaying a password captured via a "sniffer attack" (wiretap). Designated "public" systems do not need these authentication processes because anonymous interactions are expected.

Unless the prior approval of the Western Region Technology Department has been obtained, staff may not establish Internet or other external network connections that could allow non-Idaho College and Career Readiness Academy users to gain access to IDCCRA systems and information. These connections include the establishment of multi-computer file systems (like Sun's NIS), Internet home pages, FTP servers, VPN's and the like.

Likewise, unless the Western Region Technology Department, Head of School, Board of Directors, and legal counsel have all approved the practice in advance, users are prohibited from using new or existing Internet connections to establish new business channels. These channels include electronic data interchange (EDI) arrangements, electronic malls with online shopping, online database services, etc.

Reporting Security Problems:

If sensitive Idaho College and Career Readiness Academy information is lost, disclosed to unauthorized parties, or suspected of being lost or disclosed to unauthorized parties, the Western Region Technology Department must be notified immediately.

If any unauthorized use of IDCCRA's information systems has taken place, or is suspected of taking place, the Western Region Technology Department must likewise be notified immediately. Similarly, whenever passwords or other system access control mechanisms are lost, stolen, or disclosed, or are suspected of being lost, stolen, or disclosed, the Western Region Technology Department must be notified immediately.

Because it may indicate a computer virus infection or similar security problem, all unusual systems behavior, such as missing files, frequent system crashes, misrouted messages, and the like must also be immediately reported. The specifics of security problems should not be discussed widely but should instead be shared on a need-to-know basis.

Users must not "test the doors" (probe) security mechanisms at either Idaho College and Career Readiness Academy or other Internet sites unless they have first obtained permission from the Western Region Technology Department. If users probe security mechanisms, alarms will be triggered and resources will needlessly be spent tracking the activity.

Responsibilities:

As defined below, Idaho College and Career Readiness Academy groups and staff members responsible for Internet security have been designated in order to establish a clear line of authority and responsibility.

- IT staff must monitor compliance with Internet security requirements, including hardware, software, and data safeguards. Departmental heads must ensure that their staffs are in compliance with the Internet security policy established in this document. IT staff must also provide administrative support and technical guidance to management on matters related to Internet security.
- IT staff must periodically conduct a risk assessment of each production information system they are responsible for to determine both risks and vulnerabilities.
- IT staff must check that appropriate security measures are implemented on these systems in a manner consistent with the level of information sensitivity.
- IT staff must check that user access controls are defined on these systems in a manner consistent with the need-to-know.
- Idaho College and Career Readiness Academy information owners must see to it that the sensitivity of data is defined and designated on these systems in a manner consistent with in-house sensitivity classifications.

Idaho College and Career Readiness Academy departmental heads must ensure that:

- Employees under their supervision implement security measures as defined in this document.
- Employees under their supervision delete sensitive (confidential) data from their disk files when the data is no longer needed or useful.
- Employees under their supervision who are authorized to use personal computers are aware of and comply with the policies and procedures outlined in all Idaho College and Career Readiness Academy documents that address information security.
- Employees and contractor personnel under their supervision complete the pre-exit clearance process upon their official termination of employment or contractual agreement.
- Employees and contractor personnel under their supervision make back-up copies of sensitive, critical, and valuable data files as often as is deemed reasonable.

Users of Idaho College and Career Readiness Academy Internet connections must:

- Know and apply the appropriate Idaho College and Career Readiness Academy policies and practices pertaining to Internet security.
- Not permit any unauthorized individual to obtain access to Idaho College and Career Readiness Academy Internet connections.
- Not use or permit the use of any unauthorized device in connection with Idaho College and Career Readiness Academy personal computers.
- Not use Idaho College and Career Readiness Academy Internet resources (software/hardware or data) for other than authorized company purposes.
- Maintain exclusive control over and use of his/her password, and protect it from inadvertent disclosure to others.
- Change his/her default password by selecting a password that bears no obvious relation to the user, the user's organizational group, or the user's work project, and that is not easy to guess.
- Ensure that data under his/her control and/or direction is properly safeguarded according to its level of sensitivity.

- Report to the Western Region Technology Department or IT staff any incident that appears to compromise the security of Idaho College and Career Readiness Academy information resources. These include missing data, virus infestations, and unexplained transactions.
- Access only the data and automated functions for which he/she is authorized in the course of normal business activity.
- Obtain supervisor authorization for any uploading or downloading of information to or from Idaho College and Career Readiness Academy multi-user information systems if this activity is outside the scope of normal business activities.
- Make backups of all sensitive, critical, and valuable data files as often as is deemed reasonable by their program director.

Contact Point:

Questions about this policy may be directed to your academic administrator or the Western Region Technology Department.

Disciplinary Process:

Violation of these policies may subject employees or contractors to disciplinary procedures up to and including termination.

Adopted: 04/15/2014

Amended: July 2015

404.4 DOWNLOADS AND EXECUTABLES POLICY

This policy has been established to set guidelines in an effort to clarify the type and nature of files that employees are allowed to download from third-party sources onto their local computers (desktops, laptops, Pocket PCs, Tablet PCs). Although it would be impossible to name every executable or download file in this policy, users should adhere to these guidelines:

- The application, tool, or template has been approved by IT, in writing.
- The download enhances the employee’s productivity.
- The download is from a reputable source.
- The file does not subject the company to potential liability.

Approved Downloads:

The following is a list of files that employees can download onto their local machines.

- **AOL Instant Messenger**
Although the company has not indicated a preferred IM application, instant messaging can offer users a way to quickly and efficiently communicate with coworkers, contractors, and associates. As with all IM applications, users are encouraged to keep personal messaging within reasonable levels.
- **ICQ**
Like AOL Instant Messenger, employees can use this application to exchange work-related instant messages. Users are advised not to engage in the chat function of this application as it supports no function of the company. Also allowed are Trillian, MSN Messenger, and Yahoo! Messenger.
- **WinZip or 7zip**
Employees who e-mail large files to contractors and consultants are encouraged to use WinZip, a compression utility.

- **Malware Bytes Anti-Malware (MBAM)**
As employees may unwittingly download adware onto their local machines, applications such as MBAM, which scans a user's system for adware, are allowed. Please note: Some useful proprietary applications on the company network are seen as adware by this and other similar applications. Contact the IT department if you have questions about this kind of application.
- **Spybot**
Please check with the IT department to see if this will affect any in-house applications.
- **Macromedia Flash**
Users must have this installed to access the On-line School.
- **RealOne Player**
Employees can use this application to listen to music and view streaming media at their workstation. Users will take care not to adversely affect other workers and will, for example, keep the volume of the music and other media played on this application within reasonable levels, if they are located in an office. Employees are encouraged to use headphones if they work in cubicles.
- **Adobe Acrobat Reader, Adobe Reader, Sumatra**
Users must have this downloaded to view PDF files.
- **Mozilla Firefox or Google Chrome**
Employees can use this as an alternative to Internet Explorer.
- **QuickTime**
Use of this application is allowed.
- **Ebook applications**
This includes Microsoft Reader, Amazon Kindle, and other third-party applications that allow users to download work-related texts onto their local machines.

Prohibited Downloads:

The following downloads are specifically prohibited on IDCCRA computer resources unless approved by IT.

- **All Torrent and P2P Clients**
These applications are not allowed because it could facilitate users sharing copyrighted files on the computer network. Such applications can also contain third-party applications, so-called adware or spyware, that collect information about a user's Web surfing habits, change system settings, or place unwanted advertising on the local computer.
- **ZoneAlarm or other Third Party Firewall Applications**
While security is an issue that every employee can help manage, IT does not allow the use of personal firewalls on company equipment.
- **Any third-party screen saver or wallpaper**
This is to prevent images that might be deemed offensive by some staff members from being displayed on company monitors. Employees will use the default screen savers available on their local machines.
- **Games**
Because games provide no benefit to our organization and have a tendency to affect productivity, they are not allowed on company machines. If, however, the game is used exclusively as a teaching tool for your assigned students, it will be allowed.

- **Any freely-downloadable computer, e-mail, or desktop “enhancements”**
This can be defined as any program which is used to customize the computer or the user’s normal methods of operating the computer. Examples include CometCursor, BonziBuddy, HotBar, et cetera. These “free” programs will automatically download and install spyware, which will impede the normal operation of the computer.

Adopted: 04/15/2014

404.5 INTERNET SAFETY POLICY

Introduction:

It is the policy of Idaho College and Career Readiness Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions:

Key terms are as defined in the Children’s Internet Protection Act.*

Access to Inappropriate Material:

To the extent practicable, technology protection measures shall be used to block Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Technology protection measures consist of automatic filtering and blocking software resident on the student’s computer that disallows the viewing of material deemed obscene or harmful to minors as defined in the Children’s Internet Protection Act.

Inappropriate Network Usage:

To the extent practicable, steps shall be taken to promote the safety and security of users of the Idaho College and Career Readiness Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring:

It shall be the responsibility of all members of the Idaho College and Career Readiness Academy staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the school Regional Western Region Technology Department or designated representatives.

*Full text of the Children's Internet Protection Act can be read at: <http://www.ftc.gov/ogc/coppa1.htm>

Adopted: 04/15/2014

404.6 STUDENT COMPUTER EQUIPMENT PROVISION, REPLACEMENT AND UPGRADE POLICY

Student technology will be provided, replaced and upgraded consistent with the language contained in the school's approved Charter as well as the contractual provisions established between IDCCRA and its Service Provider. Should the provisions of Student's Come First remain in effect; the school's technology provision shall also be consistent with the terms and provisions of state code relating to the provision of student technology devices.

Should a student/family have an issue with the technology provided to them, they are directed to communicate this concern with the school's office.

Purpose:

To establish a student computer equipment replacement policy for the Idaho College and Career Readiness Academy in order to successfully utilize the benefits of the Learning Management System (LMS) and to promote technological proficiency of Idaho College and Career Readiness Academy students.

Statement:

Guidelines and procedures are required to define the useful life of a computer for the purpose of schooling, and to establish criteria for the repair, replacement, or software reload of a student computer.

Replacement Rationale:

Laptop computers, by their nature, are relatively expensive devices when compared to other "school supplies". The "rule of thumb" for obsolescence of laptop computers is generally 3-4 years however; Idaho College and Career Readiness Academy's unique computing requirements feature a mostly static minimum hardware specification, in that we utilize only specific technology resources and have a hand in determining the minimum architecture necessary to make use of those resources. Accordingly, it is not necessary to specify a maximum lifecycle for the computing resources.

In all cases, hardware that is determined to be defective will be replaced or repaired immediately to minimize disruption of the student's school-related activities.

Should a student/family have an issue with software provided to them, they are directed to communicate this concern with the student's individual teacher. The teacher shall then report this concern to the school's technology personnel and a technician shall be in communication with the student/family to address the software concern.

It is strongly recommended that when a student/family receives notice of a software update or upgrade that they take the necessary steps directed to install the update or upgrade for the effective use of the system.

Software Reload Rationale:

As students use school-provided computers to access approved online resources, performance may be impaired over time by the installation of “adware/spyware”, viruses, unauthorized utilities/games, and other non-essential software. The end-user often misinterprets this performance loss as defective or inadequate hardware. In fact, this situation is remedied by clearing and reloading the original approved software image.

Software Reload and Hardware Replacement Process:

Any time a parent reports poor computer performance to their teacher, the teacher will create a Trouble Ticket for that parent. A technician will contact the parent within 24 hours to determine through an interview process if the problem is hardware or software related.

If the problem is hardware related, the technician will schedule a repair or ship a replacement as appropriate.

If the problem is software related, the technician will troubleshoot the specific problem, or send the parent re-imaging CD’s as appropriate.

Adopted: 04/15/2014

Amended: July 2015

404.7 SCHOOL EMAIL POLICY

The purpose of this policy is to ensure the proper use of Idaho College and Career Readiness Academy’s email system and to identify what Idaho College and Career Readiness Academy deems as acceptable and unacceptable use of its email system. Idaho College and Career Readiness Academy reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

Legal RISKS:

Email is an important educational and a business communication tool. Users are obliged to use the school’s email system in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. E-mail utilizing the school’s hardware, software, servers or internet systems is something that is subject to the Idaho Public Writings Act and may be subject to disclosure upon request. The school may be able to limit disclosure of these public writings may be limited with regard to limitations such as FERPA, HIPAA and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014. However, in drafting and sending an email, the sender has to exercise caution as to content. Therefore, it is important that users are aware of the legal risks of e-mail:

- If you send emails with any libelous, defamatory, offensive, racist or obscene remarks, you and Idaho College and Career Readiness Academy can be held liable.
- If you forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and Idaho College and Career Readiness Academy can be held liable.

- If you unlawfully forward confidential information, you and Idaho College and Career Readiness Academy can be held liable.
- If you unlawfully forward or copy messages without permission, you and Idaho College and Career Readiness Academy can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and Idaho College and Career Readiness Academy can be held liable.

By following the guidelines in this policy, the email user can minimize the legal risks involved in the use of e-mail.

Legal Requirements:

The following rules are required by law and are to be strictly adhered to:

- It is strictly prohibited to send or forward e-mails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your supervisor.
- It is strictly prohibited to send or forwarded e-mails containing harassing, bullying or cyber-bullying content or remarks. If you receive an e-mail of this nature, you must promptly notify your supervisor.
- It is strictly prohibited to send or forward e-mails containing content that is discriminatory or sexually harassing. If you receive an e-mail of this nature, you must promptly notify your supervisor.
- Do not send a message with confidential student or personnel information to any unknown recipient or unauthorized recipient qualified to receive the information at issue.
- Do not forward a message without acquiring permission from the sender or supervisor first.
- Do not send unsolicited email messages.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person’s email account.
- Do not copy a message or attachment belonging to another user without permission of the originator.
- Do not disguise or attempt to disguise your identity when sending mail.
- Do not send email that endorses a political figure, party, or issue.

Best Practices:

Idaho College and Career Readiness Academy considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. Therefore Idaho College and Career Readiness Academy wishes users to adhere to the following guidelines:

Writing E-mails:

- Write well-structured emails and use short, descriptive subjects.
- Idaho College and Career Readiness Academy’s email style is informal. This means that sentences can be short and to the point. The use of Internet abbreviations and characters such as smileys however, is not encouraged.
- Signatures must include your name, job title, company name, and contact information. A disclaimer will be added underneath your signature (see Disclaimer)

- Use the spell checker before you send out an email. Do not send unnecessary attachments. Whenever possible, compress attachments before sending them. For attachments over 1Mb in size, notify the recipient that you will be sending them a large attachment.
- Do not write emails in capitals.
- Do not use cc: or bcc: fields unless the cc: or bcc: recipient is aware that you will be copying a mail to him/her and knows what action, if any, to take.
- If you forward mails, state clearly what action you expect the recipient to take.
- Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email, using other means of communication, or protecting information by using a password (see confidential).
- Only mark emails as important if they require the recipient to take immediate action, stopping whatever current tasks they are engaged in.
- When addressing an email, include only those recipients who are directly affected by the information that you're sending; or those who are required to act upon that information. Do not send blanket carbon copies to all staff.
- Write e-mails as if it is known that the e-mail may be seen by the general public, demonstrating professionalism, accuracy in content and in manner of presenting information.

Replying to E-mails:

- E-mails should be answered within at least 8 working hours, but users must endeavor to answer priority emails within 1 hour.

Newsgroups:

Users need to request permission from their supervisor before subscribing to a newsletter or news group.

Maintenance:

- Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your 'deleted items' on closing.
- Auto-archive you email messages weekly.
- Back up your email messages to CD or DVD monthly. You may be required to bring your backups to Professional Development meetings.

Personal Use:

Although Idaho College and Career Readiness Academy's email system is meant for school use, we allow the reasonable use of email for personal use if certain guidelines are adhered to:

- Personal use of email should not interfere with work.
- Personal email must also adhere to the guidelines in this policy.
- Personal email is kept in a separate folder, named 'Private'. The messages in this folder should not be included in your weekly auto-archive or your monthly backup.
- The forwarding of chain letters, junk mail, and executables is strictly forbidden.
- Do not send mass mailings.
- All messages distributed via the school's email system, even personal emails, are Idaho College and Career Readiness Academy's property.

Confidential Information:

Avoid sending confidential information by e-mail. If you do, you must secure the information by including it in a Microsoft Word, Power Point, or Excel file and protecting that file with a password. Provide the recipient with the password by means of other communication, for instance by telephone.

Disclaimer:

The following disclaimer will be added to each outgoing email:

'This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.'

System Monitoring:

As email is using the District's email system, server and equipment, you have no expectation of privacy in anything you create, store, send or receive on an Idaho College and Career Readiness Academy computer system or network. This non-privacy status includes any private or personal email or information you retain on the school's systems. Your email can be monitored without prior notification if Idaho College and Career Readiness Academy deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, Idaho College and Career Readiness Academy reserves the right to take disciplinary action, including termination and/or legal action.

Email Accounts:

All email accounts maintained on our email systems are property of Idaho College and Career Readiness Academy. Passwords should not be given to other people and should be changed once a month.

Questions:

If you have any questions or comments about this Email Policy, please contact the Academic Administrator or Western Region Technology Department. If you do not have any questions Idaho College and Career Readiness Academy presumes that you understand and are aware of the rules and guidelines in this Email Policy and will adhere to them.

Adopted: 04/15/2014

Amended: July 2015

SECTION 500 – SCHOOL-COMMUNITY RELATIONS

501.0 SCHOOL-COMMUNITY RELATIONS

A goal of school public relations is to improve the quality of education for all children and to keep the community apprised of school-related events. In order to achieve this goal, the Board identifies the following objectives:

- To help families and others recognize their responsibility for the quality of education provided to IDCCRA students;

- To foster public understanding of the unique educational program of IDCCRA and the need for constructive continual program evaluation and to solicit public advice on how we can achieve our educational goals;
- To involve citizens in the work of the schools and the solving of educational problems;
- To earn the good will, respect, and confidence of the public with regard to school staff and services;
- To promote a spirit of cooperation between the school and the community;
- To develop public understanding of the IDCCRA; to ascertain public attitudes towards issues in Virtual education and Charter School education; and to discover the public's aspirations for the education of their children in an increasingly Virtual world ;
- To secure adequate financial support for a sound educational program.

Adopted: 04/15/2014

502.0 PUBLIC INFORMATION PROGRAM

The Board will keep all the staff and patrons informed of the affairs of IDCCRA. To achieve its goals for good school/community relations and maintenance of open two-way channels of communication with the public, the Board authorizes the Head of School to:

- Assist the Board with the design of a formal plan for public relations. The Board assigns to the Head of School the responsibility for implementing the particulars of the plan to the Academic Administrator. The Head of Schools may seek out assistance and delegate projects to various school personnel.
- Prepare or guide the preparation of informational materials including: websites, newsletters, articles for periodicals, newspapers, television and radio releases, special pamphlets, and other assigned material and to maintain close liaison with mass media and publicity organizations;
- Prepare or assist in the preparation of a school website which will keep staff members, students, families and the community informed of school activities;
 - Preparation of a website shall include the preparation and maintenance of a segment of the school's website dedicated to an Internet Based Expenditure Website pursuant to Section 33-357, Idaho Code.
 - Preparation of a website shall include the preparation and maintenance of a segment of the school's website dedicated to providing information and posting of the school's Strategic Plan pursuant to Section 33-320, Idaho Code.
 - Preparation of a website shall include the preparation and maintenance of a segment of the school's website dedicated to providing information and posting of the school's Model Policy governing data collection, access, security and use.
- Organize or assist in development of speakers' bureaus and speaking engagements with civic, PTAB, and other groups;
- Provide staff members with assistance and materials for working with educational conventions or meetings and for preparation of material for community and staff consumption (handbooks, information leaflets, etc.)
- Assist in coordinating work with civic and other groups which contribute to school system values.
- Serve as community relations counselor to the Board and other staff members.

- Create an e-mail link for the Board, as an entity, to which the public can forward e-mails of concern, comment or suggestion.
- Organize stakeholder input as necessitated for development and operation of various school programs and school documents.

In performance of these duties, the Head of Schools is to keep the Board apprised of activities relating to school/community relations and communications.

Adopted: 04/15/2014

Amended: July 2015

502.1 IDCCRA POLICY GUIDELINES: PUBLIC RELATIONS AND GOVERNMENT AFFAIRS

PUBLIC RELATIONS

A procedure shall be established by the IDCCRA Administrative Team as to the manner in which all incoming media calls will be logged and forwarded for appropriate response.

At this time, the preferred IDCCRA spokesperson for media relations is the Board Chairman. The Board Chairman and/or the Board of Directors as a whole may designate another individual to serve as the media contact for IDCCRA.

In certain instances and relating to certain inquiries, media relations may be best directed to IDCCRA's Administrative team. This decision should be made on an individual case-by-case basis at the discretion of the Board Chairman or individual who has been designated by the Board to serve as IDCCRA's media contact.

IDAHO DEPARTMENT OF EDUCATION/ IDAHO STATE BOARD OF EDUCATION/ IDAHO PUBLIC CHARTER SCHOOL COMMISSION AND LEGISLATIVE ACTIVITIES

Due to the unique nature of the educational program of IDCCRA, it is likely that the school will have greater than usual contacts with various governmental agencies as well as inquiries from the Idaho Legislature.

Each communication received from any governmental agency will be forwarded to IDCCRA's Head of School as well as the Board Chairman. Depending upon the nature of the communication, such inquiries will be directed to the proper individuals to address.

In many situations, such inquiries are simply requests for information or discussion which may best be addressed by individual IDCCRA employees. As for non-specific programmatic inquiries such will be forwarded to the IDCCRA Board Chairman for review and discussion with IDCCRA's Board.

PUBLIC PRESENTATIONS BY THE BOARD

IDCCRA may be requested to make presentations to various governmental organizations. At this time, the preferred spokesperson for IDCCRA at any such presentation is the Board Chairman or the Head of School. The Board Chairman and/or the Board of Directors as a whole may designate another individual to serve as chief presenter for IDCCRA.

All Board Members will be advised of presentations that are going to be made on behalf of IDCCRA to a governmental organization. All efforts will be made to assure that timely notice of these presentations.

If a written or technological presentation is going to be made on behalf of IDCCRA, all efforts will be made to share such written presentation materials to all IDCCRA Board Members and Administration prior to the presentation.

Annually it is anticipated that the IDCCRA Board will be asked to make a presentation as to the status of school activities with the Charter School Commission. The preferred spokesperson for IDCCRA at any such presentation is the Chairman of the Board. The Board Chairman and/or the Board of Directors as a whole may designate another individual to serve as chief presenter for IDCCRA. Other Board Members will also likely participate in presentations to the Charter Commission and any such presentation will be addressed on an annual basis.

All Board Members who can be present would be welcome at any presentation of the IDCCRA Board.

The vast majority of all presentations sought by IDCCRA are relating to factual information regarding the school. Should the Board be requested to make a presentation as to the school's position on an issue, all efforts will be made to address such inquiry with all Directors for input.

