

Idaho Connects Online School Policy Manual



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Taking Office

An oath of office shall be administered to each Director, whether designated, elected, re-elected, or appointed. The oath may be administered by the clerk, or by a Director of Idaho Connects Online School. If appointed mid-term, the oath shall be administered at a regular meeting of the Board; it may not be administered at a special meeting. The records of Idaho Connects Online School shall show such oath of office to have been taken, by whom the oath was administered and shall be filed with the official records of Idaho Connects Online School.

Legal References: I.C. § 59-401
 I.C. § 59-402

Oath of Office - Loyalty Oath — Form
Oath of Office - Time of Taking Oath

Policy History:

Adopted on: 03/30/2022

Revised on:

Reviewed on: 02/15/2022

Oath of Office

An oath of office is required to be administered to each Director, whether designated, elected, re-elected, or appointed. Before any Director, elected or appointed, enters upon the duties of his or her office, he or she must take the following oath:

I do solemnly swear (or affirm,) that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of Director of Idaho Connects Online School according to the best of my ability.

The oath is required to be administered by the clerk or a Director. Additionally, the records of Idaho Connects Online School are required to show that such oath of office has been taken and by whom the oath was administered. Finally, this information is required to be filed with the official records of the Charter School.

A Director who is elected by the Board holds office until the term of office expires, unless he or she:

1. Dies;
2. Resigns as Director;
3. Refuses to serve as Director;
4. Fails to attend 3 consecutive meetings of the Board without an acceptable excuse and is removed by a majority vote of the Board of Directors;
5. Is removed without cause by the vote of two-thirds of the Directors then in office or such greater number as set forth in the Articles or Bylaws; or
6. Has been convicted of any felony or of any public offense involving the violation of his or her oath of office.

If the Director is designated or appointed, the oath of office must be administered at a regular Board meeting. When appointed, he or she holds office from the time he or she takes the oath of office until the original term of office to which he or she was designated or appointed expires, unless he or she:

1. Dies;
2. Resigns as Director;
3. Refuses to serve as Director;
4. Is removed according to an amendment to the Articles or Bylaws, if he or she was a designated Director;
5. Is removed by the person appointing the Director, if he or she was an appointed Director, unless otherwise provided in the Articles or Bylaws; or
6. Has been convicted of any felony or of any public offense involving the violation of his or her oath of office.

Legal References:	I.C. § 30-30-607	Idaho Nonprofit Corporation Act - Directors and Officers - Resignation of Directors
	I.C. § 30-30-608	Idaho Nonprofit Corporation Act - Directors and Officers - Removal of Directors Elected By Members or Directors
	I.C. § 30-30-609	Idaho Nonprofit Corporation Act - Directors and Officers - Removal of Designated or Appointed Directors
	I.C. § 59-901	Public Officers in General - Resignations and Vacancies - How Vacancies Occur

Procedure History

Promulgated on: 03/30/2022

Revised on: 03/30/2022

Reviewed on: 02/15/2022

Qualifications, Terms, and Duties of Board Officers

The Board officers are the President “Chair”, the Vice President “Vice-Chair”, if appointed, an Executive Director “Head of School”, a secretary, and a treasurer. These officers are appointed by the Board of Directors for a term as determined by the Board of Directors.

Chair

The Board shall elect a Chair from its members. The duties of the Chair are to:

1. Preside at all meetings and conduct meetings in the manner prescribed by the Board’s policies;
2. Make all Board committee appointments;
3. Sign all papers and documents as required by law and as authorized by the action of the Board; and
4. Close Board meetings as prescribed by Idaho law.

The Chair is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chair may not make a motion but may second motions.

Vice-Chair

The Vice-Chair, if appointed, shall preside at all Board meetings in the absence of the Chair and shall perform all of the duties of the Chair in case of the Chair’s absence or disability.

Secretary

The Secretary, if appointed, shall keep or cause to be kept at the principal office, or any other place the Board of Directors may order, a book of minutes of all meetings of directors showing the time and place of the meeting, if it was a regular or special meeting, and, if a special meeting, how authorized, the notice given, and the names of those present at directors’ meetings and shall authenticate such records when requested by the directors or a third party.

Treasurer

The Treasurer, if appointed, shall perform those duties in connection with the administration of the financial affairs of Idaho Connects Online School as the Chair or the Board of Directors may designate. If required by the Board, the Treasurer shall give a bond for the faithful discharge of the Treasurer’s duties in the sums and with the security or surety as the Board of Directors shall determine.

Policy History:

Adopted on: 03/30/2022

Revised on:

Reviewed on: 02/15/2022

Idaho Connects Online School Policy

The adoption of new policies and the revision and amending of existing policies shall be solely the responsibility of the Board of Directors.

All policies shall conform to local, State, and federal laws as well as to the rules and regulations of the State Board of Education.

Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Such proposals may be referred to the Head of School for detailed study as needed prior to Board action on the proposal. The Board encourages the Head of School to contact other experts to have potential policies researched. Interested parties, including any Board Member, citizen, or employee of the Board may submit views or present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person relative to a proposed policy or amendment should be directed to the Idaho Connects Online School Board Clerk prior to the second reading.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of two readings in the following manner:

1. At a regular or special Board meeting the proposed new or amended policy shall be presented in writing for reading and discussion; and
2. The final vote for adoption shall take place not earlier than at the second reading of the particular policy.

Although approval of a new or amended policy requires a minimum of two readings, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken or the Board can take a majority vote to suspend the two reading requirement for warranted circumstances.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the Idaho Connects Online School's policy manual. Policies of the School shall be reviewed periodically, unless otherwise detailed in a specific policy by the Board.

Administration in Absence of Policy

In cases where action must be taken before the next Board meeting and where the Board has provided no policies or guides for administrative actions, the Head of School shall have to power to act.

His or her decisions, however, shall be subject to review by action of the Board at its next regular meeting. In addition, it shall be the duty of the Head of School to inform the Board of such action and the need for policy.

Suspension of Policies

Under circumstances which require a waiver of a policy, policy may be suspended by a majority vote of the members present. In order to suspend a policy, all Directors must have received written notice of the meeting which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all Directors present.

Policy Manuals

The Head of School shall develop and maintain a current policy manual which contains the policies of Idaho Connects Online School. Each administrator, as well as staff, students, and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of Idaho Connects Online School and shall be subject to recall at any time.

Cross References:	1303	Policies and Procedures to Review Annually
Legal Reference:	I.C. § 30-30-601	Idaho Nonprofit Corporation Act - Directors and Officers - Requirement for and Duties of the Board

Policy History:

Adopted on: 03/30/2022
Revised on: 02/15/2022
Reviewed on: 02/15/2022

Conflicting Policies and Procedures

If any of the policies adopted by the Board of Directors conflict with one another, the policy adopted, revised, or reviewed most recently shall be the policy in effect.

If any procedures promulgated by Idaho Connects Online School conflict with one another, the procedure adopted, revised, or reviewed most recently shall be the procedure in effect.

If any policy and procedure conflict with one another, the policy shall override the procedure.

Policy History

Adopted on: 03/30/2022

Revised on:

Reviewed on: 02/15/2022

Continuous Improvement Plan

Each year, The Board of Directors shall use Idaho Connects Online School’s performance certificate as a continuous improvement plan to improve student achievement, assess and prioritize needs, and measure outcomes.

The Board may engage in planning training to assist in the process and the development of the plan. Qualified planning training may be reimbursable by the state through the process outlined in Idaho State Board of Education rule.