DOCUMENTATION OF INQUIRIES

An employee of IDCCRA will be designated by the Board to log and record all communications received from media outlets and/or governmental agencies. The purpose of such recording will be to assure that inquiries are responded to in a timely and appropriate manner. To the extent possible, such logging shall also include the outcome of the received communication, who handled such and on what date.

LEGISLATIVE MATTERS

Prior to the commencement of the legislative session, the Board of Trustees will be provided with copies of various legislative proposals and at a meeting of the Directors will discuss the various known proposals which are anticipated in the upcoming legislative session which are applicable to public schools and charter schools. Included in this meeting may be a discussion as to guidelines and parameters under which the Board may address any of the respective legislative matters.

During the legislative session, regular meetings of the Board will include an Agenda topic addressing the status of various legislative proposals which impact upon public schools and charter schools.

ASSISTANCE FROM VENDOR

As part of the negotiation process with the vendor providers, IDCCRA's Board has obtained professional assistance in addressing community relations, media inquiries and governmental affairs. The Contract Vendor will assist IDCCRA in conducting public and governmental relations, in cooperation and consultation with the Board, on behalf of the Academy, with the community, media and relevant governmental offices and agencies.

Adopted: 04/15/2014

503.0 PUBLIC'S RIGHT TO KNOW/IDAHO PUBLIC WRITINGS ACT

The minutes, policies, accounts and other non-confidential and non-privileged records of the Board are public documents subject to potential public records requests.

The Board's Clerk is designated by the Board as the Records Custodian of the school's records. In the absence of the Board's Clerk, the Head of School shall act as a secondary designee. Such administrative personnel shall assure compliance with all requirements of the Idaho Code relative to requests for public writings.

WRITTEN REQUESTS FOR PUBLIC RECORDS

Any member of the public has a right to examine and/or obtain a copy of any non-confidential and non-privileged public record of the school.

The school requires that any individual seeking to obtain or request public records submit such request in writing. This submission may be done by electronic mail. This written request shall include:

1. Requester's name
2. Requester's mailing address/e-mail address
3. Requester's telephone number.

While the Records Custodian will not and shall not make inquiry as to the purpose of the request, the Records Custodian may provide the requester with information to aid the requester in narrowing the scope of the request or to assist in making the request more specific when the response to the request is likely to be voluminous or require payment.

GRANT OR DENIAL OF REQUEST FOR RECORDS

The school has no obligation to create records to provide information responsive to the request for public records but does have a good faith obligation to ascertain whether or not the school does have responsive documents which may be inspected and/or produced.

The Records Custodian, within a period of three (3) days from the date the request is received, will notify the requester as to whether or not the request will be approved or denied. If the Records Custodian deems that a longer time period is necessary to locate and retrieve the public records, the Records Custodian will notify the requester of this fact and shall notify in writing the person requesting to examine or copy the records and shall provide the public records to the person no later than ten (10) working days following the person's request. If electronic records are requested which need to be converted to another format by a third party, the ten working day time frame may be extended as provided by statute.

If responsive records do exist, the records custodian shall make the requested non-privileged and non-confidential records available for inspection. Such shall be done during regular working hours unless other arrangements are approved by the records custodian. The records custodian likewise shall make copies of the requested records available if that is the desire of the individual making such a request.

If the school denies the person's request for examination or copying of records or denies in part and grants in part the request, the Records Custodian shall notify the person in writing of the denial or partial denial and shall state in such notice the reason for the denial (i.e. such records do not exist; such records are privileged pursuant to FERPA) and shall state that the attorney for the school has reviewed the request or that the school had the opportunity to consult with the attorney regarding this request and has chosen not to do so. This notice shall also state to the requester information as to the right to appeal this decision and the time frame for addressing an appeal.

FEES AND FEE RELATED MATTERS

The school may charge fees associated with the cost of producing and/or making records available for inspection pursuant to the Public Writings Act and this statute.

- No fees shall be charged for the first two (2) hours of labor in responding to a request for public records or for copying the first one hundred (100) pages of paper records that are requested.
- The actual labor costs associated with responding to request for public records, including such acts as location, retrieval, copying and redaction of confidential/privileged information, in compliance with the limitations of the Public Writings Act, will be charged when the time involved in addressing such a request is in excess of two (2) hours.
 - If fees are charged, they shall reflect the personnel and quantity of time reasonably necessary to process the request and shall be charged at the per hour rate of pay of the lowest administrative staff employee or public official who is necessary and qualified to process the request. If a request requires redactions to be made by an attorney, the rate charged shall be no more than the usual and customary rate of the attorney who is retained by the school for that purpose.
- The cost of copies of public records, beyond the first 100 pages will be charged at a cost of five (\$.05) cents per page.
- Should a response to a request be via computer disc or some other such similar technological device, there shall be no charge for the cost of paper copies but rather a charge of the actual cost of the disc and the actual transfer costs of personnel time will be imposed for the direct cost of copying the information in this format, including the possible cost of conversion of such must be performed by an outside third party source.
 - Before such a cost is incurred with an outside source, the requester will be notified as to the anticipated costs and an advance payment shall be required.
- A statement of fees by the school to the requester shall be itemized to show the per page costs of copies and the hourly rates of employees and/or attorneys involved in the response. No lump sum costs will be assigned to any public records request.
- A requester cannot lawfully engage in "serial" requests in an effort to avoid the fees association with production. If the school believes that such activity is occurring, the school may aggregate the requests and charge the appropriate fees.
 - Aggregation will not occur on multiple requests that are not related to the same general subject matter just because the requests are received from the same individual.
- The Records Custodian may require advance payment of fees prior to production of responsive records. Any portion of an advance payment in excess of the eventual final costs of labor and copying shall be returned to the requester.

- The Records Custodian is required to obtain a payment advance in any situation where the response to any records request will result in the school incurring outside or third party costs.

FEE WAIVER REQUEST

A requester of documentation may also seek a waiver of the school's fees associated with production. A waiver shall be granted by the Board only if, in the opinion of the board:

- The requester has demonstrated that the examination and/or copying of public records is likely to contribute significantly to the public's understanding of the operations or activities of the government;
- The requester has demonstrated that the examination and/or copying of public records is not primarily in the individual interest of the requester, including but not limited to the requester's interest in litigation in which the requester is or may become a party; and
- The requester has demonstrated that the requester has insufficient financial resources to pay such fees.

The decision of the Board responsive to a request for a fee waiver necessitates a quorum of the Board to meet and may result in a slight lengthening of the time for production of documentation.

PRIVILEGED AND CONFIDENTIAL DOCUMENTATION

Confidential and privileged records are not open to the public. These include but are not limited to:

- Student Educational Records;
- Student Discipline Records;
- Any records of a student protected by FERPA, IDEA, HIPAA;
- Employee Personnel Files;
- Employee performance reviews, evaluations, observation;
- Matters addressed in Board Executive Session;
- Information about personnel, retired personnel and applicants as prohibited in disclosure pursuant to Section 9-340C, Idaho Code.
- Information deemed confidential pursuant to the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014. (Section 33-133, Idaho Code as such may be amended and modified from time to time and such related I.D.A.P.A. adopted rules interpreting such Act).

Adopted: 04/15/2014

Amended: July 2015

504.0 PUBLIC SOLICITATIONS-ADVERTISING IN THE SCHOOLS

Students and faculty of the schools are to be protected from intrusions on their time by announcements, bulletins, and communications of any kind from individuals and organizations not directly connected with the school. IDCCRA will make all best efforts to assure that public solicitations and/or advertising will not occur in connection with the online school.

In all cases, the policies listed below will be executed by the Head of School at his/her discretion. When any group or organization is not satisfied with the judgment of the Head of School as exercised under this policy, it may petition the Board in writing.

The Head of School shall interpret this policy strictly. Exceptions may be made, when, in his/her judgment the best interests of the school will be served. In the case of differences of opinion, the decision of the Head of School will be final.

Adopted: 04/15/2014

Amended: July 2015

504.1 SOLICITATIONS IN THE COMMUNITY

Discretion should be applied to all fund raising considerations. Any and all solicitations by community members require Head of School approval. In no instance will students be encouraged or permitted to pursue fund raising by any means which is considered to be detrimental to their health, welfare or safety.

Adopted: 04/15/2014

504.2 SOLICITATIONS OF STUDENTS

The public school setting is not to be used to contact staff members or students for sales or other commercial purposes not directly related to the operations or activities of the IDCCRA.

The schools shall strive to protect the students and their parents from money raising plans of outside organizations, commercial enterprises, and individuals. This policy applies particularly to ticket sales, and sales of articles or services except those directly sponsored or approved by the school authorities.

Adopted: 04/15/2014

504.3 SOLICITATIONS OF EMPLOYEES

Sales representatives will not be allowed to make presentations to teachers or staff members relative to items of a personal interest during school hours.

The names and addresses of employees shall not be given to any private person or firm as an aid in soliciting business, contributions, or collections.

Adopted: 04/15/2014

505.0 PUBLIC COMPLAINTS

The Board recognizes that situations may arise in the operation of the system which are of concern to parents, employees or the public. Such concerns are best dealt with through communication with appropriate staff members and officers of the IDCCRA, such as the faculty, the central office and the Board.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed to the teacher or the person directly involved in the matter;
2. Unsettled matters from (1) above should be directed to the Academic Administrator who directly supervises the teacher;
3. Further unresolved matters from (2) above, or problems and questions concerning the IDCCRA, should be directed to the Head of School;
4. If the matter cannot be settled satisfactorily by the Head of School, it may be brought before the Board of Directors as a whole in a formal Board Meeting
5. In the event the complaint is against a particular teacher or IDCCRA employee, traditional concepts of due process of law require that the affected employee be notified. For this reason the board requires that such complaints, which may ultimately be resolved by the Board, shall be in writing. Complaints informal in nature to be administratively acted upon, and not intended for Board action, may be orally directed to the Head of School.

Written complaints received by the Head of School involving IDCCRA personnel will be made available to the affected personnel.

The Board considers it the obligation of employees of the IDCCRA to entertain the questions of parents or the public.

The Board shall have established an e-mail link on the IDCCRA website to allow for members of the public to provide comments, suggestions and/or complaints. A procedure will be established by the Board to review and address all email received on this website address.

Adopted: 04/15/2014

505.5 PARENT/TEACHER COMMUNICATIONS

It is the policy of the Board that parents and teachers work together to resolve matters concerning individual students. Throughout that process, the Board expects that all communications (written, oral, electronic, video or otherwise) be conducted in a respectful manner. All certified employees of IDCCRA shall be free from abuse by parents or other adults. Any adult who upbraids, insults or abuses any teacher at IDCCRA, especially in the sight, presence or hearing of a pupil, is guilty of abuse, as provided in this policy. The Head of School will make final determinations regarding whether abuse has occurred and what the appropriate consequence shall be. Consequences may include, but are not limited to:

- Restricted communication between the teacher and the parent; e.g. no one-on-one communications, all communications must include a third party
- Prohibited communication between the teacher and the parent; e.g. communications
- Referral to the appropriate law enforcement agency, pursuant to Idaho statutes

See Idaho Code §§ 33-1222 & 18-916.

Adopted: June 2015

506.0 CLUB POLICY

IDCCRA does not currently sponsor any student and/or parent clubs or organizations. Any organization of students or parents of students who attend IDCCRA is not an IDCCRA approved, sponsored or sanctioned organization and IDCCRA shall bear no liability or responsibility for any action of such organization.

Non-sponsored student clubs or parent organizations may not use the name ‘Idaho College and Career Readiness Academy’ or infer that the club or organization is sponsored by the Idaho College and Career Readiness Academy.

The future existence and operation of all school clubs or parent organizations shall be subject to the approval of the Idaho College and Career Readiness Academy Board, subject to such rules and regulations as the Idaho College and Career Readiness Academy shall impose.

Any student or parent organization wishing to use the Idaho College and Career Readiness Academy’s facilities shall provide written request of the desire to use the IDCCRA facilities. The written request should include the day and time the organization would like to use the facilities, a description of the activity and the approximate number of participants expected at the activity. IDCCRA will have a form that can be completed outlining this information. The Idaho College and Career Readiness Academy reserves the right to refuse any club or organization use of the facilities if the activities are not tied to the mission and vision of the school.

Any student or parent organization using any facilities of the Idaho College and Career Readiness Academy shall be familiar with the policies of the school. No club or organization shall violate Idaho College and Career Readiness Academy policies while using any facilities including server connections.

A faculty observer from the Idaho College and Career Readiness Academy must be present during any use of the schools facilities. This faculty member shall be present to ensure compliance with school rules and policies. The faculty member shall not be considered a participator in the event and their attendance shall not be construed by the club or organization as school endorsement of said activity.

Adopted: 04/15/2014

507.0 RELATIONS WITH COMMUNITY ORGANIZATIONS

The public schools have the primary responsibility for the formal education of the children and youth of the community. However, the Board recognizes that many governmental agencies and community organizations, while not primarily concerned with education, play a definite role in education.

Therefore, it will be the desire of the Board to establish positive working relationships with all other public and private organizations which contribute to the education process and to the general welfare of the citizens of the community.

Adopted: 04/15/2014

507.1 RELATIONS WITH PARENT GROUPS

The Board recognizes that parent organizations are a source of interest in the public schools. The school looks to parents as a means of promoting a finer educational program by achieving better understanding among the pupils, the parents, the teachers, and the administrators. However, any IDCCRA parent group that develops is not an official part of ID CCRA and is in no manner sponsored by IDCCRA. IDCCRA is not responsible for any action taken by any parent group which is organized by any IDCCRA families.

Adopted: 04/15/2014

Amended: July 2015

507.2 RELATIONS WITH GOVERNMENTAL AUTHORITIES

The school serves the children, the parents, and all of the residents of the state of Idaho, and it is in the interests of all to coordinate the functions of the Board with other agencies concerned with the security, safety, health, and well being of the citizenry.

The Board and its administrative officers welcome elected officials to participate with them in the planning and execution of such projects as will be mutually beneficial.

Adopted: 04/15/2014

507.3 RELATIONS WITH PLANNING AUTHORITIES

The Board will participate in local and state planning functions that could directly affect the IDCCRA and their immediate environment.

The Head of School will keep the Board informed of planning matters bearing directly on the operation of the IDCCRA will undertake action on behalf of the Board to influence matters in the best interests of the students, the school and the IDCCRA.

Adopted: 04/15/2014

507.4 RELATIONS WITH POLICE AUTHORITIES

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the IDCCRA and law enforcement agencies in assisting and protecting the interests of the community and ensuring the rights of all concerned.

Adopted: 04/15/2014

508.0 RELATIONS WITH OTHER AGENCIES

It is the general policy of the IDCCRA to support educational endeavors of other institutions whose goals are compatible with those of the IDCCRA. The following guidelines shall foster a cooperative intent where practical:

- The IDCCRA will promote improved cooperation with other school districts in selected programs which can expand students' knowledge and which can be better done in cooperation than by a single district acting alone.
- The IDCCRA will assume appropriate responsibility for expanding the fiscal base for education, providing for efficient expenditure of funds, and bringing about state or federal legislation which improves education or contributes to the IDCCRA goals.

Adopted: 04/15/2014

509.0 CONDUCT ON SCHOOL PROPERTY

In addition to any other prohibition stated in any other school policy or procedure, no person, including a student shall, while on school property or attending a school-related function off of school property:

1. Injure or threaten to injure another person.
2. Damage another's property or any property that is owned by the school.
3. Violate any provision of the Idaho Criminal Code/Idaho Criminal Laws as well as any specific town, city or county ordinance.
 - a. Such prohibition includes the prohibition against upbraiding, insulting or abusing any teacher in the presence and hearing of any pupil, which is a misdemeanor in the state of Idaho.
4. Smoke or otherwise use tobacco products, look-alike products or such related electronic products (i.e. vaping).
5. Consume, possess, distribute or be under the influence (in a layman's terminology and not by a legal definition of percentage of BAC) alcoholic beverage, illegal drugs or the abuse of legal or prescribed medications.
6. Be in possession of any deadly or dangerous weapon including a firearm of any nature or kind.
7. To threaten by word or act the use of a firearm or other deadly or dangerous weapon or to commit any act of violence to any person on school grounds or affiliated with the school.
8. Enter upon any portion of the school's property for any purpose other than a lawful educational purpose.
 - a. Such prohibition includes but is not limited to a prohibition against loitering; disrupting the educational process or presence of any individual whose presence is detrimental to the morals, health, safety and academic learning or discipline of the school's pupils.
9. Willfully violate any school rules or regulations.
10. To engage in any words or conduct that is harassing, intimidating or bullying toward any individual present upon the school's property or against any individual affiliated with the school.
11. Violate any protective or no-contact order or enter upon the premises of a school as a registered sexual offender without first having gone through the appropriate steps to possibly obtain permission for presence upon a school's property.

For the purposes of this Policy, the following definitions are applicable:

School Property shall be defined as any property owned leased, operated, occupied by the Idaho College and Career Readiness Academy, whether on a permanent or temporary basis, any property owned by any other individual or entity that is being used for a school-related purpose or activity, or any vehicle used for any school purpose.

Dangerous or Deadly Weapon shall be defined as a weapon, device, instrument, substance or material that is used for or capable of being used to cause serious bodily injury or death.

Firearm shall be defined as any weapon, weather loaded or unloaded, that a shot, projectile or other object may be discharged by force or explosion, combustion, gas and/or other mechanical means, regardless of whether or not such weapon is operable.

Tobacco Use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco in any form, electronic cigarettes, electronic nicotine delivery system or vaporizer smoking devices as well as any related "look-alike" or synthetic products.

As warranted, appropriate action will be taken by the school's administrators and, where necessary, law enforcement will be contacted.

Depending upon the nature of the conduct in question, the Board may exercise its authority to prohibit any individual from coming upon any school grounds pursuant to Section 33-512, Idaho Code and through this policy delegates to its Administrative Team the authority to deny presence upon school property pursuant to this Code Section, with such prohibition to later be ratified by the School's Board.

Adopted: July 2015

SECTION 600

602.1 HIGH SCHOOL COURSES: FAILING GRADE POLICY

Parents/Guardians of IDCCRA students have 24/7 access to student grade information on the Learning Management System through the Learning Coach account and are strongly encouraged to view their students' grades on a daily basis. IDCCRA is responsible for advising the parent if their child is failing the course. It is a goal that this communication occurs within seven (7) days of the student's grade dropping below a passing level. School personnel will make every effort to communicate with students' parents either by phone, Kmail, or regular postal mail. Parents/Guardians have a responsibility to read Kmail on a regular basis.

Adopted: 04/15/2014

602.1A TEACHER/STUDENT CONTACT FREQUENCY POLICY – VHS PROGRAM

The Idaho College and Career Readiness Academy believes that consistent contact between the student and the teacher is critical to the success of the IDCCRA program. In keeping with this philosophy, teachers are required to offer weekly Class Connects to all students and hold weekly office hour blocks. Teachers are also required to individually conference with parents and students 3-4 times per year. Teachers are also required to spend at least one (1) "out of office" day per month engaged in student/parent/teacher interaction. Out of the office activities may include, but are not limited to:

proctoring of tests, tutoring (face-to-face or Virtual Classroom), academic workshops (face-to-face or Virtual Classroom) social outings (face-to-face or Virtual Classroom) etc.

The above stated goals shall be considered to be minimum goals. In addition, either a teacher, student and/or parent may desire additional interaction to address specific needs of students, and the teacher will respond accordingly. Further, individual student IEP's may modify this goal to meet the individual needs of the student.

Adopted: 04/15/2014

Amended: July 2015

602.3 HOMEWORK POLICY

Homework is to be completed by assigned deadlines unless other arrangements have been made between the student and instructor. If homework is going to be late, it is the responsibility of the student to contact the instructor. It is also, the responsibility of the student to make up work missed due to absence. Unless there are extenuating circumstances, work should be made up within one week of the student's return to school. In cases of an extended illness (five (5) days or more), the student may contact the online course instructor directly to notify the instructor of any delay in providing assigned homework. Parents may also contact the Instructional Advisor or Counselor to make arrangements for work that needs to be made up.

This policy establishes minimum requirements for the allowance of missed deadlines and assignments. Each course teacher may establish their own practice to be followed for each respective course. However, any such practice established by an individual teacher must contain, at minimum, the allowance of days established by the Board in this policy.

Adopted: 04/15/2014

602.3A TEACHER RESPONSIBILITY POLICY

IDCCRA teachers are responsible for carrying out job duties as described in the current IDCCRA teacher job description for their area of teaching.

Adopted: 04/15/2014

602.4 CREDIT PROFICIENCY POLICY

In relation to High School Graduation Requirements,

In lieu of the credit requirements for graduation for High School, as provided for in school policy 04.08.01, and the Idaho Administrative Procedures Act, as may be changed from time to time, students at Idaho College and Career Readiness Academy may take advantage of other avenues to demonstrate mastery of subject matters as allowed and provided by the Idaho State Department of Education and Idaho State Board of Education, as such requirements may change and/or be amended from time to time.

- Idaho College and Career Readiness Academy students may achieve and earn credits by demonstrating the students' mastery of a subject's content standards as defined and approved by the Board of IDCCRA.
- Idaho College and Career Readiness Academy shall allow an enrolled student to demonstrate mastery of a subject's content standards and "test out" of a class due to the outcome on an established test, for each respective subject matter, which addresses the content standards of the subject seeking to obtain alternative credit or through a specific methodology defined for each approved course. Students shall communicate with the school's administrative or counseling personnel regarding what test-out options are available for each given school year.
- Determination of Mastery of a subject via the above mentioned testing will be determined solely on the basis of the student's outcome on the established test for each subject matter or through a specific methodology defined for each approved course.

If Mastery is determined by a test, then the following provisions apply:

- The test administered will be the End of Course Assessment (ECA) based on the Idaho State Standards for the course. The tests will be scored by administrative and/or teaching personnel at IDCCRA.
- Tests must be administered in person and proctored by school personnel or, upon administrative approval, a qualified proctor. The test may not be completed from the home and/or virtually.
- A student must pass the ECA with a score of 80% or higher for each respective course test to obtain "testing out" credits for the course to utilize toward graduation.
- The student will obtain a letter grade in the course based on the grade that they earn on the test.
- These scores will be counted in the GPA and Class Rank.
- There will be no appeal process for any student who disagrees with the outcome or score obtained on the tests pursuant to this policy.
- A student may only attempt to take the designated test to obtain credits via "testing out" of a class on two (2) separate occasions. In order for a student to be given the opportunity to take a test to obtain mastery credits on a second occasion, the student must demonstrate, at the judgment of the school's administration, a reasonable ability to pass the test to obtain credit on a second attempt. (For example, the test requires an 80% passing grade, the student shall be required to score at least 70% on the student's first attempt to take the test a second time).

Some Mastery courses may require additional coursework in addition to the final exam.

Until permitted otherwise by a change in the state code, a student may only use a maximum of 25% of the credits obtained via this mastery of subject matter to document completion of necessary course work to be used toward graduation. Credits earned through "testing-out" will be transcribed on the student's school transcript as are any other credits earned for any course.

Transcribed credits earned via this policy will be sent to any transferring school as would be any other earned credit. It is at the discretion of the transferring school as to whether or not such credits will be utilized by the new school towards graduation requirements.

Should a student transfer to IDCCRA from another school who utilizes the mastery credits authority, IDCCRA will credit such earned credits to the student's necessary credits for graduation so long as the standards for earning credits are equal to or greater to such standards as established in this policy. Should the standards for earning such credits be less than that established in this policy, the situation will be individually reviewed by the school's administration and the school's board for consideration for application to the IDCCRA graduation requirements.

Adopted: 04/15/2014

609.2 GRADE LEVEL RETENTION AND ACCELERATION

Idaho College and Career Readiness Academy recognizes that special consideration may need to be given to some students for grade placement. Decisions regarding student retention or acceleration should be made only after all the needs and abilities of the student have been assessed and reviewed by a school team and have been determined to meet appropriate criteria.

Idaho College and Career Readiness Academy recognizes that schools should offer students opportunities for acquiring skills, and for cognitive, academic, social and emotional development. Ideally, individual student needs can be met by differentiated instruction while they remain with their own age peer group. In certain cases, student retention or acceleration may be considered using the following guidelines.

Guidelines

1. Evaluation: When considering retention or acceleration, each student shall be evaluated by a team which is comprised of a school administrator, parent(s)/legal guardian(s), and teacher(s). The team should follow the guidelines in this policy.
2. Criteria: When considering a student for acceleration or retention, the Team shall review the student's maturity, assessment results, social behavior, grades and school performance. Students should be retained or accelerated only if the student's best interests are served in all educational areas. If deemed necessary by Administration, further assessment will be completed.
3. Team Decision: The team is charged with determining whether retention or acceleration criteria have been met according to the administrative guidelines. The team, including parent(s)/legal guardian(s), will meet to share the evaluation results and make a recommendation. Any reports, forms, and/or recommendations from this team shall become part of the student's cumulative record.
4. The decision of retention or acceleration may be reviewed by the team at any time during the student's educational experience.

Adopted: 04/15/2014

SECTION 700

701.1 CERTIFICATED EMPLOYEES

A certificated employee will be considered to be any instructional or administrative employee holding proper certification/endorsement as provided for in the Idaho Code.

Every person employed by IDCCRA, as required by Idaho Code, shall have and maintain a current certificate or provisional certificate issued under the authority of the State Board of Education.

IDCCRA employees are personally responsible for maintaining and renewing certificates and endorsements. This is not the responsibility of IDCCRA.

Each certificated employee must provide the Human Resources Department with a copy of their current and original certification prior to beginning service. Upon renewal of a certificate, the employee shall also provide a copy to Human Resources.

Each certificated employee must have completed the renewal process by October 15th of the year of expiration. IDCCRA encourages employees to complete the process prior to the commencement of the school year.

Failure to have proper certification and/or timely renewal of certification on or before October 15th will result in a declaration by the Board of Directors that the Certificated Employee's contract is void due to the failure to meet an essential contract term of having and maintaining a valid certification/endorsement.

Adopted: 04/15/2014

701.1A EMPLOYMENT VERIFICATION

Employment Checks for Employees without Prior Public School Experience
Employment Checks for Out of State Applicants with Non-complaint Prior Employers

The provisions outlined in this policy are mandatory provisions, prior to employment, for all individual whose first public school employment will be with the Idaho College and Career Readiness Academy Public Charter School as well as for all individuals who have prior public school employment experience but such experience is at a location outside of the state of Idaho and the prior employer refuses to produce personnel file materials as outlined in applicable provisions of the Idaho Code. The application of this policy to other individuals under consideration for employment at the School is at the discretion of the School's administration. For the retention of employees who are approved by the Board, prior to any recommendation being made to the Board for employment and as part of the application, screening and interview process:

- The School's Administration shall notify the applicant that the School is required, pursuant to Idaho law, to not only conduct the fingerprint/background check but also to conduct a prior employment verification and educational verification.

- The Applicant shall be advised that if they are untruthful in their disclosures, including by omission, with regard to prior employment and/or educational achievement, such will be grounds for dismissal.
- Certificated Applicants shall further be advised that if they are untruthful in their disclosures, including by omission, such action may also be a violation of the Code of Ethics for Professional Educators, I.D.A.P.A. Principle IV(b) “. . . Unethical conduct includes, but is not limited to falsifying or deliberately misrepresenting professional qualifications, degrees, academic awards and related employment history when applying for employment . . .” and that should the School’s Administration become aware of such untruthfulness, the Administrator is obligated to report this action to the Idaho Professional Standards Commission.

The School’s Administration shall contact all prior employers identified by the applicant either in their resume, curriculum vita, and application documentation or disclosed during the individual’s interview.

Inquiry shall be made as to:

- Position(s) held
- Duration of position(s)
- Compensation received
- Reason for separation of employment
- General information as to employee’s performance quality
- Whether or not the employer would re-employ the individual
- Other information as deemed to be relevant by the Administration

Should the Administration learn of any prior employers of the individual, not disclosed by the applicant, the Administration shall contact such employer and make the same inquiries as outlined above.

The School’s Administration shall contact all prior educational institutions of attendance identified by the applicant either in their resume, curriculum vita, and application documentation or disclosed during the individual’s interview.

Inquiry shall be made as to:

- Dates of attendance
- Degree earned
- Honors and awards noted
- Other information as deemed to be relevant by the Administration

The School’s Administration shall maintain a written record, contained in the personnel file of the individual should the individual be hired or contained in an application file should the individual not be retained, documenting that this policy and the applicable provision of the Idaho Code have been followed.

The School’s Administration is tasked with developing appropriate Administrative Procedures to complete the responsibilities identified in this Policy and has the authority to change such procedures and forms as may be necessary from time to time.

For temporary personnel whose retention does not require Board approval, the Administration shall have in place a procedure to conduct employment and educational reference checks that complies with the intention and purpose of Section 33-1210(7)(b), Idaho Code.

Adopted: 04/15/2014

701.2 ASSIGNMENT AND TRANSFER OF CERTIFICATED EMPLOYEES

No certificated employee shall be transferred into a program without consultation with the program's principal, unless the transfer is being made due to shifting student population levels.

Likewise, no newly retained teacher shall be assigned to the principal's program without consultation with the principal.

Should the principal have an objection to a proposed personnel transfer or new employee assignment to the principal's program, the principal shall put such objection in writing, documenting the basis for the objection and then the Principal and the Head of School shall meet to address the concern and determine if a solution can be reached.

Adopted: 04/15/2014

702.1 CERTIFICATED EMPLOYEE CONTRACTS

Certificated employees will be employed on a written contract, in a form approved by the Office of the State Superintendent of Public Instruction. Such standard contracts may be changed from time to time and the school shall only use contracts approved for current use at the time of issuance.

The terms of such contract will be in accordance with the provisions of the Idaho Code, including statutorily determined issues of duration, renewability, existence of property rights and notice provisions.

Adopted: 4/15/2015

702.2 LEADERSHIP PREMIUM POLICY (HB 504)

A certificated employee will be considered for leadership premiums under House Bill 504. Leadership premium awards and amounts will be determined by the Board of Trustees. Leadership premium award amounts will be as defined in House Bill 504 with minimum premium awards no less than \$850 and maximum premium awards no more than \$5838.50. A certificated employee can receive multiple leadership premiums in a single year. The receipt of a Leadership Premium is a one-time bonus.

A certificated employee will be considered for the following leadership premiums:

- A leadership premium will be given to one teacher in each department (K5, MS, HS, AHS, and Special Education) annually. In order to be considered for the leadership premium, the teacher must be nominated through a written letter by another IDCCRA teacher.
- Providing instruction in a subject in which the individual holds a content area master's degree
- Teaching a dual credit course

- Teaching students designated as “at risk” under state defined criteria
- Teaching a course to middle school students in which the student earns both middle and high school credit
- Holding and providing service in multiple non-administrative certificate or subject endorsement areas
- Serving in an instructional position designated by the Board of Trustees as hard to fill
- Providing mentoring, peer assistance or professional development pursuant to Section 33-512(17), I.C.
- Having received professional development in career and academic counseling, and then providing career or academic counseling for students, with such services incorporated within or provided in addition to the teacher’s regular classroom instructional duties
- Providing guidance and leadership for the 8 in 6 program
- Providing leadership as Math and English/Language Arts department heads
- Providing instruction to students enrolled in the Advanced Learner Program
- Serving as a department Community Liaison (plan and lead local events)
- Serving as a 504 Coordinator

Adopted: July 2015

702.3 RELEASE FROM CONTRACT OF CERTIFICATED EMPLOYEES

Certificated employees will notify the Board of Directors of the Idaho College and Career Readiness Academy in writing, as soon as possible, in no case later than the statutory deadline date for notice from grandfathered renewable contract teachers, as such date may change from time to time, if he/she does not intend to return to LEA #489 for the next school year. The school would appreciate notice prior to June 1st if the employee is aware of the intention not to return as such notice may impact the existence of a job for one of the employee’s fellow teachers.

A certificated employee wishing to submit a resignation or a request for release from contract after the contract has been signed will present a written request to the Head of School.

The employee must adequately demonstrate the specific reasons for his or her resignation to the Board of Directors. The Board’s decision, in part, will be determined by the ease with which an acceptable, qualified replacement can be found as identified by the Head of School and the Board. In arriving at its decision, the Board of Directors will consider such factors as:

- The timeliness of the request or resignation;
- The reasons given for the request or resignation;
- The difficulties that might be expected in securing a satisfactory replacement; and
- The extent to which release or denial of release from the contract will contribute to the welfare of the LEA #489.

Should any certificated employee vacate his or her position, mid-contract, without specific release by the Board, the Board of Directors of Idaho College and Career Readiness Academy and/or the school’s Idaho Certificated Administrators shall file a complaint with the Professional Standards Commission alleging unethical conduct pertaining to the breach of the teaching contract.

Adopted: 04/15/2014

702.4 INFORMAL REVIEW OF CERTIFICATED EMPLOYEES

LEA #489 will use the following procedures when a certificated employee is entitled to an informal review procedure pursuant to the provisions of the Idaho Code.

Upon an employee receiving notice of an event which would trigger a right to an informal review, the employee must submit a written request with the Board of Directors within ten (10) days of the date of notice of the event triggering the informal review opportunity. This ten (10) day period may be waived at the sole discretion of the Board should extenuating circumstances exist.

An informal review, by its definition, is an informal proceeding before the Board. This proceeding is not a due process hearing as would be provided pursuant to Idaho Code 33-513(5).

During an informal review, the administrative team who made the recommendation for an employee change triggering the right to an informal review will make a brief presentation to the Board as to the basis of this recommendation. Upon completion of the presentation to the Board the affected employee will then receive the right to make a presentation to the Board as to why the employment action is not appropriate.

- The Board may set a reasonable time limitation for each presentation
- The Board may determine if they will receive documentary evidence from the Administration and the affected employee.
- The Board may determine if they will allow “testimony” or presentation of argument/evidence from individuals other than the administrative team and the affected employee.
- The Board will allow the employee and the Administration to have representation at any informal review.

The Board will notify the employee, in writing, of its final decision in the matter within fifteen (15) days of the date of the informal review.

Adopted: 04/15/2014

702.6 COMPLIANCE WITH ADA REGARDING EMPLOYEES WITH DISABILITIES AND REASONABLE ACCOMMODATIONS

EMPLOYEES WITH DISABILITIES

It is the policy of LEA #489 that there will be no illegal discrimination against any individual on the basis of any protected classification including but not limited to a disability.

A person with a disability is one who:

- Has a physical or mental impairment that substantially limits one or more of the major life activities of the individual;
- Has a record of having such an impairment; or
- Is regarded as having such an impairment.

REASONABLE ACCOMMODATIONS

If an employee or applicant is considered to be disabled but is otherwise qualified to perform the essential functions of the position for which they are employed and/or applying, the school will engage in the interactive process with regard to reasonable accommodations to assist in the performance of the required tasks for the position.

Within the parameters of the law and with discussion with the employee and/or employee's health care providers, the school has the discretion and authority to determine the scope of reasonable accommodations.

Essential Functions are the fundamental duties of the position which the individual is holding or would hold should the individual become employed. The essential functions may be different for the various and different positions at the school and are determined on a case specific basis.

Reasonable Accommodations are modifications or adjustments to the work environment, the manner in which work is performed, or the job application process itself, which would enable the employee or applicant to enjoy the same benefits and privileges of employment as an individual without a disability.

Reasonable Accommodations do not include the reassignment of essential functions to other employees and/or a total change in the function, intent or essential functions of a position at the school.

REQUESTING ACCOMMODATIONS

In the event an employee or applicant believes that reasonable accommodations are necessary, he or she must submit the request in writing to the Head of School or designee. This action will commence the interactive process in addressing reasonable accommodation issues.

PRIVACY CONSIDERATIONS

The school's administrative team shall make all reasonable efforts to protect the privacy of employment and health records concerning any employee, specifically including any employee or applicant in need of an accommodation under the ADA.

In considering the requested accommodation, LEA #489 may require that the employee submit medical and/or other information to substantiate the request and may require that the employee undergo an independent medical examination. Any such information learned during the course of a medical examination will be held in the strictest of confidences.

ASSIST/SERVICE ANIMALS

The ADA defines a service animal as any guide dog, signal dog or other animal who has been individually trained to provide assistance to an individual with a disability. Use of a service animal for employees with disabilities shall be addressed with the Director of Human Resources.

Adopted: 04/15/2014

702.7 IDAHO STATE VETERAN EMPLOYMENT PREFERENCE

APPLICANTS ELIGIBLE FOR VETERANS' PREFERENCE

In all employment of any kind (excluding "key employees"), this district shall give preference to eligible veterans as follows:

- **PREFERENCE OVER NON-VETERANS.** An applicant who qualifies for a veterans' preference is entitled to a preference in initial application for hiring with LEA #489 over other applicants for the same position who are not more qualified.
- **COMPETITIVE EXAMINATIONS.** If applicants are required to take competitive examinations, five (5) percentage points shall be added to the earned rating of any applicant who is eligible for veterans' preference points. The enhanced score shall be used in establishing a rating.
- **COMPETITIVE EXAMINATIONS—DISABLED VETERANS.** If applicants are required to take competitive examinations, ten (10) percentage points shall be added to the earned rating of any applicant who is eligible for veterans' preference points as a disabled veteran.
- **INTERVIEW REQUIREMENTS.** Disabled veterans who have a current service-connected disability of thirty percent (30%) or more must be offered an interview if they are one of the top ten (10) qualified applicants. If applicants are not ranked, LEA #489 must offer to interview such veterans who fully meet all qualifications for the position. Notwithstanding this subsection, LEA #489 is not required to interview more than a total of ten (10) applicants regardless of the number of such qualified veteran applicants.

A school may refuse acceptance of an application for an otherwise qualified veteran if the veteran is deemed to be unqualified through his/her duties or actions. Examples of such actions include dismissal for cause from a public entity, a felony conviction or conduct unbecoming a public employee. Such refusal must be supported by good cause and it can be appealed pursuant to Idaho Code Section 65-506.

NOTICE OF PREFERENCE

LEA #489's employment application forms, announcements, and postings for positions will state the above cited preference will be given to eligible veterans. The application form will inquire as to whether the applicant is claiming eligibility for such preference and state that the applicant is required to provide proof of such eligibility. The applicant is responsible for providing all necessary documentation of his/her eligibility as a veteran at the time of making application. (DD214 Defense Department Form)

EMERGENCY HIRING

In the event of an emergency which may endanger the health, safety, and public welfare, these provisions may be dispensed with temporarily, but persons so employed may not be allowed to work for a time period of more than ninety (90) days, except as employees who meet all of the requirements of the veterans' preference provisions stated above.

PROMOTION, TRANSFER, OR REASSIGNMENT

This policy applies only for the purpose of an initial hire by LEA #489. Veterans' preference and any benefits set forth in this policy for eligible veterans, is not relevant to and will not be considered

whenever personnel decisions are made relative to an employee's promotion, transfer, or reassignment within LEA #489.

APPEAL RIGHTS

A veteran who believes he/she has been denied a right or benefit under these provisions may file an appeal with the board of trustees within thirty-five (35) days of the alleged denial of preference.

DEFINITIONS

"Active duty" means, for purposes of veteran's preference, full-time duty in the Armed Forces, other than active duty for training, to include:

- Service on active duty at any time from December 7, 1941 and ending July 1 1955.
- Service on active duty for 180 consecutive days, any part of which occurred after January 31, 1955 and before October 15, 1976.
- Service on active duty at any time from August 2, 1990 and ending January 2, 1992.
- Service on active duty for a period of more than 180 consecutive days, any part of which occurred during the period beginning on September 11, 2001, and ending when prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom.
- Award of an Armed Forces Expeditionary Medal (AFEM). All AFEM's whether listed here or not, are qualifying for veterans' preference and as shown on the veterans' DD Form 214. Examples of some of the most common campaign medals are: Vietnam (Service Medal), El Salvador, Lebanon, Granada, Panama, Bosnia, Kosovo, Afghanistan, Southwest Asia (Persian Gulf), Somalia, and Haiti. (Award of the National Defense Service Medal alone does NOT qualify).

For a listing of 'Wars, Campaigns, and Expeditions of the Armed Forces Since WWII Which Qualify for Veterans' Preference', go to: www.opm.gov/policy-data-oversight/veterans-services/vet-guide/#9

"Disabled veteran" means those honorably discharged veterans who a) have served on active duty in the Armed Forces and have a current service-connected disability of ten percent (10%) or more or are receiving compensation related to a service-connected disability including retirement benefits or pension from the military or the department of veteran affairs; or b) are purple heart recipients.

"Initial hire" means the first time an eligible veteran is hired by LEA #489; provided however, subsequent separation from the district for any reason will not result in the award of new preference with LEA #489. Temporary or casual employment does not qualify as an "initial hire."

"Key employee" means an individual specifically hired for an "at-will" or non-classified position for which there is no selection process, such as a position as a private secretary or deputy of an official or department who holds a confidential relationship to the appointing or employing officer or body.

"Service-connected disability" means that the veteran is disabled due to injury or illness that was incurred in or aggravated by military service as certified by the federal Veterans Administration or an agency of the Department of Defense.

"Veterans' preference" shall apply to veterans, or their spouse, widow, or widower, who have been:

- In active service in the Armed Forces of the United States during one or more of the times periods described therein or have been awarded an AFEM, or
- Are disabled veterans who served on active duty in the Armed Forces at any time or
- Are Purple Heart recipients, or
- Are the widow or widower of such individuals and who have not remarried, or
- Are the qualifying spouses or eligible disabled veterans who cannot qualify for any public employment because of service-connected disability.

Adopted: 04/15/2014

703.0 REDUCTION IN FORCE

The Board of Directors has the obligation to discontinue programs and reduce staff (including reduction of portions or percentages of FTE's) to operate within the constraints of its financial capabilities. The decision to continue or discontinue programs and services, with corresponding staff reductions, shall be made by the Board of Directors on recommendation from the Head of School and administrative staff.

The Board of Directors recognizes that its primary purpose is to provide instructional programs and services to the students of Idaho College and Career Readiness Academy. Toward that end, the Board of Directors will review available revenue sources. Further, all aspects of the school's operations will be considered when making any reductions.

Adopted: 04/15/2014

703.1 REDUCTION IN PERSONNEL

PROCEDURE FOR REDUCTION OF TEACHING STAFF

In the event the Board of Directors adopts a reduced educational program by reason of financial necessity, including, but not limited to; declining enrollment, decreased state or federal funding, those staff members who will be laid off or contract non-renewed, or adversely affected in contract status will be identified by using the following procedures:

1. **Determination of Vacant Positions:** The school will determine, as accurately as possible, the total number of certificated staff members leaving the school for reasons of retirement, family transfer, normal resignations, discharge or non-renewal, etc. and these vacancies will be considered to determine the number of layoffs required.
2. **Certification:** To ensure that the certificated staff member recommended for retention will be qualified to implement the educational program determined by the Board of Directors, all certificated staff members must possess a current valid Idaho State Certificate as may be required for the position available.
3. **Employment Categories:** The following categories and specialties are established to ensure the qualifications of personnel assigned to retained positions:
 - a. Secondary certificated staff members (9-12) will be considered for retention in subject matter areas or departments for which they are properly credentialed and endorsed. Each subject matter area or department is a category defined by but not limited to, one

of the following: science, math, social studies, language arts, individual language, music, and art.

- b. Other non-supervisory certificated staff members will be considered for retention according to their specialties as endorsed on their certificates:
 - i. Special Education Personnel
4. Retention of Employment Category: Each certificated staff member will, in accordance with the criteria set forth in paragraph A-3-c hereof, be considered for retention in the category or specialty appropriate for which they have been contracted. Certificated staff members may also be considered for retention in such additional categories, specialties, and subject matter areas which they are not teaching but are currently certificated to teach with proper state endorsements.

All written requests for consideration in additional categories and/or specialties shall be submitted in writing within five (5) working days after the request for such information is made by the Head of School, or his/her designee. Within five (5) working days of the request for information by the Head of School or his/her designee, each certificated employee should also advise the Head of School of all courses, training or other relevant class work, that have been completed since the commencement of the school year.

Staff members will be considered for additional categories and/or specialization only if they do not qualify for retention in the category or specialty appropriate to the position held at the time of the implementation of these procedures.

In the event an instructional program or service is entirely discontinued by the Board of Directors and the person(s) employed therein are not currently certificated to work in another position, then by necessity, that person(s) will be laid off or contract non-renewed regardless of seniority within the school.

5. Selection Within Employment Categories: Certificated staff members shall be considered for retention in available positions within the categories or specialties for which they qualify. In the event that there are more qualified staff members than available positions in a given category or specialty, the following criteria shall be used to determine which staff members shall be recommended for retention.
 - a. Retention recommendations will be based upon the employee the administration deems as the most qualified based upon previous performance appraisals.
 - b. Should two employees be deemed equally qualified, based upon previous performance appraisals, each of the following considerations will also be evaluated in determining which staff members shall be recommended for retention:
 - i. Degree status/level of education and credits completed by such employee;
 - ii. Number of areas for which a teacher is Highly Qualified;
 - iii. National Board Certification;
 - iv. Prior Disciplinary Actions;
 - v. Prior awards and honors.

No single one of the above criteria in subsection (b) will have greater or lesser weight than any other but rather will be viewed as an overall judgment consideration of the administration in the recommendation process and of the Board in making a final decision.

6. Action by the Head of School: The provisions above shall be implemented as soon as possible after the identification of the need for a reduced educational program.

Adopted: 04/15/2014

703.2 NON-RE-EMPLOYMENT DISCHARGE OF CERTIFICATED EMPLOYEES

EMPLOYEES RECEIVING ANNUAL CONTRACTS

Category 1 Contract:

A Category 1 contract is a limited one-year contract which may be issued when the Board hires a certificated teacher after August 1st for any given school year. This contract is specifically offered and held for the limited duration of the ensuing school year. No further notice is required by the District to terminate the contract or conclude the employment relationship at the conclusion of the contract year.

A Category 1 contract employee has the same evaluation activities as are conducted for any other annual contract employee.