The Board shall continuously monitor progress towards the targets for student outcomes included in the plan by using relevant data to measure growth. Such progress shall be included in the Board’s annual evaluation of the Head of School.

The Idaho Connects Online School plan shall be made available to the public by being posted on the Idaho Connects Online School website. The plan must be reviewed, updated annually, and posted no later than October 1 each year.

Cross References:	1645 4130	Board Development Opportunities Public Access to Charter School Website
Legal References:	I.C. § 33-320 I.D.A.P.A. 08.02.01.801	Continuous Improvement Planning and Training Planning and Training

Policy History:

Adopted on: 03/30/2022

Revised on:

Reviewed on: 02/15/2022

Board Meetings

Meeting Defined

A meeting is defined as the convening of the Board of Directors to make a decision or to deliberate toward a decision on any matter. Directors may participate in School Board meetings via electronic means, including telephonic or video conferencing devices, provided at least one Member of the Board of Directors or the Head of School is physically present at the meeting location.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, immediate financial loss, or the likelihood of injury, damage, or loss, the Board may meet immediately and take official action without prior notification when the notice requirements 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.

Budget Meetings

No later than 28 days prior to its regular July meeting, unless otherwise specified in the Articles or Bylaws, the Board shall have prepared a budget, in the form prescribed by the State Superintendent of Public Instruction and shall hold a public hearing. At such public hearing or at a special meeting held no later than 14 days after the public hearing, the Board shall adopt a budget for the ensuing year. Notice of the budget hearing shall be posted and published as prescribed in I.C. § 33-402. From the time noticed, a copy of the budget shall be available for public inspection during regular business hours.

Special Meetings

Unless the Articles or Bylaws provide otherwise, the Board Chair, the Head of School, or 20% of the Directors may call and give notice of a special meeting. If the time and place of special meetings has not been determined at a meeting of the Board with all Members present, then written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each Director not less than 24 hours prior to the time of the meeting. Such written notice shall be posted conspicuously at the Idaho Connects Online School Office. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Pursuant to Idaho Code, upon a 2/3 roll call vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified the specific legal authorization for holding an executive session and provided sufficient detail to identify the general purpose and topic of the executive session. However, the information provided shall not compromise the purpose of going into an executive session. Only in the event that Board vacancies, and not absences, prevent a 2/3 majority from being present, a simple majority vote to enter executive session may be called.

An executive session may be held for, and only for, the following purposes:

1. To consider hiring a public officer, employee, staff member, or individual agent wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. Please note this does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

2. To consider the evaluation, dismissal, or disciplining of; or to hear complaint or charges brought against a public officer, employee, staff member or individual agent, or a student.
3. To acquire an interest in real property which is not owned by a public agency.
4. To consider records exempt from public disclosure.
5. To consider preliminary negotiations involving matters of trade or commerce in which the Board is in competition with other governing bodies in other states or nations.
6. To communicate with legal counsel and to discuss any legal ramifications and/or legal options for pending litigation or possible legal controversies not yet being litigated. The presence of legal counsel at executive session is not sufficient to satisfy this requirement.
7. To communicate with a representative of the School's risk management or insurance provider to discuss a pending claim or prevention of a possible claim to be filed. The presence of a risk management or insurance provider at executive session is not sufficient to satisfy this requirement.

No action may be held for the purpose of taking any final action or making any final decisions except for making a determination to place a certified professional employee on probation or taking action on a student disciplinary hearing.

If only an executive session will be held, a 24 hour meeting and agenda notice shall include the date, time, place, items to be discussed, and the specific provision of law authorizing the executive session. The Board will not change the subject within the executive session to any not identified within the motion to enter executive session or to any topic for which an executive session is not provided.

Legal References:	I.C. § 33-205	Denial of Student Attendance
	I.C. § 30-30-612	Idaho Nonprofit Corporation Act - Directors and Officers - Regular and Special Meetings
	I.C. § 30-30-614	Idaho Nonprofit Corporation Act - Directors and Officers - Call and Notice of Meetings
	I.C. § 33-1273	Teachers - School Districts – Professional Employees - Negotiations
	I.C. § 33-5204(2)(d)	Nonprofit Corporation—Liability—Insurance -Public Meeting Law Applicable to Public Charter Schools
	I.C. § 74-202	Open Meetings Law - Open Public Meetings - Definitions
	I.C. § 74-203	Open Meetings Law - Governing Bodies - Requirement for Open Public Meetings
	I.C. § 74-204	Open Meetings Law - Notice of Meetings - Agendas
	I.C. § 74-205	Open Meetings Law - Governing Bodies - Written Minutes of Meetings
	I.C. § 74-206	Open Meetings Law - Executive Sessions - When Authorized

Policy History:

Adopted on: 03/30/2022

Revised on:

Reviewed on: 02/15/2022

Board Meeting News Coverage

One of the paramount responsibilities of the Board of Directors is to keep the public informed of its actions. Consequently, local news media representatives shall be welcome and encouraged to attend all regular and special meetings of the Board. The Board Chairman shall coordinate all news coverage.

Broadcasting and Taping of Board Meetings

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board meetings legally open to the public. Persons operating cameras or broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board Members and the audience must not be obstructed, interviews must not be conducted during the meeting, and no commentary is to be given in a manner that distracts the Board Members or the audience. Board rules governing conduct and proceedings at Board meetings must be adhered to.

The Board, or its representatives, will make the necessary arrangements to have audio and video recordings of regular meetings and any special meetings that it deems appropriate. Audio and video recordings are not to be considered part of the minutes of any meeting.

Legal Reference:	I.C. § 74-204	Notice of Meetings
	I.C. § 74-205	Written Minutes of Meetings

Policy History:

Adopted on: 03/30/2022

Revised on:

Reviewed on: 02/15/2022

**Idaho Connects Online School
THE BOARD OF DIRECTORS**

1600

Code of Ethics for Directors

As a member of the Idaho Connects Online School Board of Directors, I will strive to improve student achievement in public education, and to that end I will:

Attend all regularly scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;

Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions at official Board meetings;

Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Understand that the Board makes decisions as a team. Individual Directors may not commit the Board to any action unless so authorized by official Board action;

Recognize that decisions are made by a majority vote and the outcome should be supported by all Directors;

Acknowledge that policy decisions are a primary function of the Board and should be made after full discussion at publicly held Board meetings, recognizing that authority to administer policy rests with the Head of School;

Be open, fair and honest – no hidden agendas, and respect the right of other Directors to have opinions and ideas which differ from mine;

Recognize that the Head of School is the Board's advisor and should be present at all meetings, except when the Board is considering the Principal's evaluation, contract, or salary;

Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should an Idaho Connects Online School concern ever rise to the attention of the Board as a hearings panel;

Keep abreast of important developments in educational trends, research, and practices by individual study and through participation in programs providing such information;

Respect the right of the public to be informed about Idaho Connects Online School decisions and school operations;

Understand that I will receive information that is confidential and cannot be shared;

Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as Idaho Connects Online School staff, while insisting on regular and impartial evaluation of all staff;

Present personal criticism of Idaho Connects Online School operations to the Head of School, not to Idaho Connects Online School staff or to a Board meeting;

Refuse to use my Board position for personal or family gain or prestige. I will announce any conflicts of interest before Board action is taken; and

Remember always that my first and greatest concern must be the educational welfare of the students attending Idaho Connects Online School.