Category 2 Contract:

A Category 2 contract is for a certificated person in their first or second year of continuous employment with the school.

Should the school not decide to reemploy a person on a Category 2 contract for the following school year, the employee shall be provided a written statement of reasons for non-reemployment by no later than the first day of July.

No property rights attach to a Category 2 contract and therefore an employee is not entitled to any review before the Board of the reasons or decision not to reemploy the individual for the next ensuing school year.

A Category 2 contract employee has the same evaluation activities as are conducted for any other annual contract employee.

Category 3 Contract:

A Category 3 contract is for a certificated person during their third year of continuous employment with the school.

When such employee's work is found to be unsatisfactory, a defined period of probation shall be established by the Board, but in no case shall a probationary period be less than eight (8) weeks. In all such instances, the employee shall be duly notified, in writing, of the areas of work which are deficient, including the conditions of probation. After the probationary period, action shall be taken by the board as to whether the employee is to be retained, immediately discharged, discharged upon termination of the current contract or reemployed at the end of the contract term under a continued probationary status.

A Category 3 contract employee shall be given notice, in writing whether he or she will be reemployed for the next ensuing year. Such notice shall be given by the board of trustees no later than the first day of July of each such year. If the board of trustees has decided not to reemploy the certificated employee, then the notice must contain a statement of reasons for such decision and the employee, upon request, be given the opportunity for an informal review of such decision by the board of trustees. The parameter of the informal review shall be determined by the local board as is stated in Policy 702.4.

A Category 3 contract employee has the same evaluation activities as are conducted for any other annual contract employee.

HIRING EMPLOYEES PREVIOUSLY ON RENEWABLE CONTRACT STATUS WITH ANOTHER IDAHO PUBLIC SCHOOL OR WHO WOULD OTHERWISE QUALIFY FOR SUCH STATUS

If the school is hiring an employee who has previously been on a renewable contract status with another Idaho Public School or if such individual has out-of-state experience which would otherwise qualify such individual for renewable contract status, the school board shall have the option to immediately grant the employee renewable contract status. Alternatively, the board has the discretion to place the employee on a Category 3 annual contract, which may be for one (1), two (2) or three (3) years.

EMPLOYEES ON RENEWABLE CONTRACTS

During the third full year of continuous employment with the school, each certificated employee who is employed on a Category 3 contract, shall be evaluated for renewable contract and, shall upon having been offered a contract for the next ensuing school year, and upon signing and timely returning a contract for a fourth full continuous year, be placed on renewable contract status with the school, entitling such individual to the right to automatic renewal of such contract, subject to the laws of the state of Idaho and procedures of the school.

Before the board can determine not to renew a contract for reasons of an unsatisfactory report of the performance of any certificated person whose contract would otherwise automatically be renewed, the employee will be entitled to a reasonable period of probation. The terms, process and procedure for such probation shall be consistent with the provisions and requirements of the Idaho Code which may change from time to time.

If the discharge is for reasons other than an unsatisfactory report of performance, the board is not required to establish a reasonable period of probation for the employee.

Regardless of the content of this Policy provision, decisions regarding the non-re-employment or discharge of certificated employees will be done consistent with the provisions of the Idaho Code applicable to such employee, as such Code provisions shall be amended from time to time. If this Code is amended subsequent to the adoption of this policy, the Code provisions shall prevail over any inconsistency between the Code and this policy.

Adopted: 04/15/2014

706.0 CERTIFIED EMPLOYEE BENEFITS

706.1 HEALTH, DENTAL, VISION BENEFITS

Full time employees are eligible for medical, dental, and vision benefits. LEA #489 will pay the full monthly premium for certified employees with a 1.00 FTE contract. Eligible employees may add their immediate family members to their coverage plan at their own cost, for a monthly payroll deduction. Insurance coverage is not automatic. Enrollment is mandatory and must be made at the time of employment.

Employees may make changes to their insurance plans as per the agreement with the Insurance Company, currently Blue Cross of Idaho. The addition of dependents may be made only during the open enrollment (September 1 through September 30th of each year) or within thirty (30) days of a qualifying event. Employees may drop dependent coverage at any time during the year, but having done so, may have to wait until the next open enrollment period to be added to the coverage.

Adopted: September 2015

706.2 PERSI BENEFITS

All certified employees working more than twenty (20) hours per week for twenty-two (22) consecutive weeks must sign up and contribute to the state employee retirement program as per Idaho Code.

Adopted: September 2015

707.0 CERTIFIED EMPLOYEE LEAVE PROCEDURES

707.1 FLEX LEAVE

IDCCRA employees will be granted flex (personal) leave on the following basis:

- All certified contractual fulltime employees will receive 5 flex (personal) days of paid leave to be used during the school year with supervisor approval.
- All half-time certified contractual employees will receive flex (personal) days of paid leave, prorated for the date of hire (not to exceed five (5) days) to be used during the school year.
- All full-time, permanent classified employees will receive 5 flex (personal) days of paid leave to be used during the school year (with supervisor approval) in addition to their vacation time.
- Temporary full-time; temporary part-time; permanent part-time employees will not be granted flex leave.

Requests for flex leave are to be submitted to the administration (the employee's immediate supervisor), in writing, at least forty-eight (48) hours in advance of the requested leave, except in cases of emergency. In cases of emergency, the employee shall notify his/her immediate supervisor (or in his/her absence, the next administrative person in charge) as soon as reasonably possible. It is also the responsibility of the employee to document his/her use of flex leave to the supervisor following the emergency use.

It is the duty of the administrative supervisor to inform the Director of Human Resources, in writing, of an employee's use of flex leave.

The employee who uses flex leave will be responsible to ensure all their responsibilities are fulfilled in their absence.

Flex leave can be used for personal business, bereavement, mandatory court leave that is not jury duty, or other leave approved by the employee's supervisor. If the employee receives any remuneration from the court system for jury service, the employee will turn that pay over to Idaho College and Career Readiness Academy, exclusive of mileage paid by the court. Employees will not have to use flex time for jury duty.

The Administrative reserves the right to deny flex leave during specific times of the school calendar.

Unused employee flex time does not carry forward or accumulate from year to year.

BEREAVEMENT LEAVE

All fulltime employees receive 3 days of bereavement leave during the school year for certified personnel; during the fiscal year for classified personnel. Requests for bereavement leave are to be submitted to the employee's immediate supervisor (or in his/her absence, the next administrative person in charge) in writing as soon as is practical for the situation. Unused Bereavement leave does not carry over from one school/fiscal year to the next. Bereavement leave does not have to be taken as 3 days all at once. It may be taken intermittently to accommodate late services or family gatherings.

LEAVES OF ABSENCE

Teachers desiring a leave of absence must make a formal application through the Head of School to the Board. The Board shall review the request and if granted shall allow the following:

- No loss of accumulated benefits of sick leave and time with the school.
- Allow the teachers to participate in the school's group insurance while on leave with the teacher paying the premiums.
- That upon return from a board approved leave of absence, the teacher will be assigned to an equivalent position in his/her area of certification.
- The employee will not receive credit towards years of employment, seniority or other related benefits for the period or year of leave taken.
- If a position is not available upon a teacher's return, due to a Reduction in Force, procedures outlined in Policies 703.0 and 703.1 will be followed.
- Upon approval of the Board, leaves can be extended beyond one (1) year with a written request from the teacher on leave prior to April 1 of the year the leave would have ended.

PROFESSIONAL LEAVE

Professional leave with pay may be authorized by the LEA for attending educational conferences or for other purposes related to the teacher's assignments. Such leave shall be determined by the Head of School through the teacher's direct supervisor.

SICK LEAVE

At the beginning of the employment year, all fulltime employees of this district (IDCCRA) under contract will be entitled to sick leave of (1) day for each month of service, or a major portion thereof, as projected for the employment year. If the employee works less than full-time, the sick leave will be pro-rated. In addition, those employees certified or non-certified who are employed in one of the following categories: 1) temporary full-time; 2) temporary part-time; 3) permanent part-time employees will not be granted sick leave.

Medical Documentation: Proof of illness must be submitted upon request that is adequate to protect the school against malingering and false claims of illness. Proof of the employee's ability to return to work following an illness may be required prior to returning to work.

Accumulation of Sick Leave: Unused sick leave will be accumulated from year to year, up to an unlimited amount of days as long as an employee remains continually in the service of IDCCRA. If a new employee has been employed by another district or state educational agency during the year immediately preceding, that individual's accumulated sick leave up to a maximum ninety (90) days will be secured for, and credited to, that new employee.

Sick Leave may be used for:

- Personal Illness: The employee is unable to perform the duties and functions of his/her position. A doctor's excuse or opinion verifying illness may be required.
- Illness or Injury in the Family: If an employee is unable to perform his/her duties and functions of his/her position due to an illness or injury in the family, he/she may be granted sick leave. Family shall be deemed to include those residing under the same roof, blood, or marital relatives, or others who are the responsibility of the employee. Blood or marital relatives need not live with the employee.
- Death in the Family: An employee shall be permitted to utilize sick leave credit in the case of a death or deaths in the employee's family. Family shall be those residing under the same roof, blood, or marital relatives, or others who are the responsibility of the employee. Blood or marital relatives need not live with the employee.
- In all absences requiring the use of sick leave, the employee must notify his/her immediate supervisor, in writing of the request and that request must be filed with the Human Resource department. Sick leave requests do not have to be filed prior to the actual sick leave being taken, but the employee's immediate supervisor should be notified by email or voice mail of the employees' intention to take a sick day or sick leave.

MATERNITY/PARENT LEAVE

The Idaho College and Career Readiness Academy may provide up to eighty (80) hours per year of substitute assistance during the eight (8) weeks following the birth/adoption of a child. The employee must submit a request for substitute assistance in the manner of his/her choosing, after obtaining approval of his/her immediate supervisor. If the certificated employee chooses to spread the time that would be equivalent to the accrued sick leave days over an extended period, she/he must contact his/her immediate supervisor for approval.

An employee of IDCCRA has the right to apply for an unpaid leave of absence for the purpose of maternity/paternity/child care/or adoption.

An employee requesting unpaid leave for maternity/paternity/child care/or adoption may apply to the administration for such leave with sixty (60) days notice, or as early as possible.

During such leave, the employee shall have the option to continue any/all benefits at the group rate, provided appropriate payment is made by the employee to Idaho College and Career Readiness Academy on the first of each month.

It shall be the administrative procedure of the Idaho College and Career Readiness Academy to allow any certified employee who chooses to use any/all sick leave accrued for the purposes of maternity leave.

SICK LEAVE BANK

The Sick Leave Bank is a fund of contributed sick leave days that is available, upon recommendation of the Sick Leave Committee to all eligible, participating Idaho College and Career Readiness Academy employees. To be eligible, one must be eligible for sick leave. This Bank is designed to alleviate the economic hardship caused by absence from work necessitated by extraordinary, catastrophic, or debilitating illness or injury extending beyond the employee's accumulated sick leave.

Each fulltime IDCCRA employee may choose whether he/she wants to participate in the Sick Leave Bank. During the initial year of employment, each participating employee shall contribute a minimum of one (1) day of his/her accumulated sick leave to the Sick Leave Bank, prior to the last day of the initial month of employment. Sick leave days thus contributed shall be deducted from the individual's sick leave entitlement.

On or before September 25th, of each year, the Sick Leave Bank Committee shall determine the number of additional sick leave days each participant must contribute in order to keep the Bank solvent. Contributions of additional days to the Bank must be done prior to the last day of September in order to maintain employee eligibility as a participant in the Sick Leave Bank. For any eligible employee to become a member of the Sick Leave Bank, he/she must have made a contribution to the Bank prior to the last day of September of the current school year.

In order for a participating employee to be eligible to apply for sick leave benefits from the Sick Leave Bank, the employee must first:

- Have been a contributor to the Bank.
- Have been absent continuously from work due to illness or accident for all of her/his accumulated sick leave days plus three (3) days where her/his salary has been reduced in full.
- Make application for five or more days. Requests for less than five days will not be considered.
- Must have demonstrated judicious use of sick leave in accordance with the Sick Leave Bank Committee's Guidelines.
- All sick leave days, including flex leave must be exhausted before sick leave bank days will be granted

Application for use of the Sick Leave Bank shall be submitted in writing to the Committee within fifteen (15) days following the use of all accumulated sick leave. The Committee shall review the request and determine the eligibility of the employee. The Committee shall require medical proof of the incapacitation at the time of application. Providing the grant is approved, the Committee may require additional medical proof of illness periodically throughout the interim of the grant.

Bank grants to individual employees shall not be carried over from one fiscal year to another. All such grants shall end at the termination of the School year. If an employee does not use all of the days granted by the Bank, the unused sick leave days will be returned to the Bank. In no case shall an employee be granted more than a total of 180 days from the Sick Leave Bank for any and all illnesses or disabilities during any continuous four (4) year period of employment with Idaho College and Career Readiness Academy.

The Sick Leave Bank Committee shall consist of the Head of School's designee and four (4) members selected from IDCCRA eligible employees. The Committee shall develop and distribute rules and procedures for the orderly administration of the Bank. The Committee shall be responsible for reporting to the District Office the names of contributors and the number of days contributed. It shall report all days granted by the Bank and all other information necessary for the employee's records.

Decisions by the Sick Leave Bank are normally final. However, an employee who is denied sick leave days by the Committee may make a direct appeal to the Board of Directors.

COBRA LEAVE

Each employee will be given the opportunity to continue health insurance coverage under COBRA provisions, when leaving the employment of the Idaho College and Career Readiness Academy.

Adopted: 04/15/2014

707.2 FAMILY MEDICAL LEAVE ACT (FMLA)

All qualified employees of LEA #489 may take leave as provided by the FMLA. The FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave during a twelve-month (12-month) period for specified family and medical reasons. An eligible employee is defined as an employee who:

- Has been employed by LEA #489 for at least twelve (12) months; and
- Who is a certified employee whose contract is at least a .5 contract; or someone who is a fulltime classified employee; in either case the employee has to be employed with LEA #489 for a twelve month (12 month) period immediately preceding the commencement of the leave.

BASIS FOR TAKING FMLA

FMLA leave may be taken by an eligible employee for any of the following reasons:

- To care for the employee's child after birth or placement of a child with the employees for adoption or foster care;

- To provide care for the employee's spouse, child, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

FMLA may also be applicable in some military caregiver circumstances.

In addition to the foregoing, the following provisions of the FMLA are applicable to qualifying school personnel:

- Twenty-six (26) weeks of FMLA leave is available to a qualifying employee to take unpaid time off of work to care for a spouse, child, parent or next of kin (defined as a nearest blood relative) recovering from a serious illness or injury sustained in the line of duty on active duty.
 - Military caregiver leave is available during a single twelve (12) month period during which an eligible employee is entitled to a combined total of twenty—six (26) weeks of all types of FMLA.
 - Military caregiver leave is applied on a per-covered service member per injury basis.
- Twelve (12) weeks of FMLA leave is available to a qualifying employee to take unpaid time off of work because of a qualifying exigency arising out of the fact that a covered employee's spouse, child or parent is on active duty or has been notified of an impending call to active duty in the U.S. Armed forces.

Determination of an employee's eligibility and definition of applicable terms for military caregiver FMLA will be in accordance with established law and the FMLA regulations published on November 17, 2008 and as may be thereafter amended.

Any accrued paid leave used by an employee for absences which qualify for FMLA coverage will be counted as FMLA leave, unless the Idaho College and Career Readiness Academy determines otherwise.

LEA #489 will comply with all mandates of FMLA regarding health insurance coverage and will provide any necessary notice of termination of such insurance coverage due to the employee's failure to pay his/her portion of the premium or the employee's request for termination of coverage.

Before an employee returns to work after FMLA leave for a personal illness, he/she may be requested to provide a "fitness-for-duty" certificate to the school administration.

Adopted: 04/15/2014

707.3 UNIFORMED SERVICE LEAVE

In addition to the various provisions of School Policy 707.1 Flex Leave, pursuant to applicable laws, the IDCCRA shall also provide eligible employees with leaves of absence for Uniformed Service training or active duty in the Uniformed Service.

GENERAL POLICY

All IDCCRA employees, certificated and non-certificated, other than those employed on a temporary status, are entitled to Uniformed Service Leave of Absence when such individual is ordered to duty in any Uniformed Service.

NOTICE OF DUTY

Any employee called to duty should provide notice of upcoming Uniformed Service obligations as soon as such individual receives notice of this obligation. The employee, spouse or family member of an employee or an appropriate officer of the branch of Uniformed Service in which the employee will serve may provide the notice to the school.

Limited exceptions to this notice requirement will exist when service necessity prevents the giving of notice or the giving of notice is impossible or unreasonable.

NOTICE OF RETURN

Upon completion of Uniformed Service obligation, employees shall give evidence of the completion immediately thereafter or if aware of a return date earlier than actual completion, at the earliest possible notification date. The employee shall be restored to his/her previous or similar position with the same status, pay, leave entitlements, advancement and seniority.

Standardized Uniformed Service lengths and reporting times are as follows:

- 1 to 30 days of Uniformed Service: The employee is to report to the school by the beginning of the first scheduled work day that falls eight hours after the end of the last calendar day of Uniformed Service unless specifically extended, pursuant to written request, by the Board.
- 31 to 180 days of Uniformed Service. The employee shall report no later than 14 days after completion of service in the armed forces. If the 14th day falls on a non-working day, then the employee shall report on the next following work day, unless specifically extended, pursuant to written request, by the Board.
- 181 days or more of Uniformed Service: The employee shall have up to 90 days after completion of the Uniformed Service service to seek to return to work. If the 90th day falls on a non-working day, then the employee shall report on the next following work day, unless specifically extended, pursuant to written request, by the Board.
- Cases of Disability: employees who are hospitalized or recovering from a disability that was incurred or aggravated during the period of Uniformed Service leave have up to a period of two (2) years to seek to return to employment.

There is an exception to these stated guidelines for those employees who, through no fault of their own, find themselves in a situation that makes it impossible or unreasonable to meet the required timetables. In those cases the employee must return to work as soon as possible.

LONG TERM DUTY

Employees who are called to serve in any Uniformed Service capacity (beyond fifteen days) shall be entitled to reinstatement of their former position or comparable position upon return from such duty so long as the provisions of this policy are followed.

The IDCCRA will pay the employee's salary while the employee is on Uniformed Service leave for up to a period of two (2) weeks. For any period of duty exceeding two (2) weeks, up to the term of the teaching contract, the employee shall be entitled to receive from the District salary or wages equal to the difference between the employee's Uniformed Service pay and the employee's school salary, provided the employee's Uniformed Service pay does not exceed school salary or wages. The employee must provide the school with all documentation necessary to permit this calculation.

If the period of leave is beyond the period of the contractual term, the employee will not be paid their contractual salary for a new contract period but will be permitted to utilize and access any unused flex time or sick leave time for compensation.

Employees who do not request school compensation or who fail to provide documentation requested pursuant to this policy shall not be entitled to any school provided salary as outlined herein.

An employee performing Uniformed Service duties for less than a period of thirty (30) days will not be required to contribute more than the employee's typical monthly contribution for benefits, if any. If the employee's Uniformed Service services are for a period greater than thirty (30) days, continued coverage will be offered to the same extent that such benefits are available to other employee's on leave.

SHORT TERM DUTY

Employees who are required to attend annual training or special duty for training, during the course of the contract days, shall not suffer any loss of salary, seniority or evaluative rating during the first fifteen (15) days of such absence in any school year. Leave will also be without loss of benefits.

Employees subject to this policy shall be provided both a copy of this policy and notice of the rights and benefits under the Uniformed Services Employment and Reemployment Rights Act of 1994.

Adopted: 04/15/2014

708.1 SUBSTITUTE TEACHERS

Recognizing the necessity to provide the students of this district with a quality educational program when the certificated employee is absent or when it is deemed necessary, it is the policy of the board of directors of this district to recruit and hire qualified substitute teachers.

The Head of School is authorized to hire substitute teachers on an as-needed basis. Substitute teachers are at-will employees. They will be scheduled for work on an as-needed basis. Nothing herein shall commit the district to scheduling a particular individual to work as a substitute teacher. The rate of pay, for substitute teachers, will be determined by the board as part of the annual budget.

If possible, substitute teachers hired by this district will be certified to teach in the state of Idaho. The board will approve a job description, setting forth minimum qualifications and duties for teachers; and assign such duties and responsibilities as deemed appropriate. Factors to be considered in scheduling substitute teachers include, but are not limited to, the length of the certificated employee's absence, the complexities of the subject matter, educational and teaching experience, and the other available assignments.

PROCEDURES

Each substitute teacher will be assigned a lead teacher for a resource. The lead teacher will usually be the same one assigned to the regular teacher for whom the substitution is taking place.

The length of a substitute teacher's assignment day will depend upon the duties assigned and the length of the assignment. This will be determined by the administrator in charge or his/her designee.

The substitute teacher is responsible for completing a time card and submitting it to the administrator in charge for approval. The administrator will sign it and then forward it on to the Business Manager.

Long Term Substitute Duties:

- Gather progress and attendance data.
- Conference with parents (as assigned)
- Outings
- Contact new students (if applicable)
- Answer to Administration on reports, assignments, etc. that are due during the period of substitution.
- Participate in weekly teacher conferences
- Testing and test scheduling (if applicable and if assigned)
- Present a detailed report to the returning teacher (including keeping detailed notes on all parent conferences).

Short Term Substitute Duties:

- Respond to emails from parents, teachers, and administrators
- Respond to phone calls from parents.
- Report any problems to the lead teacher and follow-up with parents.
- Testing duties (if applicable).
- Participate in weekly teacher conference calls.
- Present a detailed report to returning teacher.

Special Education Substitution:

- Substitute teacher must be special education certified.
- Special Education Director will determine duties on a case by case basis.

Adopted: 04/15/2014

Amended: July 2015

710.1 EVALUATION & PROBATION OF CERTIFICATED EMPLOYEES

EVALUATION

LEA #489 will evaluate annual contract employees as required by statute for by the employee's contract category and consistent with the applicable rules and regulations of the Idaho State Board of Education.

As established by the Idaho State Board of Education, the standards of evaluation in the school's model shall be aligned to state minimum standards that are based on Charlotte Danielson's Framework for Teaching Second Edition domains and components of instruction.

Commencing with all evaluations conducted on or after July 1, 2013:

1. All certificated instructional employees must receive an evaluation in which 67% of the evaluation results are based upon Professional Practices.
 - b. All measures included within the Professional Practices portion of the evaluation must be aligned to the Charlotte Danielson Framework for Teaching Second Edition. The measures included within the Professional Practice portion of the evaluation shall include a minimum of two (2) documented observations annually, with at least one (1) observation being completed by January 1 of each year.
 - c. Evaluation models shall also include at least one (1) of the following as a measure to inform the Professional Practice portion of all certificated instructional employee evaluations:
 1. Parent/Guardian input
 2. Student input
 3. Portfolios.

For the purposes of IDCCRA's evaluation model, the school shall utilize: Parent/Guardian Input.