Director Signature: _____ Date: _____

Policy History:

Adopted on: 03/30/2022

Revised on:

Reviewed on: 02/15/2022

Curriculum Development and Assessment

The Board is responsible for curriculum adoption and must approve all significant changes, including the adoption of new textbooks, new courses, and new remote learning programs before such changes are made. The Head of School or designee is responsible for making curriculum recommendations. The curriculum shall be designed to accomplish the learning objectives and goals for excellence consistent with Idaho Connects Online School's educational philosophy, mission statement, objectives, and goals.

Development and Assessment

A written, sequential curriculum shall be developed for each subject area. The curricula shall address learner goals, content and program area performance standards, and Idaho Connects Online School's education goals; and shall be constructed to include such parts of education as content, skills, and thinking. A curriculum review cycle and timelines for curriculum development and evaluations shall be developed as well.

The staff and administration will suggest materials and resources, to include supplies, books, materials, and equipment necessary for development and implementation of the curriculum and assessments that are consistent with the goals of the education program.

In all program areas and at all levels, Idaho Connects Online School shall assess student progress toward achieving learner goals and program area performance standards including the content and data, the accomplishment of appropriate skills, the development of critical thinking and reasoning, and attitude.

Idaho Connects Online School will use assessment results to improve the educational program and use effective and appropriate tools for assessing such progress. This may include, but is not limited to:

1. Standardized tests;
2. Criterion-referenced tests;
3. Teacher-made tests;
4. Ongoing classroom evaluation;
5. Actual communication assessments such as writing, speaking, and listening assessments;
6. End of course assessments;
7. Samples of student work and/or narrative reports passed from grade to grade;
8. Samples of students' creative and/or performance work; and
9. Surveys of carry-over skills to other program areas and outside of school.

All courses of instruction shall comply with State statutes and the rules of the State Board of Education.

Cross References:	§ 2000 § 2800	Goals Objectives
Legal References:	I.C. § 33-1601, <i>et seq.</i> I.C. § 33-1612 I.C. § 33-5210(4) I.D.A.P.A. 08.02.01 Administration	Courses of Instruction Courses of Instruction - Thorough System of Public Schools Application of School Law – Accountability – Exemption from State Rules - Public Charter Schools State Board of Education - Rules Governing

Policy History:

Adopted on: 1/19/2022

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Student and Family Privacy Rights

Surveys - General

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the Board of Director's educational objectives as identified in Board policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Personally identifiable information from student education records may be disclosed to an educational agency or institution in order to:

1. Develop, validate, or administer predictive tests;
2. Administer student aid programs; or
3. Improve instruction.

In such cases, Idaho Connects Online School shall enter into a written agreement with the receiving organization. The study must not allow identification of individual parents or students by anyone other than representatives of the organization with legitimate interests in the information and the information must be destroyed when it is no longer needed for study purposes.

Surveys Created by a Third Party

Before the Board administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey:

1. That is created by a person or entity other than a Board official, staff member, or student;
2. Regardless of whether the student answering the questions can be identified; and
3. Regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey containing one (1) or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey within a reasonable time of the request; and/or
2. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent/guardian exercises this option.

Instructional Material

A student's parent/guardian may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Collection of Personal Information from Students for Marketing Prohibited

The term "personal information," for purposes of this section only, means individually identifiable information including:

1. A student's or parent's first and last name;
2. A home or other physical address, including street name and the name of the city or town;
3. A telephone number; or
4. A social security identification number.

The Board will not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The Board, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other post-secondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;

3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education- related activities; and
6. Student recognition programs.

Notification of Rights and Procedures

The Principal or designee shall notify students' parents/guardians of:

1. This policy as well as its availability from the administration office upon request;
2. How to opt their child out of participation in activities as provided in this policy;
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy,

The rights provided to parents/guardians in this policy transfer to the student, when the student turns eighteen (18) years of age or is an emancipated minor.

Cross Reference: 3500 Student Health
 2520 Instructional Materials
 3200 Student Rights and Responsibilities

Legal Reference: 20 U.S.C. 1232h Protection of Pupil Rights

Student and Family Privacy Rights - Consent Form

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

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

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

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

I _____ (*parent/guardian's name*) give my consent for _____ (*child's name*) to take [SURVEY NAME] on or about [DATE].

Parent's signature: _____

Please return this form no later than [DATE] to the following school official:

[NAME AND MAILING ADDRESS]

Copyright

Idaho Connects Online School recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized physical or electronic copying or using of audio, visual, or printed materials and computer software, unless the copying or use conforms to the “fair use” doctrine.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.

While Idaho Connects Online School encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of School staff to abide by Idaho Connects Online School’s copying procedures and obey the requirements of the law. Under no circumstances shall it be necessary for Idaho Connects Online School staff to violate copyright requirements in order to perform their duties properly. Idaho Connects Online School cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with Idaho Connects Online School procedures or is permissible under the law should contact the Head of School. The Head of School will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required. The Head of School or designee is responsible for maintaining copies of permission granted for the use of copyrighted material.

Teachers will instruct students to respect copyright laws and to request permission when their use of material has the potential to be considered an infringement.

No information or graphics may be posted on any school system official website in violation of any copyright laws. The Head of School or web maintenance designee is responsible for maintaining copies of permission granted for the use of copyrighted material on any school system official website.

Cross Reference: 8700 Computer Software

Legal Reference: 17 U.S.C. § 101, *et seq.* Title 17, United States Code: Copyrights

Policy History:

Adopted on:

Revised on: 1/19/2022

Reviewed on: 11/17/2021

Copyright Compliance

Throughout this procedure, “copies” shall refer to electronic as well as physical copies.

Authorized Reproduction and Use of Copyrighted Material in Print

In preparing for instruction, a teacher may make or have made a single copy of a chapter from a book; an article from a newspaper or periodical; a short story, short essay, or short poem; or a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. A teacher may make multiple copies, not exceeding more than one per pupil for classroom use if the copying meets the tests of brevity, spontaneity, and cumulative effect set by the following guidelines. Each copy must include a notice of copyright.

1. **Brevity:**

- A. A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
- B. Complete articles, stories, or essays of less than 2,500 words or excerpts from prose works less than 1,000 words or 10 percent of the work, whichever is less, may be copied; in any event, the minimum is 500 words. Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph; or
- C. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this includes children’s books combining poetry, prose, or poetic prose.

2. **Spontaneity:** Should be at the “instance and inspiration” of the individual teacher.

3. **Cumulative Effect:** Teachers are limited to using copied material for only one course in the school in which copies are made. No more than one short poem, article, or story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical issue during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. “Consumable” works include: workbooks, exercises, standardized tests, test booklets, and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers’ reprints or periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a “higher authority,” and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy of an unpublished work which is in its collection; and a published work in order to replace it because it is damaged, deteriorated, lost, or stolen, provided the unused replacement cannot be obtained at a fair price.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in "Authorized Reproduction and Use of Copyrighted Material in Print".

Authorized Reproduction and Use of Copyrighted Music

A teacher may make a single copy of a song, movement, or short section from a printed musical work that is unavailable except in a larger work, for purposes of preparing for instruction.

A teacher may make multiple copies for classroom use of an excerpt of not more than 10 percent of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song. Printed musical works which have been purchased may be simplified provided that the fundamental character of the work is not distorted and that lyrics are not added or altered.

A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes.

In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed, or are otherwise not available.

Recording of Broadcast Programs

Television programs may be recorded and used for instruction for up to ten days following recording. The recording may be retained for up to 45 days for teacher evaluation purposes. The recording may only be replayed for educational purposes in the classroom or a similar learning environment. No program may be recorded by or for the same teacher more than once and the recording may not be altered. A limited number of copies may be made for legitimate educational purposes. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded. The Head of School or designee will establish appropriate control procedures to maintain the integrity of these guidelines.

Authorized Reproduction and Use of Copyrighted Materials on Websites

No information or graphics may be posted on any school official website in violation of any copyright laws. The Head of School or web maintenance designee is responsible for maintaining copies of permission granted for the use of copyrighted material on any school official website.

Teacher Instruction to Students for Reproduction and Use of Copyrighted Material

Teachers will instruct students to respect copyright laws and to request permission when their use of material has the potential of being considered an infringement.

Procedure History:

Promulgated on: 1/19/2022

Revised on:

Reviewed on: 11/17/2021

Weather- Related School Closure

All students, parents, and school employees should assume that school will be in session and buses running as scheduled unless there is official notification from the Head of School to the contrary. Such notice will be given via public media. Idaho Connects Online School may operate on a late schedule if emergency conditions are temporary, or, may be dismissed early in the day if emergency conditions develop. The radio stations will be notified of any of these conditions and requested to announce them to the community.

In the event that extremely cold temperatures, wind chill factors, snow, wind, or other circumstances require a modification of the normal routine, the Head of School will make the modification decision prior to 6:00 AM, contact the public radio stations for broadcast to the community, and initiate the emergency fan-out communication procedure to all administrators.

OR

School closure decisions are made by the Idaho Connects Online School District's Head of School and will be broadcast via local radio and televisions stations. Idaho Connects Online School will follow the decision of the Head of School for school closures due to inclement weather. If the Head of School makes an independent decision to either close or keep open Idaho Connects Online School, parents and students will be specifically notified via email.

Work Schedules and Responsibilities for School Closure

Head of School: Only the Head of School shall have the authority to close Idaho Connects Online School. The Head of School will be on duty throughout any existing or potential emergency situation, day or night. All orders that are of doubtful origin should be confirmed with the Head of School.

Non-Teaching "Exempt" Personnel, and Key Support Staff: All non-teaching "exempt" personnel shall report for duty per their normal shifts or as otherwise directed each day during the school closure, together with the head custodian and at least one secretary, insofar as is safely possible. The Head of School shall ascertain that the building has been adequately secured and that any child who mistakenly reports to school, in the event that school has been closed, is properly and safely cared for and returned home. The Head of School and this minimal support staff shall notify other staff and/or other support employees of the situation, and shall respond to telephone questions. When the situation has been stabilized, the personnel who reported to work may choose to return home. An administrator or exempt employee who does not work a normal day shall then adjust his or her work year by memorandum to the Head of School by the number of hours not worked on the day or days of school closure.

12-Month Classified Employees: In the event of a school closure, 12 month classified personnel may report for duty or not report for duty, as directed by their immediate supervisor or the Head of School. Building secretaries who are required to be on duty are expected to report for duty. If a 12-month classified employee is unable to or does not report for duty, the employee shall complete a leave request form to declare the day as either personal leave, vacation, or leave without pay.

10- and 11-Month Classified Employees: Ten and 11 month employees may report for duty or not report for duty as directed by their immediate supervisor or the Head of School. If such employees do not report for duty, they shall complete a leave request form to declare the day as either personal leave, vacation, or leave without pay.

Aides, Food Service Workers, and Other 9-Month Classified Employees: These employees work only those days when school is in session and are not expected to work when school is not in session. If school has been closed, nine month employees should not report for duty unless otherwise directed by their immediate supervisor or the Head of School. Nine month employees shall complete a leave request form to declare the day as either personal leave, vacation, or leave without pay.

Teacher, Librarians, Psychologists, and Counselors: If schools are closed for weather or other emergency conditions, teachers are not expected to report for duty unless directed otherwise. Teachers do not need to submit an absence form. In cases of school closures, it is customary for the days to be made up at another time; thus teachers will typically still fulfill their contract days.

Procedure History:

Promulgated on: 1/19/2022

Revised on:

Reviewed on: 11/17/2021

**Idaho Connects Online School
INSTRUCTION**

2210P2

Health Emergency Related School Closure

The Head of School may choose to temporarily close Idaho Connects Online School if he or she determines it is necessary to do so to protect student or personnel health or safety. The Head of School may close the school for up to 3 days. Any closure of greater length may only be approved by the Board. Likewise, the decision to reopen the school following a closure of more than 5 days may only be approved by the Board. Such decision shall be made in coordination with local health officials.

The Head of School shall determine whether or not instruction should be provided remotely or via a blended in-person/remote model based, in part, on the anticipated length of the closure. In the event of a closure, the Head of School shall work with the Board Chair to hold a special meeting to inform the Board of the closure and related issues. At this meeting, the Board shall either ratify the Head of School's choice of remote learning model or direct the Head of School to use another model.

The Head of School shall consider at least the following in determining whether to close the School:

1. Any guidance provided by the local health district;
2. Whether a person known to be infected with a contagious or infectious disease has been in the school building.

The Head of School shall contact local media to report any decision to close the School and shall inform impacted employees and parents/guardians of impacted students by email.

Work Schedules and Responsibilities for School Closures

The Head of School shall determine which employees must report to work during a closure and whether they should do so remotely or in person.

Legal Citation: I.C. § 33-512(7) Governance of Schools

Policy History:

Adopted on: 1/19/2022

Revised on:

Reviewed on: 11/17/2021

Class Size

The Board will strive to achieve ratios consistent with the following state class size ratio goals:

<u>Grade Level</u>	<u>Number of Students</u>
Grades 1, 2, 3	20
Grades 4, 5, 6	26

A class shall be considered overloaded when it exceeds the following number of students: 30

Legal Reference: IDAPA 08.02.02.110 Personnel Standards

Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) K-12

All students in grades K-12, including students with disabilities, special healthcare needs, and in alternative educational settings, will receive daily physical education or its equivalent for the entire school year. Idaho Connects Online School shall strive to provide an amount of PE instruction consistent with the NASPE recommendations, to the extent feasible. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity, such as interscholastic or intramural sports, will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Integrating Physical Activity into the Classroom Setting

For students to receive the nationally-recommended amount of daily physical activity, at least 60 minutes per day, and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

1. Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes as appropriate

Daily Recess

All elementary school students will have at least 20 minutes per day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity and Punishment

Teachers and other school and community personnel will not use physical activity, such as running laps or push-ups, as punishment.

Cross Reference: 8200

Local School Wellness

Policy History:

Adopted on: 1/19/2022

Revised on:

Reviewed on: 11/17/2021

Driver Training Education

Idaho Connects Online School may offer a Driver Training Education Program when staffing and funding are available. Any such program will be conducted in compliance with all requirements in the Idaho Standards for Public School Driver Education and Training as approved by the State Board of Education on August 13, 2004.

Anyone residing in the area servicing Idaho Connects Online School between the ages of fourteen and one-half (14 1/2) through twenty-one (21) years of age, in prospective or whether they are enrolled in Idaho Connects Online School, are eligible to enroll in Idaho Connects Online School's drivers training program. Such program, in the discretion of the Board, may be conducted after school hours, on Saturdays, or during regular school vacation periods. The School may offer a joint driver training program one or more school districts.

No charge or enrollment fee shall be required of a student not enrolled in Idaho Connects Online School, unless Idaho Connects Online Charter School students are required to pay such enrollment fees or charges.