2. All certificated instructional employees must receive an evaluation in which 33% of the evaluation results are based on multiple objective measures of growth in student achievement as determined by the Board of Directors and based upon research.
 - a. For evaluations conducted after July 1, 2014, growth in student achievement as measured by Idaho's statewide assessment for Federal accountability purposes shall be included.
 - b. This portion of the evacuation may be calculated using current and/or past data and my use one (1) or multiple years of data.
 - c. Growth in student achievement may be considered as an optional measure for all other school based staff, as determined by the Board of Directors.

Adopted: 4/15/2014

Amended: July 2015

710.1A EVALUATION PROCESS AND CONTENTS FOR CERTIFICATED EMPLOYEES AND PUPIL PERSONNEL CERTIFICATE HOLDERS

The evaluation of each certificated employee will be in writing, based upon observations of the employee's performance and other relevant factors, and will reflect whether or not the employee is performing satisfactorily. Employees will be ranked in a fair and consistent manner as outlined in the evaluation system. The evaluation system rankings will have a minimum of three rankings upon

requirement of Idaho Code. Upon completion of the evaluation, the employee's performance will be discussed with the employee and a signed copy of the written evaluation will be placed in the employee's personnel file. After reviewing the evaluation, the employee may file a rebuttal statement to the evaluation. An employee receiving a ranking of "unsatisfactory" will be put on an improvement plan and monitored by his or her supervisor in order to remediate deficiencies. If the terms of the improvement plan are not met, and the employee's performance does not improve, the Board may prescribe probation as defined in Policy 710.2.

All evaluation records will be kept confidential within the parameters identified in federal and state regulations regarding the right to privacy. Rankings will be reported to the Idaho State Department of Education in accordance with the process and procedures that the Department sets.

Upon requirement of Idaho Code, all certificated instructional employees will receive an evaluation which at least sixty-seven (67%) of the evaluation results are based on Professional Practice. The measures included within the Professional Practice portion of the evaluation shall include a minimum of two documented observations annually, with at least one (1) observation being completed by January 1 of each year. Each evaluation will also include at least one of the following as a measure to inform the Professional Practice portion of all certificated employee evaluations: Parent/guardian input, student input, and/or portfolios.

Upon requirement of Idaho Code, all certificated instructional employees will receive an evaluation in which at least thirty-three percent (33%) of the evaluation results are based upon multiple objective measures of growth in student achievement, as determined by the Board of Directors.

Individualizing Teacher Evaluation Rating System

The 67% of Professional Practice and the 33% of Student Achievement will be combined for an individual evaluation rating system that will include a four (4) rankings used to differentiate performance including:

- Unsatisfactory being equal to "1"
- Basic being equal to "2"
- Proficiency being equal to "3"
- Distinguished being equal to "4"

Ratings will be determined through averaging and weighting each portion to calculate an overall numerical average which will transfer to an overall rating based on a scale.

Evaluations shall be differentiated for certificated non-instructional employees and pupil personnel certificate holders. All contract personnel will be evaluated at least once annually.

The procedure for conducting evaluations is outlined in the *IDCCRA Teacher Evaluation and Development Process Calendar*. Annual training for certificated staff and pupil personnel certificate holders on the evaluation system and tools will be conducted and funded through school professional development funds or the general fund.

Data collected through the evaluation process will be considered part of IDCCRA's Needs Assessment in determining professional development offerings.

The individuals assigned the responsibility of evaluating certificated employees and pupil personnel certificate holders shall have received training in evaluation and prior to September 1, 2018, shall demonstrate proof of proficiency in conducting observations and evaluating effective teacher performance by passing a proficiency assessment approved by the State Department of Education as a onetime recertification requirement.

Adopted: 4/15/2014

Amended: July 2015

Amended: September 2015

710.1B PROBATION FOR CERTIFICATED EMPLOYEES AND PLACING A CERTIFICATED EMPLOYEE ON PROBATION

Neither a Category I nor a Category II certificated employee is entitled to a period of probation prior to the Board making a decision regarding their employment for the next subsequent school year.

Before the Board can determine not to renew a renewable contract status employee for unsatisfactory performance (not in a RIF setting), such a person shall be entitled to a reasonable period of probation as established by the Board, following an observation, evaluation or partial evaluation.

This period of probation shall be preceded by a written notice from the board or its designee with reasons for such probationary period and with provisions for adequate supervision and evaluation of the employee's performance during the probationary period.

Such probation shall not affect the person's renewable contract status.

When a category 3 employee's works if found to be unsatisfactory, a defined period of probation shall be established by the Board, but in no case shall such probationary period be for less than eight (8) weeks of school. After the probationary period, action shall be taken by the board as to whether the employee is to be retained, immediately discharged, discharged upon termination of the current contract or reemployed at the end of the contract term under a continued probationary status.

Consideration of probationary status for certificated personnel is consideration of the status of an employee within the meaning of Section 67-2345, Idaho Code, and the consideration and decision to place an employee on probation may be held in executive session.

If the consideration results in probationary status, the individual on probation shall not be named in the minutes of the meeting. A record of the decision shall be placed in the certificated employee's personnel file.

If the Board, for reasons of a reduction in force (RIF) for the ensuing contract year determines not to renew the grandfathered renewable contract of a certificated person whose contract would otherwise be automatically renewed, nothing herein shall require any probationary period.

Adopted: 04/15/2014

Amended: July 2015

710.1C EVALUATION OF SCHOOL PRINCIPALS

LEA #489 will conduct an annual evaluation of its school principals as required by Idaho Code. Principals will be evaluated by the Head of School.

Each evaluation of any IDCCRA school principal will contain proof of proficiency in conducting teacher evaluations using the state of Idaho's adopted model.

All principals must receive an evaluation in which sixty-seven percent (67%) of the evaluation results are based on professional Practice as well as in which at least thirty-three percent (33%) of the evaluation results are based upon multiple objective measures of growth in student achievement as determined by the Board of Directors.

IDCCRA school principal will contain proof of proficiency in conducting teacher evaluations using the state of Idaho's adopted model.

Upon requirement of Idaho Code, principals will receive an evaluation in which at least sixty-seven (67%) of the evaluation results are based on Professional Practice. The measures included within the Professional Practice portion of the evaluation shall include a minimum of two documented observations annually, with at least one (1) observation being completed by January 1 of each year. Each evaluation will also include at least one of the following as a measure to inform the Professional Practice portion of all certificated employee evaluations: Parent/guardian input, student input, and/or portfolios.

Upon requirement of Idaho Code, principals will receive an evaluation in which at least thirty-three percent (33%) of the evaluation results are based upon multiple objective measures of growth in student achievement, as determined by the Board of Directors.

Individualizing Principal Evaluation Rating System

The 67% of Professional Practice and the 33% of Student Achievement will be combined for an individual evaluation rating system that will include four (4) rankings used to differentiate performance including:

- Unsatisfactory being equal to "1"
- Basic being equal to "2"
- Proficiency being equal to "3"
- Distinguished being equal to "4"

Ratings will be determined through averaging and weighting each portion to calculate an overall numerical average which will transfer to an overall rating based on a scale. The procedure for conducting evaluations is outlined in the IDCCRA Administrator Evaluation and Development Process Calendar. Annual training for principals on the evaluation system and tools will be conducted and funded through school professional development funds or the general fund.

Adopted: July 2015

Amended: September 2015

710.2 RELEASE TIME FOR CERTIFICATED PERSONNEL

Each certificated employee of the Idaho College and Career Readiness Academy is entitled to release time for service on committees and commissions established by the State of Idaho, or established by the legislature, or established by any of the departments or agencies of the State of Idaho.

Each certificated employee will be entitled to five (5) days of release time, and additional time would be allowed at the discretion of the Board. The employee is not required to use any or part of his/her flex time as release time.

The certificated employee will not lose any salary or other benefits because of release time for service on any committee or commission. The employee will not be required to make up any release time spent in serving on any committee or commission. The amount of any honorarium or compensation received for services on committees or commissions except actual and necessary expenses will be deducted from salary otherwise due the certificated employee.

Adopted: 04/15/2014

711.1 HARASSMENT (INCLUDING SEXUAL HARRASSMENT)

It is the policy of this LEA to maintain an environment that is free from illegal harassment. Every employee has the right to work in an atmosphere that promotes equal opportunities, free from all forms of discrimination and illegal conduct that could be harassing, coercive, or disruptive. Likewise, every student has the right to attend school events and access educational opportunities and benefits, free from all forms of discrimination and conduct that could be harassing, coercive, or disruptive.

It is the policy of LEA #489 to hire, promote, compensate, and administer all employment practices without regard to race, color, sex/gender, pregnancy, childbirth, religion, marital status, age, national origin, disability, veteran status, or any other protected classification identified by federal, state, or local laws. Harassment is prohibited and will not be tolerated. The LEA will take appropriate measures in response to any such incidents that are reported to or that otherwise come to the LEA's attention. Any person who engages in prohibited conduct will be subject to corrective action up to and including immediate termination of employment.

LEA #489 employees are:

- Prohibited from harassing other employees, students, or visitors of the LEA as defined by this policy;
- Required to report to his/her supervisor, the Head of School, or the Human Resource Manager, harassment of which the employee becomes aware; and
- Required to take immediate action to discipline and/or report students who engage in conduct, which may be reasonably considered to constitute harassment of another student.

This policy applies to all conduct on the LEA's premises and to conduct off the LEA's premises that has an effect upon an employee's work environment or a student's educational environment.

As deemed appropriate, the LEA will provide training to employees regarding the provisions of this policy and will take reasonable steps to take remedial action to stop violation of this policy and prevent its recurrence.

DEFINITION OF HARASSMENT (including Sexual Harassment)

The issue of whether conduct constitutes illegal harassment or discriminatory conduct may depend partially on how the person who is subjected to the conduct views the conduct. Persons who initiate or persist in prohibited conduct assume the risk and will be subject to corrective action by the LEA, or legal penalties, even if this behavior might not have been intended as offensive.

Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in the educational process;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or educational decisions affecting the individuals; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or education, or creating an intimidating, hostile or offensive work or educational environment.

While sexual harassment encompasses a wide range of conduct, some examples of prohibited conduct include, but are not limited to, the following:

- Unwelcome verbal statements of a sexual or abusive nature, including requests or demands for sexual activity, sexual jokes, and obscene comments, etc.;
- Unwelcome, sexually motivated or inappropriate touching, pinching, or other physical contact;
- Unwelcome sexual behavior or communications, accompanied by implied or overt threats concerning an individual's employment or education;
- Unwelcome behavior or communications directed at an individual because of his or her gender; and
- Stalking or unwelcome sexually motivated attention.
- It is prohibited for any person to bring any items such as drawings, photos, posters, magazines, cartoons, or objects with an offensive racial, ethnic, religious, discriminatory, or sexual connotation to the work premises, or to access, store, or transmit such material using the LEA's equipment or facilities.
- It is prohibited for any person to utter or utilize racial, ethnic, religious, discriminatory, or sexually oriented jokes, slurs, epithets, or derogatory comments.

REPORTING A COMPLAINT

Individuals who believe they are being harassed should firmly and promptly notify the offender that his or her behavior is unwelcome. When a direct communication with the alleged harasser is not feasible or effective, the following steps should be followed when reporting a harassment complaint:

The individual should report the complaint to his or her supervisor. If the supervisor resolves the complaint in an informal manner, a confidential report will be made to the Head of School and Human Resource Manager about the complaint and resolution so that the LEA may determine if any pattern of harassment by any particular individual exists.

If the individual chooses not to report the complaint to his or her supervisor, or if the supervisor is the individual engaged in alleged harassing conduct, the individual may report the incident directly to the Head of School, Assistant Head of School or the Human Resources Manager for the LEA. If the complaint, in any manner, involves the Head of School the individual should report the complaint to the Human Resources Manager for the LEA or the Assistant Head of School.

Reporting is mandatory. Employees who believe that they have been discriminated against or subjected to unlawful harassment or ethnic, racial, discriminatory, or sexually oriented joking, or who have been exposed to such conduct, have the right to have such activity terminated immediately. All employees who learn of possible harassment of employees, whether or not there has been a written or formal complaint, must immediately notify their supervisor, the Human Resources Manager, and the Head of School.

An employee, at any time, may file a discrimination or harassment claim with the Idaho Human Rights Commission and/or the Equal Employment Opportunity Commission (EEOC).

PROTECTION AGAINST RETALIATION

This LEA will not retaliate, in any way, against an individual who makes a report of harassment, in good faith, nor will it permit any LEA/K12 employee to do so. Any person found to have retaliated against another individual for reporting an incident of harassment, in good faith, may be subject to the same disciplinary action provided for harassment offenders. Individuals who are not complainants but who assist individuals who believe they have been subjected to harassment or who assist or participate in a harassment investigation are also protected from retaliation.

INVESTIGATION OF A HARASSMENT COMPLAINT

Any allegation of harassment will be promptly investigated in a confidential manner so as to protect the privacy of all individuals involved.

Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

The LEA's Head of School, the Human Resource Manager, a Supervisor, or designee will investigate complaints.

Upon completion of the investigation of a harassment complaint, the investigator will communicate his/her findings to the Head of School. If complaint in any manner involves the Head of School, the investigator's findings will be submitted directly to the Human Resources Manager.

If there is insufficient evidence to support the allegations, no record will be made of the allegation in the accused employee's personnel file. If the findings of the investigation determine that harassment has occurred, the Board of Directors will be informed of the findings in an executive session.

DISCIPLINARY ACTIONS

If the investigation finds that an employee or a member of the K12 management staff has harassed and or otherwise discriminated against an IDCCRA employee or a student, disciplinary actions may include probation, suspension, and/or dismissal from employment.

ACKNOWLEDGEMENT OF POLICY

Each employee will be required to sign an acknowledgment that they have read and understand Idaho College and Career Readiness Academy's harassment policy. The employee will be able to keep one copy and the signed original will be placed in the employee's personnel file.

LEGAL REFERENCE:

Title VII of the Civil Rights Act of 1964, 42 U.S.C. 200e-2(a)
Gebser v. Lago Vista Independent School District, 188 S. Ct. 1989 (1998)
Mentor Savings Bank v. Winson, 477 U.S. 57 (1986)
Elison v. Brandy, 992 f.2nd 872 (9th Cir. 1991)
Davis v. Monroe County Board of Education, 119 S. Ct.1661 (1999)

Adopted: 04/15/2014

711.2 SOCIAL NETWORKING/BLOGGING

No IDCCRA owned computer, internet source, software, hardware or other property shall be used by any teacher to access, interact, use or view any social networking site or any internet blog. Such sites include but are not limited to Facebook, My-Space, Match.com, Xanga.

In the use of technology and student interactions, the Code of Ethics for Idaho Professional Educators has made a number of pronouncements that are applicable to electronic media and interactions via electronic media:

Principle II states in relevant part:

A professional educator maintains a professional relationship with all students, both inside and outside of the classroom. Unethical conduct includes, but is not limited to:

- Using inappropriate language, including but not limited to swearing and improper sexual comments (e.g. sexual innuendoes or sexual idiomatic phrases)
- Inappropriate contact with any minor or student, regardless of age, using electronic media.

IDAPA 08.02.02.076.03.h and g

With such Code of Ethics requirements in mind, it is critical that teachers of IDCCRA exercise and engage in appropriate interactions with their students via all electronic communications. This would include inviting students to be "friends" accessible to private viewing options on social networking sites as well as the discussion and conversation that you may have with any student on any public profile or public viewing option.

Adopted: 04/15/2014

712.1 DRUG AND ALCOHOL POLICY

This LEA recognizes the federal requirements to establish a “drug free work place/environment”, and it does not tolerate drug use or alcohol abuse by its employees. Employees are prohibited from manufacturing, dispensing, using, possessing, or distributing illegal drugs, look alike or synthetic drugs (i.e. Spice, Bath Salts) or alcohol on any school premises or at any school activity. Employees are further prohibited from being under the influence of illegal drugs or alcohol on any school premises and/or having consumed alcohol or illegal drugs prior to arriving at school or at any school activity, or while conducting school-related business or activities, or while using any property owned by the LEA.

The drug free workplace requirements extend to all property owned by the LEA, all activities sponsored by Idaho College and Career Readiness Academy, and include any vehicle owned by this LEA.

DEFINITIONS

Illegal Drug Use: The use, possession or distribution of illegal drugs, or abusive use of other drugs, or the use, possession and distribution of alcohol on any school premises or at any school activity, or as described in paragraph 1 of this policy.

Illegal Drugs: Any controlled substances defined by Idaho Code Section 37-2701, or any other substance which is used to alter or change the mood of an individual, or anabolic steroids. The term “illegal drugs” does not include over the counter drugs or prescriptions prescribed by a doctor or dentist specifically for the person in possession of those drugs, but does not include look-alike or synthetic drugs such as Spice or Bath Salts.

Unlawful Alcohol: Any alcoholic beverage as defined by Idaho Code Sections 23-105 and 23-1001.

Unlawful Alcohol Use: The use, possession, or distribution of alcohol on any school premises or at any school activity, or as described in paragraph 1 of this policy.

Violations: The commission of an act of illegal drug use or prescribed inappropriate alcohol use by a LEA employee.

DISTRIBUTION OF POLICY

Upon adoption of this policy or initial employment with the LEA, all employees will receive a copy of this policy.

Any employee working in the department responsible for the performance of a federal grant will, as a condition of employment, agree to abide by the terms of the policy and to notify the LEA of any criminal drug statute conviction for a violation occurring in the workplace/workplace environment no later than five (5) days after such conviction.

Any employee who operates a school owned motor vehicle shall report a DUI charge within three days of receipt of the same.

A signed statement acknowledging receipt and understanding of, and agreement to abide by, this policy will be placed in the employee’s personnel file.

DISCIPLINARY ACTION

Any employee who violates the terms of the LEA's drug and alcohol policy may be subject to disciplinary action, including, but not limited to, discharge, suspension, and/or referral for drug and alcohol abuse evaluation and rehabilitation, at the discretion of the Board.

If reasonable suspicion exists that federal, state, or local laws have been violated, the LEA will notify the appropriate law enforcement agencies. Pursuant to the Drug-Free Workplace Act, the LEA will report to the federal granting agency, within ten (10) days, any conviction for a violation of this policy by an individual employed in a department responsible for the performance of a federal grant.

LEGAL REFERENCE:

Idaho Code Sections

23-105

23-1001

33-513

33-517

37-2701

41 USC Section 702, et. seq.

Adopted: 04/15/2014

712.2 DRUG AND ALCOHOL TESTING POLICY

It is the intent of the Board of Directors of Idaho College and Career Readiness Academy to promote an alcohol and drug-free workplace/work environment, thereby enhancing LEA safety and increased productivity. Chapter 17, Title 72, Idaho Code allows employers, including school districts and LEAs, to adopt policies to test employees or prospective employees for the presence of drugs or alcohol as a condition of hiring or continued employment, provided the testing requirements and procedures are in compliance with applicable laws.

It is the policy of Idaho College and Career Readiness Academy to require drug/alcohol testing of any employee reasonably suspected to be under the influence of illegal drugs and/or alcohol while on duty. Illegal drugs include any controlled substances as defined by Idaho Code Section 37-2701, any other substance that is used to alter or change the individual's mood, and anabolic steroids. Alcohol includes any alcoholic beverage as defined by Idaho Code Sections 23-105 and 23-101.

REASONABLE SUSPICION TESTING

Whenever the Head of School or designee reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by the use of illegal drugs or alcohol or that an employee has otherwise violated the LEA's Employee Drug and Alcohol Use policy, the employee may be required to undergo drug and/or alcohol testing. The circumstances under which reasonable suspicion testing may be considered are strictly limited to employee conduct on duty or during work hours, on LEA property, or at LEA approved or school-related functions.

Reasonable suspicion is defined as a good faith suspicion, based on objective facts, which is sufficient for a prudent person to conclude that the employee is using and/or appears to be presently under the influence of alcohol and/or drugs. Factors, which may be considered in determining that a reasonable suspicion exists, include, but are not limited to, the following:

- Observed use, possession, or sale of illegal drugs/alcohol or the illegal use or sale of prescription drugs.
- Marked decrease in work productivity, either in quantity or quality, not reasonably attributable to other causes.
- Apparent impairment of psychomotor functions, reasoning, judgment or concentration not reasonably attributable to other causes.
- Erratic or marked changes in behavior not reasonably attributable to other causes.
- Involvement in an accident or deviations from safe working practices, whether the incident involves actual or potential injury to person(s) or property.

REQUIREMENTS FOR SAMPLE COLLECTION AND TESTING

The Head of School or designee shall designate entities to provide the collection and testing services necessary to implement this policy. Prior to such designation, the entities must demonstrate a thorough understanding of, and compliance with, the testing requirements and procedures as set forth in applicable laws.

The entity, which collects the samples, may be a medical facility or laboratory. A trained individual will explain the drug and/or alcohol screening procedure to the employee. Obtain authorization for the testing, assist the employee in completing any necessary forms, and monitor the sample collection, documentation, and storage for transportation. All employees subject to testing are required to sign any documents necessary to authorize the testing and disclose information to the Head of School or designee. The collection site will notify the Head of School or designee if the employee refused to be tested, alters or attempts to alter the sample, or otherwise obstructs the collection of the sample.

Further, the Head of School or designee is responsible for ensuring that all procedures for the collection and testing comply with the following requirements:

The collection of samples shall be performed under reasonable and sanitary conditions;

The individual employed by the collection site or laboratory who is responsible for the collecting the sample will be instructed as to the proper methods of collection;

Samples shall be collected and tested, with due regard to the privacy of the individual being tested and in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples;

Sample collection shall be documented and the documentation procedure shall include: a) labeling of samples so as to reasonably preclude the possibility of misidentification of the person tested in relation to the test result provided; and b) handling of samples in accordance with reasonable chain-of-custody and confidentiality procedures;

Sample collection, storage, and transportation to the testing laboratory shall be performed so as to reasonably preclude the possibility of sample contamination and/or adulteration;

Sample testing shall conform to scientifically accepted analytical methods and procedures;

Drug testing shall include a confirmatory test before the result of any test is used as a basis for disciplinary action by the LEA. A confirmatory test refers to the mandatory second or additional test of the same sample that is conducted by a laboratory utilizing a chromatographic technique such as gas chromatography-mass spectrometry or another comparable reliable analytical method;

Positive alcohol tests resulting from the use of an initial screen saliva test must include a confirmatory test that utilizes a different testing methodology meant to demonstrate a higher degree of reliability, such as a gas chromatography test. The test will be considered positive if the Blood Alcohol Content (BAC) results are .04 or more.

Positive alcohol tests resulting from the use of a breath test must include a confirmatory breath test conducted no earlier than fifteen (15) minutes after the initial test; or the use of any confirmatory test meant to demonstrate a higher degree of reliability, such as a gas chromatography test. The test will be considered positive if the BAC results are .04 or more.

RIGHT TO EXPLAIN POSITIVE TEST RESULTS AND REQUEST RETEST

Any employee who tests positive for drugs or alcohol must be given written notice of that test result, specifically identifying the substance for which he/she tested positive. The employee must be given an opportunity to discuss and explain the positive result.