The purpose of the program is to introduce students to a course of study that leads to the eventual development of skills appropriate for a licensed driver. The traffic education program is designed to meet the criteria established by the State Department of Education.

Legal Reference: I.C. § 33-1701 et seq.	Driver Training Courses
I.C. § 49-110	Definitions
I.C. § 49-307	Fee for Class D Driver's Training Instruction
	Permit - - Class D Supervised Instruction Permit
IDAPA 08.02.02.230	Driver Education

Digital Citizenship and Safety Education

The Principal will ensure that Idaho Connects Online School students are educated on network etiquette and appropriate online behavior, including cyberbullying awareness, digital citizenship, and online safety.

Idaho Connects Online School may make use of the Idaho Attorney General's online safety program, titled Protecteens, which addresses online safety and cyber bullying, in classroom discussions about digital citizenship, responsible online behavior, and consequences. Idaho Connects Online School may also make use of other materials on digital citizenship such as those at CommonSenseMedia.org.

The Principal will ensure that teachers, administrators, and other staff members responsible for supervising students' internet use receive professional development, training, and resources in the following areas:

1. Monitoring of student online activities;
2. Instruction of students in proper network etiquette;
3. Instruction of students in discriminating among online information sources and appropriate materials;
4. Bullying and cyberbullying awareness and response, in accordance with Idaho Connects Online School's bullying policy; and
5. Instruction of students on appropriate interaction in social networking websites and chat rooms

Idaho Connects Online School may use the following methods of providing instruction on appropriate online behavior and cyberbullying awareness:

1. Incorporation instruction into course objectives of daily lessons of planned instruction, as appropriate;
2. Class assemblies or special instruction given in the school library or media center;
3. Special technology courses that are required for students at various grade levels;
4. Online tutorial programs required for students to use a Idaho Connects Online School network account.

Cross Reference: 3295P Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

Legal Reference: I.C. § 18-917A Student Harassment – Intimidation - Bullying
P.L. 110-385 Broadband Data Services Improvement Act
Technology Taskforce: Final Taskforce Recommendations

Controversial Issues and Academic Freedom

Idaho Connects Online School shall offer courses of study which will afford learning experiences appropriate to the level of student understanding. The instructional program shall respect the right of students to face issues, to have free access to information, to study under teachers in situations free from prejudice, and to form, hold, and express their own opinions without personal prejudice or discrimination.

The Board recognizes the need for the teacher to have the freedom to discuss and teach subjects and issues which may be controversial. Such subjects and issues may include but are not necessarily limited to politics, science, health and sex education, and values and ethics.

Teachers shall guide discussions and procedures with thoroughness and objectivity to acquaint students with the need to recognize opposing viewpoints, the importance of fact, the value of good judgment, and the virtue of respect for conflicting opinions.

The Board of Directors encourages and supports the concept of academic freedom, recognizing it as a necessary condition to aid in maintaining an environment conducive to learning and the free exchange of ideas and information.

The Board also believes that academic freedom carries with it a responsibility that is shaped by the basic ideals, goals, and institutions of the local community. These standards are expressed via the goals and objectives of the adopted curriculum, by the adopted textbooks, by Board policy, and by the School's mission statement.

In the study or discussion of controversial issues or materials, however, the Board directs the teaching staff to take into account the following criteria:

1. Relative maturity of students;
2. Idaho Connects Online School's philosophy of education;
3. Community standards, morals, and values;
4. The necessity for a balanced presentation; and
5. The necessity to seek prior administrative counsel and guidance in such matters.

As a consequence of its responsibility to guarantee academic freedom to both students and teachers, the Board expects that:

1. All classroom studies will be curriculum-related, objective, and impartial;
2. Teachers will create and maintain an atmosphere of open-mindedness and tolerance, and that no one idea or viewpoint should necessarily prevail;
3. Teachers will not attempt, directly or indirectly, to limit or control students' judgment concerning

any issue, but will make certain that full and fair consideration is given to the subject and that facts are carefully examined as to their accuracy and interpretation; and

4. Teachers will exercise professional judgment in determining the appropriateness of the issue to the curriculum and to the age and grade level of the students.

To this end:

1. The teacher shall be free to choose supplemental materials to support and enhance the regular classroom curriculum except in sex education instruction as outlined in item 4 of this section. To encourage the free flow of information and enhance student creativity, unplanned issues may be brought up in the classroom and briefly discussed.
2. The school shall provide for parents or guardians to have their child excused from a topic which may be contrary to their religious or moral values. This shall be done in writing by the parent or guardian and include an explanation of the conflict. The student may also request to be excused if the student personally finds the topic to be contrary to their religious or moral values. The student must explain in writing as to the nature of the conflict. The teacher will provide an alternative assignment if the request is approved by the teacher and principal.
3. The teacher shall notify parents or guardians when especially controversial issues may be discussed and that they may have their child excused if family religious or moral values so dictate. The teacher should have the principal view questionable materials, etc.
4. The Board directs that a philosophy of abstinence shall be a part of and the underlying principle in all sex education instruction. However, it is recognized that this alone may not prevent pregnancies and sexually transmitted disease and therefore the Board allows for instruction in sex education including AIDS awareness, sexually transmitted diseases, birth control, and general human sexuality. In all cases the known facts will be taught, not the opinions or moral judgment of the instructor. This does not preclude giving impartial view points on both sides of issues such as the right to an abortion or on the use of birth control methods.
5. Any parent or legal guardian may have his or her child excused from any planned sex education instruction upon filing a written request to the Board. The Board shall make a form available for such requests. Alternative educational activities shall be provided for those excused.
6. When speakers are to be used, the principal must always give approval as outlined in the Board policy on "Controversial Speakers".

Cross Reference 2341 Controversial Speakers

Legal Reference: I.C. § 33-512 Governance of Schools

Parental Opt-Out Form for Sex Education

I, _____, parent/guardian of _____, request that my child be removed from class and/or student activities when planned instruction is given in the subject of sex education.

I understand a philosophy of abstinence is a part of and the underlying principle in all sex education instruction. Because this alone may not prevent pregnancies and sexually transmitted disease, the Board allows for instruction in sex education including AIDS awareness, sexually transmitted diseases, birth control, and general human sexuality. In all cases the known facts will be taught, not the opinions or moral judgments of the instructor. This does not preclude giving impartial viewpoints on both sides of issues such as the right to an abortion or on the use of birth control methods.

Date

Signature of Parent

**Idaho Connects Online School
INSTRUCTION**

2400

Special Education

Idaho Connects Online School will use the guidelines developed by the Idaho Department of Education in its most current edition of the Idaho Special Education Manual regarding special education issues. The Idaho Special Education Manual is designed to assist Idaho schools in understanding the provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and meeting its requirements.

The Manual can be found on the State Department of Education's website.

Legal Reference: Idaho State Department of Education Special Education Manual, current edition

Policy History:

Adopted on: 1/19/2022

Revised on:

Reviewed on: 11/17/2021

Section 504 of the Rehabilitation Act of 1973

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, Idaho Connects Online School shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.

Legal Reference: 29 U.S.C. § 794 Rehabilitation Act of 1973, Section 504
34 C.F.R. 104.36 Procedural Safeguards

Section 504 of the Rehabilitation Act of 1973 ("Section 504")

Impartial Due Process Hearing: If the parent or legal guardian of a student who qualifies under Section 504 for special instruction or related services disagree with a decision of the Charter School with respect to the identification of the child as qualifying for Section 504, Idaho Connects Online School's evaluation of the child, and/or the educational placement of the child, the parents of the student are entitled to certain procedural safeguards. The student shall remain in his or her current placement until the matter has been resolved through the process set forth herein.

1. Idaho Connects Online School shall provide written notice to the parent/guardian of a Section 504 student prior to initiating an evaluation of the child and/or determining the appropriate educational placement of the child, including special instruction and/or related services;
2. Upon request, the parent/guardian of the student shall be allowed to examine all relevant records relating to the child's education and the school's identification, evaluation, and/or placement decision;
3. The parent/guardian of the student may make a request in writing for an impartial due process hearing. The written request for an impartial due process hearing shall identify with specificity the areas in which the parent or legal guardian are in disagreement with Idaho Connects Online School;
4. Upon receipt of a written request for an impartial due process hearing, a copy of the written request shall be forwarded to all interested parties within three (3) business days of receipt of the same;
5. Within ten (10) days of receipt of a written request for an impartial due process hearing, Idaho Connects Online School shall select and appoint an impartial hearing officer that has no professional or personal interest in the matter. In that regard, Idaho Connects Online School may select a hearing officer from the list of special education hearing examiners available at the Office of Public Instruction, the county superintendent, or any other person that would conduct the hearing in an impartial and fair manner;
6. Once Idaho Connects Online School has selected an impartial hearing officer, the School shall provide the parent/guardian and all other interested parties with notice of the person selected;
7. Within five (5) days of Idaho Connects Online School's selection of a hearing officer, a pre-hearing conference shall be scheduled to set a date and time for a hearing, identify the issues to be heard and narrow the fact
8. The hearing officer shall, in writing, notify all parties of the date, time and location of the due process hearing;
9. At any time prior to the hearing, the parties may mutually agree to submit the matter to mediation. A mediator may be selected from the Office of Public Instruction's list of trained mediators.
10. At the hearing, Idaho Connects Online School and the parent/guardian may be represented by counsel;

11. The hearing shall be conducted in an informal but orderly manner. Either party may request that the hearing be recorded. Should either party request that the hearing be recorded, it shall be recorded in writing either appropriately equipped or a court-reporter. Idaho Connects Online School shall be allowed to present its case first. Thereafter the parent/guardian shall be allowed to present his or her case. Witnesses may be called to testify and documentary evidence may be admitted, however, witnesses will not be subject to cross-examination and the Idaho Rules of Evidence will not apply. The hearing officer shall make all decisions relating the relevancy of all evidence intended to be presented by the parties. Once all evidence has been received the hearing officer shall close the hearing. The hearing officer may request that both parties submit proposed findings of fact, conclusions, and decision;
12. Within twenty (20) days of the hearing, the hearing examiner should issue a written report of his or her decision to the parties; and
13. Appeals may be taken as provided by law. The parent/guardian may contact the Seattle Office, Office of Civil Rights, U.S. Department of Education, 915 Second Avenue Room 3310, Seattle, WA 98174-1099, (206)607-1600.

Uniform Grievance Procedure: If a parent/guardian of the student alleges that the School and/or any employee of Idaho Connects Online School has engaged in discrimination or harassment of the student, the parent/guardian will be required to proceed through the School's Uniform Grievance Procedure.

Title I Parent Involvement

Idaho Connects Online School endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy the word "parent" also includes guardians and other family members involved in supervising the child's schools.

Pursuant to federal law, Idaho Connects Online School will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy. The notice shall include information about complaint procedures regarding Title I parental participation programs and shall inform parents of their right to request information about the professional qualifications of both the teachers and the paraprofessionals who teach and work with their children. To the extent practical each parent should receive the policy in a language they can understand.

The Board directs the Principal to develop a plan to provide support for the school in planning and implementing parent involvement activities. The Principal is also directed to coordinate and integrate other parental involvement strategies related to programs such as Head Start, Reading First, Early Reading First, Even Start Family Literacy Programs, Home Instruction Programs for Preschool Youngsters, Parents as Teachers, and public preschools.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation, and evaluation of the parental involvement program for the next school year. Proposed activities to address the requirements of parental-involvement goals shall be presented.

In addition to the required annual meeting, at least three (3) additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet, and how the school will provide individual student academic assessment results,
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the Idaho Connects Online School Board of Directors; and
5. The opportunity for parents to evaluate involvement activities and to identify barriers to greater participation. This input shall be used to inform strategies for effective parental involvement and to revise policy as necessary.

Parents with disabilities shall be provided with an opportunity to request the auxiliary aids and services of

their choice. Such support shall be provided by the school unless it demonstrates that another effective means of communication exists or that use of the means chosen by the parent would result in a fundamental alteration in the service, program, or activity or in an undue financial and administrative burden. Outreach efforts shall include outreach to parents of limited English proficient students to inform them of how the parents can be involved in the education of their children and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet the challenging state academic achievement standards and state academic content standards expected of all students.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided.

Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist at home in the education of their children.

If Idaho Connects Online School receives Title I funds, it shall develop jointly with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff; and students share the responsibility for improved student academic achievement in meeting state standards. The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education; and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.
4. Describe students' responsibility for academic improvement.

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212
Improving America's Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans
P.L. 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, § 1118
20 U.S.C. § 6318 No Child Left Behind

Title I Parent Involvement

In order to achieve the level of Title I parent involvement desired by Idaho Connects Online School policy on this topic, these procedures guide the development of each school's annual parental involvement plan designed to foster a cooperative effort among parents, school, and community.

Guidelines

Parent involvement activities developed at each school will include opportunities for:

1. Volunteering;
2. Parent education;
3. Home support for the child's education; and
4. Parent participation in school decision making.

Idaho Connects Online School will provide opportunities for professional development and resources for staff, parents, and the community regarding effective parent involvement practices. Idaho Connects Online School also encourages the inclusion of family literacy when a substantial number of students have parents who do not have a secondary school diploma or its recognized equivalent or have low levels of literacy.

Roles and Responsibilities

It is the responsibility of the student to:

1. Cooperate with school personnel and be responsible for their behavior;
2. Complete all homework assignments on time;
3. Participate to the best of their ability in all classes;
4. Read independently or with family on a regular basis;
5. Let teachers, school counselors, and family know when they need help.

It is the responsibility of the parent to:

1. Actively communicate with school staff;
2. Be aware of rules and regulations of school;
3. Take an active role in the child's education by reinforcing at home the skills and knowledge the student has learned in school;

4. Take an active role in assuring that the child is prepared to attend school each day;
5. Utilize opportunities for participation in school activities.

It is the responsibility of staff to:

1. Work with parents to develop and implement a school plan for parent involvement;
2. Promote and encourage parent involvement activities;
3. Effectively and actively communicate with all parents about skills, knowledge, and attributes students are learning in school and suggestions for reinforcement; and
4. Send information to parents of Title I children in a format and, to the extent practical, in a language the parents can understand.

Community members who volunteer in the schools have the responsibility to:

1. Be aware of rules and regulations of the school; and
2. Utilize opportunities for participation in school activities.

It is the responsibility of the administration to:

1. Facilitate and implement the Title I Parent Involvement Policy and Plan;
2. Provide training and space for parent involvement activities;
3. Provide resources to support successful parent involvement practices;
4. Provide in-service education to staff regarding the value and use of contributions of parents and how to reach out to, communicate, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; and
5. Send information to parents of Title I children in a format and to the extent practicable, in a language the parents can understand.