Any employee who has positive test result may request that the same sample be retested by a mutually agreed upon laboratory. A request for retest must be made within seven (7) working days from the date of the first confirmed positive test notification and will be paid for by the employee requesting the test. If the retest results are negative, the LEA will reimburse the cost of the retest and compensate the employee for lost pay, if suspended without pay. If terminated solely because of the positive test, the employee shall be reinstated with back pay.

VIOLATIONS OF THIS POLICY

An employee is in violation of this policy, and will be subjected to disciplinary actions, under any of the following circumstances:

- The employee tests positive for illegal drugs, and the positive test is confirmed.
- The employee tests positive for alcohol, as indicated by a test result of not less than .04 blood alcohol content (BAC), and the positive test is confirmed.
- The employee refuses to provide a sample for testing or delays appearance for testing beyond the time limitations set forth in this policy.
- The employee alters or attempts to alter a test sample by adding a foreign substance for the purpose of making the sample more difficult to analyze.
- The employee submits a sample that is not his or her own; or
- The employee otherwise attempts to obstruct the testing process.

DISCIPLINARY ACTIONS

If the LEA determines that an employee has violated this policy, the LEA may take disciplinary action, up to and including, suspension and/or discharge from employment. The LEA is not precluded from considering other disciplinary actions relating to the employee's use and/or abuse of alcohol and/or drugs.

NOTIFICATION OF POLICY

The Idaho College and Career Readiness Academy shall provide a copy of this policy to each employee upon its adoption, and to future employees at the time of hire. Employees will be required to sign a statement acknowledging receipt of this policy. A signed statement acknowledging receipt and understanding of, and agreement to abide by this policy will be placed in the employee's personnel file.

CONFIDENTIALITY

The Idaho College and Career Readiness Academy personnel, who receive or have access to information concerning an employee's drug/alcohol test results, shall keep the information confidential. Such information includes, but is not limited to, interviews, reports, statements, memoranda, or test results, written or otherwise.

Such information shall be used only for the purposes of maintaining a drug-free workplace/environment, or in a proceeding related to any disciplinary action taken by the Idaho College and Career Readiness Academy of the Idaho State Department of Education, Professional Standards Commission as a result of the drug/alcohol test, any other dispute between the LEA and the employee, as required to be disclosed by the United States Department of Transportation law or regulation or other federal law, or as required by services of legal process. The Idaho College and Career Readiness Academy will not provide information regarding drug/alcohol testing to prospective employers without the written consent of the employee, court order or other proper legal requirement.

All personnel records and information regarding referral, evaluation, substance screen results, and treatment will be maintained in a confidential manner. Only information pertaining to an employee testing positive will be placed in an employee's Administrative File.

Records showing an employee tested negative will be kept for at least one (1) year, Records showing that an employee tested positive, including the reason for the test, identification of the substance(s) used by the employee, and the disposition of each employee will be kept for at least five (5) years. Such records will be kept confidential and will not be considered part of an employee's personnel records.

TESTING COSTS

The Idaho College and Career Readiness Academy will pay all costs of drug and alcohol testing, unless the test is a retest requested by the employee. If the retest establishes a negative test result, then Idaho College and Career Readiness Academy will reimburse the employee for the cost of such test.

Idaho College and Career Readiness Academy employees will be compensated at their regular rate of pay for the time during which they are undergoing any drug or alcohol testing, including transportation time.

LEGAL REFERENCE:

Idaho Code Sections

72-1701, et seq.

37-2701

23-105

23-1001

42 U.S.C. 12101

49 CFR, Part 40

Adopted: 04/15/2014

713.0 CODE OF ETHICS FOR CERTIFICATED EMPLOYEES

It is the policy of this LEA that all certified personnel shall adhere to the Code of Ethics of the Idaho Teaching Profession, as set forth in the Idaho Department of Education Professional School Personnel Certification Standards Manual, revised April 11, 2006 and adopted by the State Board of Education on October 17, 1996, and any amendments thereto.

Compliance with this policy includes the requirement of reporting known violations of the Code of Ethics for Idaho Professional Educators.

Adopted: 04/15/2014

713.1 SUSPENSION OF TEACHING CERTIFICATE/ ADMINISTRATIVE LEAVE OF TEACHER

The Idaho State Board of Education may deny, revoke, suspend, or place reasonable conditions on any teaching certificate issued or authorized under section 33-1201, Idaho Code, for all or any of the grounds as listed in section 33-1208, Idaho Code.

The teaching certificate suspension will become final, without additional review or hearing.

Any certificated employee on an annual or renewable contract, whose teaching certificate has been suspended by court order, or by the Professional Standards Commission, is in violation of the terms of the standard teaching contract. Such individual's employment may be terminated by the Board pursuant to appropriate due process procedures which are required for each specific employee.

Through this policy, the Board has delegated to the Head of School and/or the school's Human Resources Director, the authority to place a certificated employee on a period of involuntary leave of absence should the Head of School or Human Resources Director believe that such action is in the best interest of the school. Upon the action to place a certificated employee on a period of involuntary leave of absence, the Board shall ratify or nullify the action of the Head of School or Human Resources Director at the next regularly scheduled meeting of the Board or at a special meeting of the Board should the next regularly scheduled meeting of the Board not be within a period of twenty-one (21) days from the date of the action.

1. Where there is a criminal court order preventing the employee from being in the presence of minors or students, preventing the employee from being in the presence of any other

adult individual employed at the school or detaining the employee in prison or jail, the employee's involuntary leave of absence shall be without pay due to the employee's inability to perform the essential functions of the employee's position. Without such a condition or situation, the involuntary leave of absence shall be with pay.

2. During the period of involuntary unpaid leave of absence, the salary of the employee shall be maintained in a school managed account. Should the employee return to the district for active employment subsequent to the removal or dismissal of the court order, acquittal or adjudication of innocence, the district shall remit the salary funds, less the cost incurred by the school for the substitute hired to replace the employee. Further, should the employee return to the school under the provisions established in this subsection, the school shall arrange to have the employee credited with PERSI for the employee's time away from work during the period of leave of absence.
3. During the period of involuntary leave of absence, the school shall continue to pay the school's portion of monthly costs associated with the employee's health insurance benefit. The assumption of this payment by the district shall not alter the employee's financial obligation, if any, under the policy.

Should there be dual orders preventing more than one (1) employee from being in the presence of one (1) or more other employees, all employees subject to the court order shall be excluded from the school pursuant to this policy and applicable provisions of the Idaho Code.

If the period of involuntary leave of absence is due to the school's need to conduct an investigation into the conduct of the employee, and there are no related criminal investigation(s) and/or criminal charges of any nature pending, the administration shall complete its investigation within a period of sixty (60) working days. On or before the sixtieth (60th) working day, the administrative leave shall either cease and the employee shall be returned to his position of employment or the administration shall advance a personnel recommendation to the board of trustees. If a recommendation is advanced, the involuntary leave of absence shall continue until such time as the Board has made a decision in regard to the personnel recommendation with such decision effectively concluding the involuntary leave of absence. If a related criminal investigation is occurring and/or criminal charges pending, the school shall not be bound to any limitation as to the duration of the involuntarily leave of absence.

Any timelines associated with leave of absence may be waived or modified by mutual agreement.

Adopted: 04/15/2014

SECTION 800 – NON-CERTIFICATED EMPLOYEES

801.1 DEFINITION OF NON-CERTIFICATED EMPLOYEES

Non-certificated personnel are those individuals employed by the Idaho College and Career Readiness Academy, LEA #489, who are not required to have a teaching certificate to qualify for the position. Non-certificated personnel include, but are not to be limited to the following:

- Educational Assistants
- Custodial and maintenance employees

- Clerical employees
- Enrollment specialists

QUALIFICATIONS AND JOB DESCRIPTIONS

Minimum qualifications and job descriptions will be established by the LEA's Administrative staff. The qualifications and job descriptions shall be in writing and made available to LEA employees and other persons seeking employment through the local employment office. In addition, the LEA may advertise non-certificated positions as necessary to attract qualified employees.

Adopted: 04/15/2014

801.2 NON-CERTIFICATED EMPLOYEES, AT-WILL EMPLOYMENT

The administration will periodically review and determine its staffing needs for non-certificated employees.

The Idaho College and Career Readiness Academy Board of Directors authorizes the Head of School or designee to hire employees to fill open, non-certificated positions as needed, and create new positions when an emergency arises or as needed. Non-certificated personnel will be hired based upon their qualifications for the position. Further, the IDCCRA's Board of Directors authorizes the Head of School or designee to terminate and/or lay off employees filling non-certificated positions, as needed. Upon the Head of School hiring or terminating the employment of any non-certificated employee, a report shall be made to the Board during the next scheduled Regular Board Meeting.

Non-certificated personnel are at-will employees. Such employees do not have and are not entitled to any expectations of future employment with the Idaho College and Career Readiness Academy. The only exception to the at-will employment status may be in individual situations where the Board has entered into an express contractual relationship for a definite period of time with a non-certificated employee. The administrative personnel of the school do not have any authority to enter into such an express contractual relationship or enter into any employment relationship other than at-will relationships with non-certificated personnel. No oral statement, either by the Board or an administrator may alter the at-will employment relationship.

Definition of "AT-Will" Employment: At-Will is defined as an employment relationship in which either party can break the relationship with no liability. Thus, the employer may terminate the employment relationship at any time, with or without cause, so long as the reason for the termination is not in violation of an applicable law.

At the time of initial employment, all non-certificated employees will receive a letter of work agreement. The work agreement does not alter the employee's at-will employment status. The work agreement is intended to set forth the non-certificated employee's work schedule, rate of pay, and other benefits; notify the non-certificated employee of the LEA's requirement that he/she will comply with LEA policy; and notify the employee that the employment is at-will.

Adopted: 04/15/2014

801.3 GROUP HEALTH INSURANCE FOR NON-CERTIFICATED EMPLOYEES

All non-certificated employees are eligible for the same group health insurance benefits as provided to certificated employees as outlined in Policy 706.1.

Adopted: 04/15/2014

Amended: September 2015

801.4 PERSI BENEFITS

All classified employees working twenty (20) or more hours per week for twenty-two (22) consecutive weeks must sign up and contribute to the state employee's retirement program as per Idaho Code.

Adopted: September 2015

801.5 NON-CERTIFICATED EMPLOYEES: EVALUATION; PERSONNEL FILES; AND GRIEVANCE RIGHTS

EVALUATION

The Head of School and/or his/her designee will be responsible for the continuous evaluation of the LEA's non-certificated employees. In no event will an evaluation change the at-will status of non-certificated employees, nor will an evaluation be required pursuant to or prior to any discharge.

Non-certificated employees will be evaluated not less than one (1) time per year by the employee's Direct Supervisor. The Supervisor will review the evaluation with the employee; discuss issues of both satisfactory and non-satisfactory performance. The Supervisor will submit written evaluations of each employee to the Head of School in such manner and at such times as may be determined the Head of School and/or the Board of Directors. All such evaluations will be placed into the employee's personnel file with the school.

As is the case for any item placed into an employee's personnel file, in the case of a non-satisfactory evaluation, the employee will have the opportunity to file a rebuttal to the evaluation. The school expects such rebuttal to be filed within fourteen (14) working days.

In the event that the evaluation demonstrates that the employee's performance is unsatisfactory, the Head of School may take disciplinary action, including, but not limited to, dismissal. As all non-certificated employees are at-will employees, the Idaho College and Career Readiness Academy is not required to provide a non-certificated employee a probationary period for unsatisfactory performance. The Head of School has the discretion to use performance improvement plans in lieu of termination on a case-by-case basis. Use of such action in any given individual situation shall not be reason to require or expect such to be required in any other individual situation.

If the evaluation should demonstrate that the employee has met and/or exceeded the expectations of the job description of his/her position, the Board of Directors authorizes the Head of School to utilize discretion for the possible award of a financial bonus as stipulated in the employee's work agreement only when such is in accordance with budgetary requirements and limitations.

PERSONNEL FILES

As required by Idaho Code, which may be amended from time to time, the Idaho College and Career Readiness Academy will establish personnel files for each district employee. All materials related to the evaluation of that employee will be placed in the personnel file within a timely manner. Employees will be provided timely notice that material has been placed in the file and afforded the opportunity to attach a rebuttal to such material. The school expects such rebuttal documentation to be filed within fourteen (14) working days.

GRIEVANCE PROCEDURES

The Idaho College and Career Readiness Academy's grievance procedure for non-certificated employees shall be the process as is defined in Section 33-517(2), Idaho Code, as may be amended from time to time.

Adopted: 04/15/2014

Amended: September 2015

SECTION 900

901.1 IDCCRA MCKINNEY VENTO HOMELESS EDUCATION POLICY

It is the policy of the Board to ensure that homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging state of Idaho academic standards, are not segregated on the basis of their status as homeless and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness as defined under the McKinney Vento Homeless Education Act as currently stated and as such may be amended or superseded by enactment of subsequent law.

Adopted: 04/15/2014

901.2 STUDENT RESIDENCY REQUIREMENT

For a student to be validly enrolled as a student at the Idaho College and Career Readiness Academy, the student must maintain residency within the state of Idaho. Idaho residency status must be maintained for the entirety of the school year.

Administrative procedures shall be maintained to verify student residency at the time of enrollment and annual registration at Idaho College and Career Readiness Academy.

If a student's residency changed from Idaho to any other state during the course of the school year, the student will be deemed to have voluntarily withdrawn from the Idaho College and Career Readiness Academy and the Administrative Staff shall commence the reclamation process and schooling activities through IDCCRA will cease.

If at any time during the school year any employee or administrator associated with Idaho College and Career Readiness Academy learns that a student has moved from the residency of their registration for

the school year, such individual shall notify the school's Enrollment Coordinator. Thereafter, the Administrative Team will be required to verify that the student maintains an Idaho residency.

Adopted: 4/15/2015

901.3 MILITARY COMPACT WAIVER

The state of Idaho is a member of the Interstate Compact on Educational Opportunity for Military Children. As a public school within the state of Idaho, subject to the laws of the state of Idaho, the school will follow the requirements of the Compact for students who enroll at IDCCRA for whom the Compact applies.

Purpose

The purpose of the Interstate Compact on Educational Opportunity for Military Children is to remove barriers to educational success for children of military families due to frequent relocation and deployment of their parents. The Compact facilitates educational success by addressing: timely student enrollment, student placement, qualification and eligibility for programs (curricular, co-curricular and extra-curricular), timely graduation and the facilitation of cooperation and communication between various member states schools.

Applicability

Compact applies only to children of:

1. Active duty members of the uniformed services, including members of the National Guard and reserve on active duty orders;
 - For application of this section the parent must be on full time duty status in the Army, Navy, Air Force, Marine Corps, Coast Guard, or the commissioned corps of the national oceanic and atmospheric administration and public health services
2. Veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

Educational Records and Enrollment

1. Hand Carried/Unofficial Educational Records

The event that official educational records cannot be released to a parent for the purpose of school transfer, the custodian of records from the sending school shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission.

Upon receipt of the unofficial educational records, IDCCRA shall enroll and appropriately place the student based upon the information IDCCRA personnel receive in the unofficial educational records, pending validation by the official records, as soon as possible.

2. Official Educational Records/Transcripts

At the time of enrollment and conditional placement of a qualifying student at the school, IDCCRA shall request the student's official educational records from the student's last school of attendance.

A school receiving such a request shall process the official educational records request and furnish such within a period of ten (10) days, or within the timeline determined to be reasonable by the Interstate Commission.

3. Immunizations

IDCCRA shall provide a period of thirty (30) days from the date of enrollment, or such other time frame as determined by the rules of the Interstate Commission, within which students may obtain any immunizations required by IDCCRA. Where IDCCRA's requirements include a series of immunizations, initial vaccinations must be obtained within thirty (30) days, or within the timeline determined to be reasonable by the Interstate Commission.

Placement and Attendance

1. Course Placement

Upon transfer of a qualifying student, the IDCCRA shall place the student in courses consistent with the student's courses in the sending school and/or the school's educational assessments.

Course placement includes, but is not limited to honors, international baccalaureate, advanced placement, vocational, technical and career pathways courses.

Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This requirement does not preclude IDCCRA from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

2. Educational Program Placement

IDCCRA shall initially honor placement of the student in educational programs based on current educational assessments conducted at the sending school or participation/placement in similar programs at the sending school.

Educational program placement includes, but is not limited to, gifted and talented programs and English as a second language (ESL). This requirement does not preclude the District from performing subsequent evaluations to ensure appropriate placement of the student.

3. Special Education Services

In compliance with the federal requirements of the IDEA, IDCCRA, as the receiving school, shall initially provide comparable services to a student with disabilities based on his or her current IEP.

In compliance with Section 504 of the Rehabilitation Act and with Title II of the ADA, IDCCRA, as the receiving school, shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities consistent with his or her existing 504 or Title II Plan.

This does not preclude IDCCRA, as the receiving school, from performing subsequent evaluations to ensure appropriate placement and/or accommodations are made for the student.

4. Placement Flexibility

IDCCRA's Administration shall have the flexibility to waive course/program prerequisites or other preconditions for placement in courses/programs offered by IDCCRA.

5. Absences relating to Deployment Activities

A student whose parent or legal guardian is an active duty member of the uniformed services has been called to duty for, is on leave from, or immediately returned from deployment in a combat zone or combat support position, shall be granted additional excused absences at the discretion of the Head of School to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

Eligibility

1. Eligibility for Enrollment

A Special Power of Attorney pertaining to the guardianship of a student of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

IDCCRA shall not charge tuition to a transitioning military student placed in the care of a noncustodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent.

A transitioning military student, placed in the care of a noncustodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which he or she was enrolled when residing with the custodial parent.

2. Eligibility for Extra-Curricular Activity Participation

IDCCRA shall facilitate the opportunity to transitioning military student's inclusion in extracurricular activities, regardless of application deadlines; to the extent the student is otherwise qualified.

Graduation

Order to facilitate the on-time graduation of a child of military families, IDCCRA shall incorporate the following procedure:

Graduation Course Requirements - Waiver

IDCCRA's Administration, through the Head of School or designee, shall waive specific courses that are required for graduation if similar coursework has been satisfactorily completed at another school.

If IDCCRA does not waive the specific course requirement for graduation, IDCCRA shall provide a reasonable justification for the denial. This justification shall be provided to the parent/legal guardian in writing.

IDCCRA does not waive the specific course requirement for graduation and the student would have otherwise qualified to graduate from the sending school, IDCCRA shall provide an alternative means of acquiring required course work to ensure that the student's graduation will occur on time.

1. Exit Exams

In lieu of testing requirements required for graduation at IDCCRA, IDCCRA and the state of Idaho shall accept any or all of the following:

- Exit exams or end-of-course exams required for graduation from the sending school;
- National norm-referenced achievement tests; or
- Alternative testing

In the event the above alternatives cannot be accommodated by IDCCRA for a student transferring during his or her senior year, subsection 3, below, shall apply.

2. Transfer During Senior Year of High School

Should a military student transferring at the beginning of or during the senior year be ineligible to graduate from IDCCRA after all alternatives have been considered, the sending school and IDCCRA shall ensure the receipt of a diploma from the sending school if the student meets the graduation requirements of the sending school.

In the event that one of the states in question is not a member of this Compact, the member state shall use best efforts to facilitate the on-time graduation of the student.

Conflicts

All state laws and District policies that conflict with this policy and/or in conflict with the Compact are superseded to the extent of the conflict.

Cooperation

The receiving District, through its administrative agents, shall timely cooperate with all state agency inquiries and other District/school inquiries relating to a student who is covered by the Compact.

Adopted: July 2015

902.4 TRACKING ATTENDANCE FOR STATE REPORTING

As allowable in Idaho Statute 33-5208(10)(a), for funding calculations, IDCCRA shall utilize the percentage of coursework completed, up to the maximum of one (1) full-time equivalent student in State reporting calculations. IDCCRA reserves the right under Statute 33-5208(10)(a) to utilize actual hours of attendance in our public virtual school on a flexible schedule, up to the maximum of one (1) full-time equivalent student when this calculation is more advantageous to the school. Refer to the Calculating Attendance for State Reporting document for specific calculation information.

Adopted: July 2015

902.5 ATTENDANCE AND TRUANCY

Idaho Code #33-512 (1) requires that each public school adopt a calendar that provides students at each grade level with the following minimum number of hours of instruction. Idaho College and Career Readiness Academy (IDCCRA) requires the following hours:

Grades 9-12	990 hours
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Idaho Code #33-202 establishes that school attendance is compulsory for students between the ages of seven (7) and sixteen (16), unless the student is comparably instructed. IDCCRA is one of the public school options available to parents to fulfill this obligation. Parents should understand that IDCCRA is a public school alternative, not a home school alternative. As a part of the public school system, IDCCRA has responsibility to account for the attendance and progress of each individual student enrolled and for which IDCCRA receives public funds.

The procedures by which students can be suspended, expelled and reenrolled, as well as the appeal process are delineated in the student handbook.

Attendance is defined as actively working in all courses that promotes progress in the curriculum, and is sustained throughout the entire semester. Please review the student/Parent handbook for more detail.

Refer to the student handbook for specific examples, definitions and procedures.

These attendance regulations, as established by the Board, are subject to modification in the instance of an individual student's IEP or Section 504 Plan.

Adopted: 04/15/2014

Amended: July 2015

902.5A DENIAL OF ENROLLMENT – STUDENTS SEEKING IDCCRA ENROLLMENT

Pursuant to Idaho Code § 33-205, IDCCRA may deny enrollment and attendance to any student who has been expelled from a public school district (LEA) within the state of Idaho or any other state.

Habitually Truant Students

IDCCRA will follow the process of denying enrollment for students who are habitually truant as is allowable by Idaho Code § 33-205.

Adopted: 04/15/2014

902.6 DUAL ENROLLMENT

Idaho College and Career Readiness Academy allows for dual enrollment provided for by Idaho Code § 33-203. For the purposes of the policy, a dually enrolled student is one who resides in Idaho and attends IDCCRA while concurrently attending either: a) another publicly funded school in Idaho (including public charter school), b) a private school in Idaho, or c) a home school in Idaho.

An IDCCRA student must be enrolled in at least 3 courses with IDCCRA to be eligible for Dual Enrollment. Priority for enrollment with IDCCRA will be given to students who are enrolled in IDCCRA full-time, with upper grade levels having first choice over lower level grades. Should the total number of Dual Enrollments applied for exceed the allowable cap, such requests may be brought to the Board of Directors for consideration.

Priority for dual enrollment will be given to students whose parent or guardian completes the required application process:

1. certifying the extent of the student's participation in outside educational program(s) either private, public, or home-based;
2. certifying the extent of the student's participation in special services such as Special Education or other assistance programs;
3. requesting the course / program name(s) in which they want their child to participate;
4. obtaining on the application for dual enrollment, the signature of an official representative of the secondary education program stating that s/he agrees to the terms of the dual enrollment as proposed on the form including:
 - a. the school responsible for testing;
 - b. the process for dividing Average Daily Attendance (ADA) monies from the primary education program to the secondary education program, if any;

The basis of dual enrollment will follow the State funding model. Students may apply for "Full-Time" Dual Enrollment, "Part-Time" Dual Enrollment or "Single Course" dual enrollment. "Full Time" Dual Enrollment is defined as a student attending IDCCRA more than 4 (four) hours per school day. IDCCRA will receive full ADA for "Full Time" Dual Enrollment students. "Part-Time" Dual Enrollment is defined as a student attending IDCCRA more than 2 ½ (two and a half) hours but less than or equal to 4 (four) hours per school day. IDCCRA will receive ½ (one half) ADA for "Part-Time" Dual Enrollment students. "Single Course" Dual Enrollment is defined as a student attending IDCCRA for one course. IDCCRA will invoice the other district

based on the IDCCRA Monthly Per Capita State Apportionment developed by the State Department of Education

“Full-Time” Dual Enrollment students will have the opportunity to accept or decline the use of a school computer and printer and will follow the same internet service provider (ISP) Subsidy guidelines as fully enrolled IDCCRA students. “Part-Time” and “Single Course” Dual Enrollment students will not be provided with a computer, internet service subsidy or printer.

Students enrolled full-time in other education programs, private, public, or home based will not be allowed to enroll full-time with IDCCRA. A student cannot be doubly enrolled.

Dually enrolled students shall apply for dual enrollment at the beginning of each term. Applications for dual enrollment will be received and considered by IDCCRA on an annual basis at a time set by the Head of School or until the cap is met, whichever comes first. Dually enrolled students shall apply for dual enrollment on an annual basis. Dual Enrollment seats will be limited to no more than 10% of the total student population.

Adopted: 04/15/2014

Amended: July 2015

903.1 ENROLLMENT CAP POLICY

Maximum Enrollment. The maximum number of students who may be enrolled in the school is determined by the Board each school year no later than the annual meeting prior to that school year. The Board may also establish an enrollment deadline(s). The Charter Board may establish different enrollment caps and/or enrollment deadlines for the general program and the alternative program. The enrollment caps and/or deadlines must be publicly posted as soon as reasonably possible after the Board makes its annual determination, and remain posted for the remainder of the affected school year. Once enrollment caps and/or deadlines have been established, students shall be enrolled until the cap or deadline is reached, whichever occurs first. Thereafter, student applications will be accepted for enrollment during the following school year.

Preference for positions in any class will be the following:

1. Pupils returning to the Idaho College and Career Readiness Academy in the second or any subsequent year of its operation;
2. Siblings of pupils already enrolled in the Idaho College and Career Readiness Academy;
3. An equitable selection by lottery or other random method.

Only when necessary, a lottery will be held for each school year on a date determined by the Board of Directors, if there are more applications than available student positions to be filled in any grade or program. The lottery will dictate the order of placement of the students. Open positions will be filled by the first name in the lottery for that grade/program and continue on down the list for that grade/program until all positions are filled. Once the class is filled, then the waiting list will be composed of those students whose names remaining on the list for that grade/program.

The names on the waiting list will remain in that order until the next school year. In the next school year, all names will be relottered; both on the waiting list and new applications. Any open positions will be filled from the new lottery list for the upcoming school year.

Adopted: 04/15/2014
Amended: July 2015

903.2 PREVIOUSLY ENROLLED HABITUALLY TRUANT STUDENTS SEEKING RE-ENROLLMENT

Any student who has previously been enrolled with IDCCRA, left and thereafter seeks to re-enroll with the school is required to disclose this information at the commencement of the re-enrollment process. If this is not disclosed, the Board reserves the right to implement the provisions of this policy when such information is disclosed or otherwise learned.

Any student who is seeking re-enrollment at IDCCRA who was not in compliance with the school's attendance policy and who had been deemed an habitual truant at the time of any previous enrollment is required to comply with this policy prior to any re-enrollment at the school. Any student who is seeking re-enrollment at IDCCRA who was withdrawn after failing to comply with IDCCRA's orientation process is required to comply with this policy prior to any re-enrollment at the school. Such request for re-enrollment, as well as the processing of the below detailed hearing to consider allowance for enrollment, shall be completed prior to the open enrollment period. If such is not completed prior to this time, the consideration for re-enrollment will be with regard to the next subsequent open enrollment period.

Any student is deemed to be an habitual truant if the pupil, in the judgment of the board or a designee of the board has determined the student to have repeatedly been in violation of IDCCRA's attendance policies. A child who is an habitual truant is under the purview of the juvenile corrections act if he or she was within the age of compulsory attendance at the time of the violation.

The Board of IDCCRA may deny enrollment of any student who is an habitual truant.

If a student seeks to enroll at IDCCRA who has previously been deemed, either by the board or the designee of the board, to be an habitual truant, the Board of IDCCRA has the option to deny enrollment to such student.

In such a circumstance, the parent/guardian will be notified of the procedure, and, if the parent/guardian still wishes to apply for the student's re-enrollment, the administration will send written notice to the parent/legal guardian which states the grounds for the proposed denial of enrollment and a time and place where the parent or guardian may appear to contest the action of the board to deny school attendance. This notice shall also state:

- The pupil's right to be represented by counsel;
- The pupil's right to produce witnesses, and submit evidence on his own behalf; and
- The pupil's right to question any adult witness who may appear against the enrollment.

This notice shall also state a date for the student and the parent/legal guardian a full and fair hearing on the proposed denial of enrollment. There shall be a reasonable period of time between the date of the notice and the scheduled hearing so as to allow for preparation for the hearing.

Should the Board, subsequent to the hearing, allow an habitually truant student to re-enroll, the Board may impose reasonable conditions upon the student to permit the student's attendance. Should a student violate any of those conditions, the student will be returned to the Board for reconsideration of the permission for enrollment and/or possible expulsion from school.

Legal Reference: Idaho Code 33-205
Idaho Code 33-206

Adopted: 04/15/2014

904.0 STUDENT RECORDS

DEFINITIONS

For the purpose of this policy, the following definitions apply:

“Parent” is defined as a natural parent, legal parent, legal guardian, or individual legally authorized to be acting in the absence of a parent or guardian, authorized to address student educational issues.

“Eligible Student” is defined as a student over the age of eighteen (18), legally emancipated student or a student attending a post-secondary institution.

“Educational Record” is defined as those records directly related to a student, collected and maintained by LEA #489 or by a party acting on behalf of LEA #489.

“School Official” is defined as any person employed by LEA #489 in administrative, counseling, supervisory, academic, student support services, or research positions, any support person to those positions, and any person employed by or under contract with LEA #489 to perform a special task.

ANNUAL NOTIFICATION REQUIREMENTS

The Family Educational Rights and Privacy Act (FERPA) has specified that student Educational Records are confidential, with some exceptions. LEA #489 will provide Parents and Eligible Students annual notification of their rights under FERPA. The annual notice will contain information regarding the right to inspect their children’s Educational Records, the right to seek an amendment of an Educational Record, the right to consent to disclosures of personally identifiable information, with certain exceptions, and the right to file a complaint with the U.S. Department of Education.

RIGHT TO INSPECT EDUCATIONAL RECORDS

Parents or Eligible Students may inspect and review Educational Records. LEA #489 will comply with a request for access to Educational Records within a reasonable period of time, but in case more than forty-five (45) calendar days after it has received the request. LEA #489 will respond to reasonable requests for explanations and interpretations of the Educational Records. A copy of the Educational Records will be given to the Parent or Eligible Student upon request if failure to do so would prevent the Parent or Eligible Student from exercising the right to inspect and review the records. LEA #489 may charge the Parent or Eligible Student the actual costs for copying the Educational Records unless payment of such cost is determined to effectively preclude the Parent or Eligible Student from having access to the Educational Records.

LEA #489 will not destroy requested Educational Records if there is an outstanding request to inspect and review those records.

DISCLOSURE OF EDUCATIONAL RECORDS TO NONCUSTODIAL PARENT

A noncustodial parent's access to Educational Records and information pertaining to his or her minor child will not be denied solely because the parent is not the child's custodial parent. However, information concerning a minor child's home address will be deleted from all Educational Records supplied to a noncustodial parent if the custodial parent has advised the LEA in writing to do so.

DEFINITION OF EDUCATIONAL RECORDS

Educational Records are defined as those records directly related to a student, collected and maintained by LEA #489 or by a party acting on behalf of LEA #489. Educational Records include, but are not limited to, the cumulative file, special educational records, medical and health records, personally identifiable information (i.e. social security number, student number, photo identification) and disciplinary records.

Educational Records do not include records that are kept in the sole possession of the maker of the record, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

PERSONALLY IDENTIFIABLE INFORMATION

Personally Identifiable Information will not be released from an educational record without the prior written consent of the parent or eligible student, except under specific circumstances. "Personally Identifiable Information" includes, but is not limited to:

- 1) The student's name,
- 2) The name of the student's parent or other family member,
- 3) The address of the student or student's family,
- 4) A personal identifier such as the student's social security number or student number.
- 5) A list of personal characteristics that would make the student's identification easily traceable;
or
- 6) Other information that would make the student's identity easily traceable.

RELEASE OF INFORMATION WITHOUT PRIOR CONSENT

Personally Identifiable Information will be released without prior consent of the Parent or Eligible Student only under the following conditions:

- 1) The disclosure is to School Officials who have a legitimate educational interest. *School Officials are instructional, supervisory, administrative, and ancillary personnel acting on behalf of LEA #489 in any official capacity, temporarily or permanently, whether with or without compensation, or under contract with LEA #489, including a person employed by or under contract to LEA #489 to perform a special task, such as an attorney, auditor, medical consultant, or therapist. A legitimate educational interest includes performing educational or discipline related tasks in connection with a student, providing educational services to a student or a student's family, or performing administrative or other educational responsibilities prescribed by LEA #489:*

- 2) The disclosure is to officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll;
- 3) The disclosure is to specific federal, state, and local educational authorities with an educational need;
- 4) The disclosure is in connection with financial aid for which the student has applied or for which the student has received;
- 5) The disclosure is to organizations conducting studies for, or on behalf of LEA #489 to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction;
 - a) When information is disclosed to such organizations, the study must be conducted in such a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization.
 - b) The information must be destroyed when no longer needed for the purpose for which the study was conducted;
 - c) If it is determined by the U.S. Department of Education that an organization has violated the requirement to destroy the information when it is no longer needed, LEA #489 will not allow that third party access to personally identifiable information from Educational Records for at least five (5) years.
- 6) The disclosure is to an accrediting organization to carry out its accrediting function;
- 7) The disclosure is to Parents of a dependent Eligible Student as defined by the Internal Revenue Code;
- 8) The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that LEA #489 makes a reasonable effort to notify the Parents or Eligible Student of the order or subpoena in advance of compliance;
 - a) The prior notification requirement does not apply where the subpoena is issued by a federal grand jury or for any law enforcement purpose and the issuing court or agency has ordered that the existence and contents of the subpoena not be disclosed;
 - b) A student's relevant Educational Records can be disclosed without a subpoena if LEA #489 initiates legal action against a Parent or student, or if a Parent or student initiates legal action against LEA #489;
- 9) The disclosure is in connection with a health or safety emergency;
- 10) The disclosure is information that LEA #489 has designated as "Directory Information";
- 11) The disclosure is to the Parent or Eligible Student.

ACCESS LOG

LEA #489 will maintain a record of each request for access to and each disclosure of Personally Identifiable Information from the Educational Record of each student. This access log will be maintained with the student's Educational Records as long as the Educational Records are maintained. The access log will specify the individuals who have requested or received Personally Identifiable Information from the Educational Records and the legitimate educational interests the parties had in requesting or obtaining the information. If the information was released without prior parental consent, the specific exception for such consent will also be set forth. A record will not be kept of access to a student's record by the Parent or Eligible Student, a School Official with legitimate educational interest, when written consent has been received from the Parent or Eligible Student, a request is received for Directory Information only, or LEA #489 is ordered to not disclose the request for records.

DIRECTORY INFORMATION

Directory Information is defined as information contained in an Educational Record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:

1. Student name
2. Region and/or city and/or town or residency within the state of Idaho
3. Address of student *only to the extent authorized for use by the family in a student and/or parent directory*
4. Telephone listing *of student or parent only to the extent authorized for use by the family in a student and/or parent directory.*
5. Electronic mail address (e-mail) *of student or parent only to the extent authorized for use by the family in a student and/or parent directory*
6. Photographs *of the student used by LEA #489 only for recognition of student achievement and community relations, including, but not limited to, publications in the LEA 's or teachers' newsletters, in the school setting and on the LEA 's web site;*
7. Age/Grade of attendance
8. Major field of study
9. Participation in officially recognized activities such as outings
10. Weight and height only for members on athletic teams
11. Dates of attendance, degrees, and awards/honors received
12. The most recent previous school, school district or institution attended.

RELEASE OF DIRECTORY INFORMATION

Directory Information can be released to the public through appropriate procedures. Directory Information may be released without prior consent after LEA #489 gives annual notice to Parents of students or Eligible Students. The notices shall identify the types of information considered to be Directory Information and the LEA's option to release such information and the requirements that the LEA must, by law, release secondary students' names, addresses, and telephone numbers to military recruiters and/or institutions of higher education, unless Parents or Eligible Students request this LEA to withhold this information. Such notice will be given prior to release of Directory Information.

Exclusions from any or all directory categories named as Directory Information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the Parent or Eligible Student within fifteen (15) days of annual public notices.

Directory Information shall be released with only administrative direction.

Directory Information considered by this LEA to be detrimental will not be released.

Information will not be given over the telephone except in the case of health and safety emergencies.

At no point will a student's Social Security number or student identification number be considered Directory Information.

PROCEDURE TO AMEND RECORDS

If a Parent or Eligible Student believes that the Educational Records relating to the student contain information that is inaccurate, misleading, or in violation of the student's right of privacy, they may seek to amend the Educational Record. The right to seek amendment cannot be used to challenge a grade or an individual's opinion (unless the grade or the opinion has been inaccurately recorded) or an LEA decision to create or maintain particular or Educational Records. When a request to amend Educational Records is received, *it shall be reduced to writing and* the following procedure will be followed:

REVIEW PROCESS

1. *Within thirty calendar (30) days* of receiving a request to amend the Educational Record, LEA #489 through its designees, will determine whether the information contained in an Educational Record is inaccurate, misleading, or in violation of the student's right of privacy. If LEA #489 determines that the requested amendment is appropriate, it will correct the record and provide written notice of the changes to the Parent or the Eligible Student.
2. If LEA #489 determines that the information is not inaccurate, misleading, or in violation of the student's right of privacy, it will inform the Parent or Eligible Student, *in writing*, of its decision, *reasons why it denied the request to amend the record*, and the right to a hearing.

HEARING PROCESS

1. The Parent or Eligible Student, on request, has an opportunity for a hearing to challenge the contents of the student's Educational Records on the grounds that the information contained therein is inaccurate, misleading, or in violation of the privacy rights of the student.
2. LEA #489 will hold the requested hearing within thirty (30) days after it receives a request for the hearing. Notice of the date, time, and place will be given to the Parent or Eligible Student within a reasonable amount of time prior to the hearing. Because of the

geographical make-up of LEA #489's student body, the hearing may be held via electronic means.

3. The HOS or his/her designee, including an employee of the LEA who does not have a direct interest in its outcome, may conduct the hearing. The Parent or Eligible Student will be given full and fair opportunity to present evidence relevant to the issues raised at the hearing. The Parent or Eligible Student may, at their own expense, be assisted or represented by an individual of his or her own choice, including an attorney.
4. The HOS or his/her designee conducting the hearing is not bound by common law or by the rules of evidence. Evidence will be admitted and given weight only if it is the kind of evidence which reasonable persons are accustomed to rely on in the conduct of serious affairs.
5. The HOS or his/her designee will make his/her decision in writing within fourteen (14) days after the close of the hearing. The decision will be based solely on the evidence of presented at the hearing and will include a summary of the evidence and the reasons for the decision. The hearing officer's decision will be the final decision of this LEA.
6. If the HOS or his/her designee concludes that the information being contested is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, LEA #489 will amend the Educational Records at issue and inform the Parent or Eligible Student of the amendment in writing.
7. If the HOS or his/her designee concludes that the information in the Educational Record is not inaccurate, misleading, or in violation of the privacy rights of the student, LEA #489 will inform the Parent or the Eligible Student of the right to place a statement in the Educational Record commenting on the contested information or stating why he or she disagrees with LEA #489's decision, or both. If such a statement is received by LEA #489, it will remain as part of the Educational Record for as long as the student's Educational Record is maintained and the statement will be disclosed whenever the LEA discloses the portion of the Educational Record to which the statement is related.

EDUCATIONAL RECORDS OF STUDENTS WITH DISABILITIES

IDCCRA will allow parents of students with disabilities and eligible students with disabilities the right to inspect and review any Educational Records relating to the student that are collected, maintained, and/or used by the LEA consistent with the provisions of this policy and provisions of the IDEA.

LEA #489 will also comply with a request to inspect and review such records without unnecessary delay, and in no event more than forty-five (45) calendar days after the request had been made, in these situations:

1. Before any meeting regarding the student's Individualized Education Program (IEP),
2. Before any hearing relating to the identification, evaluation, or educational placement of the student; or

3. Before any hearing relating to the provisions of a Free Appropriate Public Education (FAPE) to the student.

LEA #489 will inform the Parent or Eligible Student when Personally Identifiable Information collected, maintained, or used by this LEA is no longer needed to provide educational services to the student. The information must be destroyed at the request of the parent or eligible student. However, this LEA may maintain a permanent record of the student's name, address, and phone number, his/her grades, attendance records, classes attended, grade level completed, and year completed without time limitation.

Adopted: 04/15/2014

Amended: July 2015

904.0 A RETENTION OF STUDENT EDUCATIONAL RECORDS

The General Education Provisions Act and the federal regulations for State-Administered Programs both require that records be retained for at least five (5) years. With the exception of permanent student educational records, student educational records will only be kept for a period of five (5) years after the student graduates from high school or withdraws from Idaho College & Career Readiness Academy.

Adopted: July 2015

904.0 B PERMANENT STUDENT EDUCATIONAL RECORD

Idaho College and Career Readiness Academy personnel will maintain for five (5) years the educational record of students not currently enrolled. IDCCRA shall maintain a permanent educational record for each student that shall contain information, including but not limited to the following:

1. Student's name
2. Grades
3. Entrance and withdrawal record
4. Birth Certificate
5. Immunization Records
6. Student identification number
7. Transcripts
8. Educational assessment data

The permanent education record of each student is maintained at the administrative office.

Adopted: July 2015

904.1 COURT ORDER FOR RECORDS/SUBPOENAS

When any Court Order for Records/Subpoenas is received by school personnel, it shall be immediately directed to the school's Operations Manager. Should the individual who was initially in receipt of the Subpoena/Court Order receive any questions about the Subpoena/Court Order, the individual making such inquiry should be advised that it has been forwarded to the school's Central Office. If they have further questions, they will be directed to the school's Operation Manager.

The School's Operations Manager will handle any Court Order for Records/Subpoena as outlined in the school's Operations Manual.

Adopted: 04/15/2014

904.2 IDCCRA STUDENT DATA PRIVACY AND SECURITY POLICY

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014 (Idaho Data Accountability Act).

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.¹

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, each school district and public charter school shall adopt, implement and electronically post this policy. It is intended to provide guidance regarding the collection, access, security and use of education data to protect student privacy. This policy is consistent with the DMC's policies regarding the access, security and use of data maintained within the SLDS.² Violation of the Idaho Data Accountability Act may result in civil penalties.³

¹ [Data Management Council](#)

² [Data Management Council Policies and Procedures](#)

³ [Idaho Code Title 33, Section 133](#)

Defined Terms

Administrative Security consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

Aggregate Data is collected or reported at a group, cohort or institutional level and does not contain PII.

Data Breach is the unauthorized acquisition of PII.

Logical Security consists of software safeguards for an organization's systems, including user identification and password access, authenticating, access rights and authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

Personally Identifiable Information (PII) includes: a student's name; the name of a student's family; the student's address; the students' social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.

Physical Security describes security measures designed to deny unauthorized access to facilities or equipment.

Student Data means data collected at the student level and included in a student's educational records.

Unauthorized Data Disclosure is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

Collection

- Idaho College and Career Readiness Academy shall follow applicable state and federal laws related to student privacy in the collection of student data.

Access

- Unless prohibited by law or court order, Idaho College and Career Readiness Academy shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.
- The Superintendent, administrator, or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed. PII maintained by Idaho College and Career Readiness Academy shall be restricted to: (1) the authorized staff of the public charter school who require access to perform their assigned duties; and (2) authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and (3) vendors who require access to perform their assigned duties.

Security

- Idaho College and Career Readiness Academy shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure.
- Idaho College and Career Readiness Academy shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of Public Instruction in the case of a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

Idaho College and Career Readiness Academy shall notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

- Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.
- Contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:
 - Requirement that the vendor agree to comply with all applicable state and federal law;
 - Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
 - Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
 - Prohibition against the vendor's secondary use of PII including sales, marketing or advertising;
 - Requirement for data destruction and an associated timeframe; and
 - Penalties for non-compliance with the above provisions.
 - Directory information is defined in IDCCRA Board Policy 904.0. Idaho College and Career Readiness Academy chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory. If a parent does not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

Reference: Idaho Code 33-133

Adopted: July 2015

904.3 TRANSFERRING STUDENT RECORDS

Incoming Transferred Students

Idaho College and Career Readiness Academy is required by Idaho law to request the records of a transfer student from the former school within fourteen (14) days of the student's enrollment. Idaho College and Career Readiness Academy's enrollment date is the student's first day of school as indicated by the student's "school enrollment date".

Incoming Out-Of-State Students

According to Idaho Law the parent or guardian of a student transferring from out-of-state to Idaho College and Career Readiness Academy is required, if requested, to furnish the district accurate copies of the student's school records, including records containing information concerning violent or disruptive behavior or disciplinary action involving the student. This information will be contained in a sealed envelope, marked to indicate the confidential nature of the contents, and addressed to the principal or other administrative officer of the school.

Failure of the parent or guardian to furnish the required records, or failure to request of the administration of the previous school to provide the required records, will constitute adequate grounds to deny enrollment to the transferring student or to suspend or expel the student if already enrolled.

Outgoing Transferring Students:

Idaho College and Career Readiness Academy shall comply within ten (10) days of receipt of a records request from the student's new school and will forward a copy of a transferred student's record.

If records have been "flagged," the copy of records shall not be forwarded to the new school. If a "flagged" record is requested, the school must notify law enforcement of the request for the "flagged" record. Upon notification by law enforcement of the returned child, Idaho College and Career Readiness Academy can remove the "flag" from the record.

Transferring Disciplinary Records

Idaho College and Career Readiness Academy is required to transfer disciplinary records with the timelines set forth above.

When a school record contains information concerning violent or disruptive behavior or disciplinary action of a student, this information shall be contained in a sealed envelope, marked to indicate the confidential nature of its contents, and addressed to the principal or other administrative officer of the school.

Legal Reference: Idaho Code Section 33-209, 33-603, 18-4511

Adopted: July 2015

905.0 EDUCATION AND DISCIPLINE**905.1 STUDENT CODE OF CONDUCT**

Students are subject to the rules and restrictions implemented by Idaho College and Career Readiness Academy AND the Student Code of Conduct and Acceptable Use Guidelines which is provided in the student handbook.