Parental Rights

The Board of Directors encourages parents/guardians to be involved in their student's school activities and academic progress.

The Board is mandated to adhere to laws, rules, and regulations including the Constitution of the State of Idaho; the rules of the Idaho State Board of Education (Idaho Administrative Procedures Act); the rules and regulations of the Idaho State Department of Education; the laws, rules, and regulations of the federal government and the U.S. Department of Education; as well as educational provisions outlined in the Idaho Code. These mandates include the requirement stated at Article IX, Section 1 of the Idaho Constitution that it is “. . . the duty of the Legislature of Idaho to maintain a general, uniform[,] and thorough system of public, free common schools.”

Based upon the above provisions, as well as the State's mandated requirements for advancement and graduation, Idaho Connects Online School has established its practices, policies, and procedures as well as the approved curriculum and assessment program. Failure to follow the School's practices, policies, and procedures as well as the School's curriculum and assessment program amounts to Idaho Connects Online School's violation of State and/or federal laws, rules, and regulations, including but not limited to the failure to provide a general, thorough, free, and uniform system of public education as well as putting the School's operations and funding in jeopardy.

Parents/guardians and students are expected to abide by Idaho Connects Online School's practices, policies, and procedures governing the operation of the schools which are required by various State and/or federal laws, rules, and regulations. However, a student's parent/guardian has the right to reasonable academic accommodation if the accommodation does not substantially impact School staff and resources, including employee working conditions, safety, and supervision on school premises for school activities, and the efficient allocation of expenditures. Idaho Connects Online School will strive to balance the rights of parents/guardians, the educational needs of other students, the academic and behavioral impacts to a classroom, teachers' workloads, and the assurance of the safe and efficient operations of the school.

If a parent/guardian has an objection to Idaho Connects Online School's implementation of various mandates through the School's practices, policies, and procedures, or if a parent/guardian would like to request reasonable academic accommodation, the appropriate avenue for the parent/guardian is to first seek to address such concerns through communication with Idaho Connects Online School's administration. Should that avenue not resolve the situation, a parent/guardian is free to address such concerns with the Board of Directors in conformance with Board policy regarding public participation at Board meetings.

A parent/guardian who has an objection to their child's participation in Idaho Connects Online School's adopted curriculum and/or the School's implementation of practices, policies, and procedures in accordance with educational mandates on the basis that it harms the child or impairs the parent/guardian's firmly held beliefs, values, or principles, may withdraw their child from the activity, class, or program. A parent/guardian who chooses to not have their child participate in the provided educational activity, with the exception of sex education curriculum, shall be responsible for identification and provision of non-disruptive alternative educational activities for their child during any time of objection, at no cost to Idaho Connects Online School. The final decision as to the placement of such alternative educational activity shall be at the discretion of Idaho Connects Online School, with input of the parent, consistent with the requirements for advancement and graduation and consistent with the reasonable accommodation requirements outlined above.

In the case of dual credit courses offered by an institution of higher education, academic accommodations and excusing students from objectionable assignments is solely at the discretion of the course provider and not Idaho Connects Online School. Idaho Connects Online School has no control over the selection, adoption, and removal of curricular materials and it is the responsibility of the parent to have knowledge of and/or review such prior to student enrollment.

Access to Learning Materials

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

Notice

Idaho Connects Online School shall annually provide parents/guardians with notice of their rights as specified in this policy.

Cross Reference:	2340F 2420 4105F 4175	Parental Opt-Out Form for Sex Education Parent and Family Engagement Request to Address the Board Required Annual Notices
Legal Reference:	Id. Const. art. IX I.C. § 32-1010 I.C. § 32-1012 I.C. § 32 1013 I.C. § 33-6001 I.C. § 33-6002 I.D.A.P.A. 08.01-.04	Education and School Lands Intent of the Legislature – Parental Rights Parental Right to Direct the Education of Children Interference with Fundamental Parental Rights Restricted Parental Rights Annual Notice of Parental Rights State Board of Education and State Department of Education Administrative Rules

Policy History:

Adopted on:

Revised on: 1/19/2022

Reviewed on: 11/17/2021

Curricular Materials

The term “curricular materials” is defined as “textbook, instructional media, including software, audio/visual media, and internet resources.”

The Board of Directors is legally responsible for approving and for providing the necessary curricular materials used in Idaho Connects Online School. Textbooks and instructional materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
3. Provide background information to enable students to make intelligent judgments;
4. Present opposing sides of controversial issues;
5. Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage; and
6. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

The Board may appoint a curricular materials adoption committee for the purpose of advising the Board on selection of curricular materials for use within Idaho Connects Online School that are not covered by the state curriculum materials committee. Each committee shall have two or more Directors. The creation of committees and appointment of members must be in accordance with Idaho Connects Online School Policy 1250. All meetings of the committee shall be held in open session and be duly noticed.

Curricular materials may be made available for loan to students when the best interest of Idaho Connects Online School and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear, unreasonable damage, or lost materials. The professional staff will maintain records necessary for the proper accounting of all curricular materials.

Curricular materials provided for dual credit courses offered by an institution of higher education are selected by the provider and not Idaho Connects Online School. Idaho Connects Online School has no control over the selection, adoption and removal of curricular materials and it is the responsibility of the parent to have knowledge of and/or review such prior to student enrollment.

Any person may submit oral or written objections to any curricular materials under consideration.

Cross References: § 1250
§ 2530

Committees
Learning Materials Review

Legal References: I.C. § 30-30-617
I.C. § 33-1612
I.C. § 33-5210(4)

Idaho Nonprofit Corporation Act - Directors and Officers
- Committees of the Board
Courses of Instruction - Thorough System of Public
Schools
Application of School Law – Accountability – Exemption
from State Rules - Public Charter Schools

Policy History:

Adopted on: 1/19/2022

Revised on:

Reviewed on: 11/17/2021

Selection, Adoption, and Removal of Curricular Materials

Curriculum committees will generally be responsible for recommending textbooks and major instructional materials for consideration by the Board as curricular materials that are consistent with the Idaho Connects Online School Performance Certificate, and Idaho Connects Online School goals and objectives. Recommendations will be made to the Head of School, with a final decision being made by the Board.

For dual credit courses offered through institutions of higher education, the selection, adoption, and removal of curricular materials is handled by the provider. Idaho Connects Online School has no control over the selection, adoption, and removal of curricular materials and it is the responsibility of the student's parent to have knowledge of and/or review such prior to student enrollment.

Selection and Adoption

The curricular materials adoption committee should develop, prior to selection, a set of selection criteria against which curricular materials will be evaluated. The criteria should include the following along with other appropriate criteria. Curricular materials shall:

1. Be congruent with identified instructional objectives;
2. Present more than one viewpoint on controversial issues;
3. Present members of minority groups realistically;
4. Present non-stereotypic models;
5. Facilitate the sharing of cultural differences; and
6. Be priced appropriately.

Removal

Curricular materials may be removed when they no longer meet the criteria for initial selection, when they are worn out, or when they have been judged inappropriate through the learning materials review process.

Legal References:	I.C. § 33-1612	Courses of Instruction - Thorough System of Public Schools
	I.C. § 33-5210(4)	Application of School Law – Accountability – Exemption from State Rules - Public Charter Schools

Policy History:

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Revised on:

Reviewed on: 11/17/2021

High School Graduation Requirements

Publication of Graduation Requirements

Prior to registering for high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student handbook.