Adopted: 04/15/2014

905.2 STUDENT SUSPENSION

The Head of School or designee may temporarily suspend any pupil for disciplinary reasons or for other conduct disruptive of good order or of the instructional effectiveness of the school. Suspension procedures are outlined in the student handbook and consistent with the provisions of Idaho Code 33-205.

Adopted: 04/15/2014

Amended: July 2015

905.3 EXPULSIONS AND DENIAL OF ATTENDANCE OF ENROLLED IDCCRA STUDENTS

Pursuant to Idaho Code § 33-205, the Board of Directors may deny enrollment or expel a student who is:

- 1.) an habitual truant;
- 2.) who is incorrigible;
- 3.) 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

4.) 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.

Adopted: 04/15/2014

Amended: July 2015

907.0 STUDENT WELFARE AND SAFE ENVIRONMENT

907.1 USE OF MEDICAL INHALERS OR EPINEPHRINE AUTO-INJECTORS

It is the policy of the Idaho College and Career Readiness Academy, LEA #489, to allow for the self-administration of medication and possession of such medication administered by way of a meter-dosed inhaler or dry-powder inhaler, prescribed by a physician and having an individual label, by a pupil for asthma or other potentially life-threatening respiratory illness or by way of an epinephrine auto-injector for severe allergic reaction.

This policy covers students who are participating in school-sponsored outings, testing activities or other school-sponsored events. LEA #489 reserves the right to designate what is or is not a school-sponsored activity or event.

Should any student possess any qualifying medication, disclosure of such shall be made to the Head of School and the teacher supervising the school-sponsored activity. Where appropriate, a school health care plan will be developed.

Adopted: 04/15/2014

907.2 RELATIONSHIP ABUSE AND SEXUAL ASSAULT PREVENTION AND RESPONSE

The school and its personnel will endeavor to prevent and/or respond to known instances of relationship abuse and/or sexual assault involving our students. Such conduct on or in relation to the school's property or school events is strictly prohibited. Such prohibition includes instances where the conduct occurs off of the school's property but has an impact upon the school related activity.

Relationship abuse is defined to include: the intentional use of physical, secular, verbal or emotional abuse or violence by a person to harm, threaten, intimidate, control or otherwise negatively impact upon the life of another individual in an existing, past or desired future dating relationship.

Any student who is found to have engaged in conduct in violation of this policy will be subject to discipline, up to and including possible expulsion from the school. A third party whose behavior is found to be in violation of this policy is likewise subject to possible negative consequences and sanctions as determined and/or imposed by the Head of School or School's Board.

In addition to school-related consequences, the individuals involved in such action may also be referred to law enforcement officials or the Idaho Department of Health and Welfare. The District will further comply with mandatory reporting requirements pursuant to the Child Protective Act under Section 16-1605, Idaho Code in the situation where such conduct amounts to or would lead to the reasonable

suspicion of the abuse, abandonment or neglect of a minor child under the age of eighteen (18) years of age.

The Head of School is directed to develop necessary and appropriate procedures to implement this policy. Such procedures shall include the description of prohibited conduct, reporting and investigation procedures, prevention and response procedures and provisions to ensure that students and families are aware of this policy and procedure through inclusion in the Student Handbook.

The Board shall review this policy annually.

Adopted: July 2015

907.3 PROHIBITION OF TOBACCO USE OR POSSESSION

The Board acknowledges that tobacco use by students not only presents a health and safety concern which may have lifelong consequences to both the user and non-users in the school setting but further that the possession, receipt, purchase, selling, distribution, use or consuming of tobacco products or electronic cigarettes by a minor is unlawful pursuant to Section 39-5703, Idaho Code.

Accordingly, the Board prohibits the use/consumption, possession, distribution/sale, or receipt of tobacco products or electronic cigarettes by students at any time in a school building, on school property or at a school-sponsored activity held off of school property. For the purpose of this policy, tobacco use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco in any form, electronic cigarettes, electronic nicotine delivery system or vaporizer smoking devices as well as any related "look-alike" or synthetic products.

If a student is found in violation of this policy, the school may initiate discipline in accordance with the school's discipline policy and further may report such conduct to law enforcement officials in accordance with the aforementioned provision of the Idaho Code.

Adopted: July 2015

909.1 STUDENT ORGANIZATIONS

The Board recognized that Extracurricular and Co-curricular Activities are a valid and important part of the total school program.

Student participation in Extracurricular and Co-curricular Activities is a privilege and not a right. As such, the Head of Schools or designee may impose rules, requirements and discipline to effectively meet the needs of the students and the programs. The school retains the authority to maintain discipline and to protect the health, safety, morals and well-being of students and staff on any school premises or at any school sponsored activity, regardless of location.

Co-Curricular Activities:

Co-curricular Activities are school authorized activities held in conjunction with a credit-bearing class but outside of the regular school day. Such Co-curricular activities may include: debate, drama, music.

Extracurricular Activities:

Extracurricular Activities are school authorized activities which are conducted and take place outside of the regular school day and do not involve class credit. Such Extracurricular Activities may include: athletics, student organizations, student government, and community activities for which high school letters are awarded.

Adopted: 04/15/2014

909.1 C STUDENT ACTIVITY FUNDS

The Board authorizes the Head of School or designee to establish procedures for the collection and expenditure of Student Activity Funds to promote the general welfare, education, and morale of all students and to finance the normal legitimate co-curricular activities of the school.

These funds are to be maintained as agency funds.

All funds collected by the schools shall be maintained in accounts requiring two authorized signatures for the distribution of funds; one signature shall be by a person designated by the Board as an Assistant Treasurer of the District; the other signature shall be by a person authorized by the Board to be a designated counter signer. All disbursements from these funds shall be made by regular bank check.

A report of the activity in these funds shall be submitted to the Board each month.

The Head of School or designee shall provide accounting procedures for the receipt, deposit, and withdrawal of funds.

The Business Manager is the person responsible for the proper collection, disbursement, and control of all school activity funds. This includes providing for the safe keeping of monies, proper accounting and administration of the funds, and compliance with Board of Trustees policies and school's procedures.

DEFINITION

Student Activity Fund: an agency fund that is custodial in nature. The fund will control, account for, and report assets, receipts, deposits, expenditures, assets, liabilities, and fund balances for school related activities such as:

- admission charges for interscholastic activities,
- publications,
- clubs,
- student organizations,
- student activities,
- student fee collections which are used to provide more than one (1) activity or benefit to all of the students of a school or school building.

These accounts are generally operated for the benefit of students, are governed by school policy, and are supervised by school staff members and accountable to the Board of Directors.

Adopted: 04/15/2014

910.1 GRADING SCALE AND GRADE POINT AVERAGES

A. Virtual High School Grading Scale and Grade Point Averages

Grading Scale:

A = 90 – 100 (4.00)

B = 80 – 89 (3.00)

C = 70 – 79 (2.00)

D = 60 – 69 (1.00)

F = 0 – 59 (0.00)

High school courses graded as “pass/fail” count for elective credit if passed, but do not count into the GPA.

Weighted Grading Scale:

A=90-100 (5.00)

B=80-89 (4.00)

C=70-79 (3.00)

D=60-69 (2.00)

F=0-59 (0.00)

Only Advanced Placement and Concurrent or Dual Credit classes will reflect a weighted grade.

Secondary Honor Roll

The following grading scale will be used by the Idaho College and Career Readiness Academy to determine High Honors and Honors students:

3.5 – 4.0 = High Honors

3.0 – 3.49 = Honors

Adopted: 04/15/2014

912.1 CREDIT ACCEPTANCE FOR TRANSFERRING STUDENTS

Students transferring from schools outside of this LEA will receive credit toward high school graduation as follows:

1. For those classes taken at the previous accredited schools that have been approved by the Idaho State Department of Education.
2. As an AdvancED accredited school, IDCCRA shall accept and classify transfer credits earned or grade placement from schools that are accredited by a recognized national, regional or state accrediting agency (i.e. Southern Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Accreditation Commission and Western

Association of Schools and Colleges) without further validation based on the school's policies and procedures governing such offerings.

3. IDCCRA may accept credits or grade placement from non-accredited schools when validates by one or more of the following procedures: a review of the student's academic record, an analysis of a sending school's curriculum, a review of a portfolio of student work or through an assessment of scholastic performance. Determination as to the acceptance of credits or grade placement from non-accredited schools shall solely be in the Discretion of IDCCRA.

In cases of students transferring from foreign countries, generally, the Idaho College and Career Readiness Academy will follow the guidelines as set down by the State Board of Education and the lists of accrediting agencies that the Board provides. In cases where a student has had to flee a foreign country as a refugee, IDCCRA will follow accepted guidelines and practices as outlined in the federal Office of Refugee Resettlement (Refugee Act of 1980), and any subsequent versions or modifications of this Act, and will consider these circumstances on an individual case by case situation.

Adopted: 04/15/2014

Amended: July 2015

912.2 HIGH SCHOOL CLASSES—ADDING/DROPPING & INCOMPLETES

All Students will be given 15 school days from the commencement of the course, in which to drop classes without incurring any penalty. After the deadline has passed, all dropped courses will result as an "F" for the student's final grade. Any additions or changes to a student's original class schedule must be made within the first five (5) days of school.

The Idaho College and Career Readiness Academy recognizes that a student could possibly face unusual circumstances which do not allow him/her to complete a course in the required amount of time. Incomplete "I" grades will be given for documented illnesses or exceptional circumstances on a case by case basis. The time limit to make up the incomplete grades is either the next grading period following the end of the illness or special circumstance, or the next semester when the class is offered, whichever comes first.

Adopted: 04/15/2014

Amended: July 2015

913.0 STATEWIDE TESTING

A statewide testing program has been established by the Idaho State Board of Education. LEA #489 is required to participate in the statewide testing program so long as the program is funded by the state of Idaho. The general purpose of the statewide testing program is stated as follows:

1. Providing comparative local and state data regarding the achievement of Idaho students in essential skill areas.
2. Identifying performance trends in student achievement across grade levels tested over time.

3. Providing supplemental information to school districts and LEAs that may be useful in evaluating local curriculum and instructional practice.

All students in accordance with the provisions of the Idaho Administrative Procedures Act Section 08.02.03.111.04, in Idaho Public Schools grades kindergarten through twelve are required to participate in the state's comprehensive assessment program approved by the state Board of Education.

The extent of participation and or allowed accommodation/adaptation in this testing program by students with disabilities will be determined by each student's IEP Team. In no event will a student be denied the right to participate in testing.

Adopted: 04/15/2014

Amended: July 2015

950.1 GRADUATION REQUIREMENTS

High School Graduation Requirements

Idaho College and Career Readiness Academy is provisionally accredited by the State of Idaho and AdvancED. As a member of these associations the school must meet the requirements of graduation set up by these organizations, the Idaho State Board of Education, the Idaho State Department of Education, the laws of the state of Idaho and the Idaho College and Career Readiness Academy Board of Trustees.

A. Course Requirements

The Idaho College and Career Readiness Academy will follow the Idaho State Department of Education Graduation requirements, as such may be amended from time to time. In order to be eligible for graduation from Idaho College and Career Readiness Academy, a student must have earned a minimum of 25% of his/her high school credits required for graduation, or complete a minimum of one (1) full semester (at any time during the student's education or a combination of time to equal one (1) full semester) as fulltime students of Idaho College and Career Readiness Academy. Exceptions may be approved by the Head of School.

B. State Board of Education Requirements

The Idaho College and Career Readiness Academy will follow the Idaho Board of Education Graduation requirements, as such may be amended from time to time, including participation in and/or specific outcomes on specifically mandated standardized testing. Should students not master the mandated proficiency requirements on any mandatory standardized testing activity, they may be eligible to demonstrate proficiency with an alternate measure, in accordance with the State Board of Education rule and approved by the Board.

C. Alternative Graduation Requirements

Any student who does not satisfy Sections A and B (above) must demonstrate proficiency of the achievement standards through Idaho College and Career Readiness Academy Alternative Path to Graduation.

To be considered to be eligible for an alternative graduation requirement, a student must meet at least one or more of the following criteria:

- a. Enrolled in a special education program and have a current Individual Education Plan (IEP).
- b. Enrolled in a Limited English Proficient (LEP) program for three (3) academic years or less.
- c. Enrolled in the fall semester of the senior year.

Idaho College and Career Readiness Academy's Alternate Path to Graduation will contain multiple measures of student achievement. Students will be required to participate in a college entrance exam, complete their senior project, have a cumulative GPA of 2.0 or higher and show proficiency on standards based on coursework that meets the alternate plan requirements below:

- a. Be aligned at a minimum to tenth grade adopted content standards;
- b. Be aligned to the adopted content standards for the subject matter in question;
- c. Be valid and reliable;
- d. Ninety percent (90%) of the criteria of the measures will be based on academic proficiency and performance.

IDCCRA will provide notice of the Alternative Graduation Plan to all students who have not met State proficiency and/or growth requirements on the Grade 10 Idaho Standards Achievement Test (ISAT), or current Idaho State standardized test, by the fall semester of the student's junior year.

Adopted: 04/15/2014

Amended: July 2015

950.2 A IDCCRA GRADUATION POLICY

It is our goal at Idaho College and Career Readiness Academy (IDCCRA) to help students graduate and move on to other endeavors beyond high school. To earn a diploma from IDCCRA, students must meet all graduation requirements set by the IDCCRA Board of Directors in policy 950.1. Students may transfer credits to IDCCRA from an accredited high school that is recognized by a State approved accreditation agency and graduate after the successful completion of one (1) semester as a full-time student. Candidates for graduation at IDCCRA under this policy will not be eligible for consideration to be either the valedictorian or salutatorian of their graduating class.

Adopted: 04/15/2014

Amended: July 2015

950.2 B VALEDICTORIAN/SALUTATORIAN POLICY

Students must be enrolled in IDCCRA high school for at least two consecutive semesters to be considered for either the valedictorian or salutatorian of their graduating class. Students must graduate within their four year cohort in order to be eligible for valedictorian or salutatorian status. The IDCCRA valedictorian is the graduating senior with the highest -weighted GPA figured on the seventh semester GPA. The IDCCRA salutatorian is the graduating senior with the second -highest weighted GPA figured on the seventh semester GPA. There would only be multiple valedictorian/salutatorian's awarded in the event of a tie.

Adopted: 04/15/2014
Amended: July 2015

950.3 PARTICIPATION IN IDCCRA GRADUATION EXERCISES

IDCCRA students who have met IDCCRA Policy 950.1 (Graduation Requirements) will be allowed to participate in the school's graduation exercises that may take place in the spring of the graduating year. Those students who have not fulfilled graduation requirements by the end of the spring semester of the graduation year may not participate in graduation exercises that year.

Adopted: July 2015

SECTION 1000 – SPECIAL EDUCATION

1000.1 SPECIAL EDUCATION – STATE MANUAL

The Board adopts as policy the current Idaho Special Education Manual and all subsequent revisions to the manual as developed by the Idaho State Department of Education, Special Education Division. The Idaho Special Education Manual shall be the official manual of the district for the provision of special education services.

Adopted: 4/15/2014
Amended: July 2015

1000.2 SPECIAL EDUCATION

IDENTIFICATION

All school age students with disabling conditions, ages five (5) through the semester the student turns 21 will be provided a free appropriate public education, which includes the variety of programs and services available to non-disabled students. The district will provide identification, evaluation, placement, and service activities for eligible students. Written Individual Education Programs (IEP's) shall be developed for each eligible student placed in special education for a handicapping or disabling condition.

Idaho College and Career Readiness Academy will have a Child Find system to locate, identify, and evaluate all students with disabilities ages five (5) through the semester the student turns 21 who are enrolled in IDCCRA. Disability, in this instance, means such conditions as Autism, Cognitive Impairment, Deaf-Blindness, Deafness, Developmental Delay, Emotional Disturbance, Health Impairment, Hearing Impairment, Learning Disability, Specific Learning Disability, Multiple Disabilities, Orthopedic Impairment, Speech or Language Impairment, Traumatic Brain Injury and Visual Impairment including Blindness.

IDCCRA will comply with all Federal and State mandates requiring the provision of a free appropriate public education regardless of a child's disability.

Adopted: 04/15/2014

1000.3 SECTION 504 OF THE REHABILITATION ACT OF 1973

IDCCRA will identify and evaluate students in need of special services or programs in order that such students may receive the required free appropriate education pursuant to the provisions of Section 504 of the Rehabilitation Act of 1973. No child will be excluded from any educational program or be subject to discrimination because he/she is an individual with a disability, as the term is defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Protected individuals include any person who has a physical or mental impairment that substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such impairment.

Adopted: 4/15/14

Amended: July 2015

SECTION 1100

1101.0 SELECTION OF CURRICULUM VENDOR

The Board of IDCCRA will seek to maintain a provider of the curriculum for the IDCCRA program that creates improved student learning experiences, uses different and innovative teaching methods, utilizes virtual distance learning and on-line learning, provides expanded educational choices and is aligned with the curriculum requirements of the state of Idaho.

At this time, the Board of Directors of IDCCRA has selected K12 to provide educational, administrative and technological services because K12 has established that they:

- Promote and encourage new methods of effective education; and
- Implement innovative and effective instructional systems in elementary and secondary education.

Adopted: 04/15/2014

1102.0 RELATIONSHIP WITH CURRICULUM VENDOR

IDCCRA and K12 seek to create an enduring educational relationship whereby the Board of IDCCRA will govern and oversee the school and K12 will provide educational, administrative and technological services to the school pursuant to a Services Agreement, to the extent that the provision of such services is allowable by Idaho Law.

IDCCRA and K12 will coordinate the performance of their respective responsibilities under the Services Agreement and will consult with each other in establishing best practices for completion of responsibilities under the Services Agreement.

The relationship between IDCCRA and K12 is neither a Partnership nor a Joint Venture.

Neither IDCCRA nor K12 shall act on behalf of the other beyond any specific provisions identified and enumerated in the Services Agreement.

Adopted: 04/15/2014

1103.0 COMMUNICATION WITH CURRICULUM VENDOR

1103.1 PARTICIPATION AND UPDATES AT BOARD MEETINGS

The K12 employed IDCCRA assigned administrative Head of School shall be invited by the Board of Directors of IDCCRA to provide the Directors with a presentation of information and an update of events and activities, relevant to the IDCCRA school program, during each regular meeting of the Board of Directors of IDCCRA. This shall be a standing item on the Agenda of the Board's Regular Monthly meeting.

Such invitation for presentation of information will also extend to any special meeting of the IDCCRA Board as well as the Annual Meeting of the IDCCRA Board should the topics for discussion relate to information exchange with K12.

Adopted: 04/15/2014

1103.2 DESIGNATION OF LIAISON FROM BOARD FOR CURRICULUM VENDOR INTERACTIONS

The Board of Trustees of IDCCRA will designate one individual member from the Directorship to act as the designated liaison for communications between IDCCRA and K12. In most circumstances, this communication will be through the Board's Chair.

It is intended that this designation will streamline any communications as to concerns or issues between IDCCRA and K12 and will also form a consistent and continual flow of information directly between the Board and K12.

The designation of a Board Liaison is not intended to be the sole manner and method of communication between IDCCRA's Board of Directors and K12 as the IDCCRA Board recognizes that communications do flow on a continual basis from the K12 employee Administrators of IDCCRA.

Adopted: 04/15/2014

1103.3 REQUESTED LIAISON FROM CURRICULUM VENDOR TO IDCCRA BOARD

The Head of Schools for IDCCRA, a K12 employed administratively assigned employee, shall serve and be designated as a liaison for communications between K12 and IDCCRA.

The Board also recognizes that in instances of budget and finance, such communications may additionally flow or alternatively flow through IDCCRA's Business Manager, a K12 employed individual.

Adopted: 04/15/2014

1104.0 EMPLOYEES OF CURRICULUM VENDOR UNDER ADMINISTRATIVE SERVICES AGREEMENT

1104.1 PARTICIPATION IN SELECTION PROCESS

The Board of Directors of IDCCRA has agreed that unless specifically designated otherwise, Administrative Employees at IDCCRA are employees of K12, through a Service Agreement. With such an employment status, K12 is solely responsible for the management, compensation, assignment, evaluation, discipline, supervision, dismissal and transfer of such employees.

The K12 employed administrative employees, in conjunction with the IDCCRA Board, may identify and select IDCCRA employed teaching employees to assume lead teaching positions, with such individuals having supervisory responsibilities.

Board of Directors is to provide consultation to K12 in the selection of any Head of School and any Business Manager who will serve at IDCCRA under the terms and provisions of the Services Agreement.

Adopted: 04/15/2014

1104.2 EVALUATION OF PERFORMANCE OF ADMINISTRATIVE PERSONNEL UNDER SERVICES AGREEMENT

At the discretion of the Board, or as otherwise required by law, a written evaluation of the job performance of the administrative personnel of K12, serving the administrative functions at IDCCRA pursuant to the Services Agreement, can be performed.

Such evaluation, if chosen to be completed, shall follow the job descriptions and duties for each such designated position as outlined in the Services Agreement with K12 and the school's charter.

If such an evaluation is to be performed as to administrative personnel, such evaluation must be performed by the Board as a whole and not as an individual board member.

Adopted: 04/15/2014

1104.3 NOTICE TO CURRICULUM PROVIDER OF DISSATISFACTION OF ADMINISTRATIVE PERSONNEL UNDER SERVICE AGREEMENT

If the Board has any concerns or problems with the performance of any K12 employee, the Board will first discuss the matter with the Head of School who will in turn be responsible for notification to the School Management Division of K12.

If the Board has any concern with or is not satisfied with the Head of School's performance at IDCCRA, the Board will provide K12 with official notice outlining the specific issues of deficient performance and a requested action, with supporting documentation.

Any dissatisfaction with the performance of any K12 Administrative Employee assigned to IDCCRA must be expressed by and on behalf of the Board as an entity and not as a concern or a complaint of a single member of the Directorship.

Adopted: 04/15/2014

1104.4 STAFFING LEVELS

IDCCRA shall consult with regard to staffing levels.

Adopted: 04/15/2014

1106.0 CONFLICT OF INTEREST

No member of the Board of Directors of IDCCRA shall have any interest, pecuniary or otherwise, in the curriculum vendor selected by the IDCCRA Board for the provision of educational, administrative and technological services.

Neither K12 nor its affiliates shall:

- Employ any individual who is a member of the Board of IDCCRA.
- Employ the spouse of any individual who is a member of the Board of IDCCRA.
- Employ any individual related to any member of the Board of IDCCRA, within the second degree of affinity or consanguinity.
- Enter into any contract or any nature or kind which requires or will require the payment or delivery of any funds, money or property to any member of the Board of IDCCRA, spouse of any member of the Board of IDCCRA or any individual related to any member of the Board of IDCCRA, within the second degree of affinity or consanguinity.
- Hold any position upon the Board of Directors of IDCCRA or hold any voting authority in actions taken by the Board of Directors of IDCCRA.

Adopted: 04/15/2014