Credits

Students shall be expected to earn a total of 12 semester credits (**Note: A minimum of 46 semester credits (1 semester equaling ½ year) is required**) in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

The core of instruction is **29 semester credits**:

Secondary Language Arts and Communication		9 credits
English (language study, composition, literature)	8 credits	
Speech or Debate	1 credit	
Mathematics		6 credits*
Algebra I (or meets Algebra I standards)	2 credits	
Geometry (or meets Geometry standards)	2 credits	
Secondary Mathematics of the student's choice	2 credits	

*(2 credits must be taken in the last year of high school in which the student intends to graduate unless the student has:

1. Earned 8 or more high school credits of mathematics that include Algebra II or higher level of mathematics before their senior year; and
2. Has completed 6 or more high school math credits prior to the fall of their last year of high school, including 2 semesters of an Advanced Placement or dual credit Calculus or higher level course

For the purposes of this procedure, the last year of high school shall include the summer preceding the fall start of classes. Students who return to school during the summer or the following fall of the next year for less than a full schedule of courses due to failing to pass a course other than math are not required to retake a math course as long as they have earned six credits of high school level mathematics.)

Dual credit engineering and computer science courses aligned to the state standards for grades 9 through 12, including AP Computer Science and dual credit computer Science courses may be counted as a mathematics credit if the student has completed Algebra II (or equivalent integrated mathematics) standards.

**Students who choose to take Computer Science and Dual Credit Engineering may not concurrently count such courses as both a mathematics and science credit*

Science

Secondary Science 6 credits*
*(4 credits shall be laboratory sciences)

Up to 2 credits in dual credit engineering and computer science courses aligned to the state standards for grades 9 through 12, including AP Computer Science, Dual Credit Computer Science, may be used as science credits.

**Students who choose to take computer science and Dual Credit Engineering may not concurrently count such courses as both a mathematics and science credit.*

Social Studies

Government	2 credits	5 credits
US History	2 credits	
Economics	1 credit	

Arts and Humanities

Interdisciplinary humanities, visual, and performing arts, or Foreign language 2 credits

Health/Wellness

1 credit*

*(For students who enter 9th grade in Fall 2015 or later, each student shall receive a minimum of 1 class period on psychomotor cardiopulmonary resuscitation (CPR) training as outlined in the American Heart Association (AHA) Guidelines for CPR to include the proper utilization of an automatic external defibrillator (AED) as part of the Health/Wellness course. Additionally, Students participating in one season in any sport recognized by the Idaho High School Activities Association or club sport recognized by Idaho Connects Online School, or 18 weeks of a sport recognized by the School may choose to substitute participation for up to one credit of physical education.)

Middle School Credit

If a middle school student completes any required high school course with a grade of C or higher before entering the 9th grade, and if that course meets the same standards that are required in high school and the course is taught by a teacher certified to teach high school content, then the student has met the high school content area requirement for such course. The student shall be given a grade for the successful completion of that course and such grade and the number of credit hours assigned to the course shall be transferred to the student's high school transcript and the student's parent/guardian shall be notified in advance when credits are going to be transcribed. However, the student's parent/guardian may elect to not have the credits and grade transferred to the student's high school transcript. The student still must complete the required number of credits in all high school core subjects identified above in addition to the courses completed in middle school.

College Entrance Examination

A student must take one of the following college entrance or placement examinations before the end of the student's 11th grade year: ACT or SAT.

A student may elect to take an exemption in their 11th grade year from the college entrance exam requirement if the student is:

1. Enrolled in a special education program and has an Individual Education Plan that specifies accommodations not allowed for a reportable score on the approved tests;
2. Enrolled in a Limited English Proficient program for 3 academic years or fewer;
3. Enrolled for the first time in grade 12 at an Idaho high school after the spring statewide administration of the college entrance exam; or
4. Eligible to take an alternative assessment. In this case, the student may instead take the ACCUPLACER placement exam during their senior year.

A student who misses the statewide administration of the college exam during the student's 11th grade year may instead take the examination during his or her 12th grade year if the student:

1. Transferred to an Idaho public school during his or her 11th grade year;
2. Was homeschooled during his or her 11th grade year; or
3. Missed the spring statewide administration of the college entrance exam for a documented medical reason.

Senior Project

For the 2020/2021 school year, the Senior Project is not required. Thereafter, a student shall complete a senior project that includes a research paper and oral presentation by the end of grade 12. Senior projects may be multi-year projects, group or individual projects, or approved pre-internship or school to work internship programs at the discretion of the School. The project must include elements of research, development of a thesis using experiential learning or integrated project based learning experiences, and a presentation of the outcome. **Additional requirements for the senior project are the discretion of the School.**

Completion of a postsecondary certificate or degree at the time of high school graduation or an approved pre-internship or internship program may be used to satisfy this requirement.

Idaho Standards Achievement Tests (ISAT)

In addition to obtaining the necessary credits as outlined above, a student will take the Idaho Student Achievement Test (ISAT) as defined by State Board of Education rules.

Civics Test

All secondary students must successfully pass the civics test or alternate path. "Civics test" as used herein means the 100 questions used by officers of the United States citizenship and immigration services as a basis for selecting the questions posed to applicants for naturalization.

Any student who participates in a United States Government and Politics course and an associated college credit-bearing examination shall be deemed to have met this requirement.

Idaho Connects Online School will determine the method and manner in which to administer the civics test. A student may take the civics test, in whole or in part, at any time after enrolling in grade 7 and may repeat the test as often as necessary to pass the test. The School will document on the student's transcript that the student has passed the civics test.

The applicability of this requirement for students who receive special education services will be governed by the student's Individualized Education Plan.

Waiver of Requirement

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the Executive Director may approve minor deviation from the graduation requirements.

Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, correspondence courses, and online/virtual courses.

Credit for work experience may be offered when the work program is a part of and supervised by Idaho Connects Online School.

All classes attempted at Idaho Connects Online School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit shall be awarded only once, regardless of repetition of the course.

Honor Roll

A student must have a minimum grade-point average of 4.0 to be placed on the honor roll. Specific information regarding honors at graduation is included in the student handbook.

Class Rank (Grade Point Average)

Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card.

Early Graduation or Flexible Schedule

A student may, at the student's option and upon notification to the School, be relieved from completing their remaining high school graduation requirements and apply for a flexible schedule or graduate early if the student:

1. Is at least 16 years of age;
2. Maintains a cumulative 3.5 grade point average;
3. Obtains permission from a parent/guardian, if under the age of 18;
4. Achieves a college and career readiness score;
5. Files the following with school:
 - A. Notification of their intent to take a flexible schedule OR graduate early;
 - B. The student's participation portfolio; and
 - C. An essay of at least one page explaining why the student wishes to have a flexible schedule which must include the future plans using the flexible schedule OR early graduation;
6. Completes the following:

- A. The required civics test;
- B. The economics credit, government credits, and senior project required to graduate. A student's senior project may describe the student's experience in achieving a college and career readiness score and a detailed explanation of the student's future plan.

Students eligible for a flexible schedule may be relieved from high school graduation requirements in order to:

1. Take elective courses, career technical education programs, or courses selected by the student which are available at the School;
2. Participate in apprenticeships or internships;
3. Act as a tutor at any grade level; or
4. Engage in such other activities identified by the Board.

A student who is granted a flexible schedule must adhere to the plan submitted to the school as a part of their eligibility. Students who are under 18 may modify their plan with the approval of the student's parent/guardian.

The Head of School is authorized to create any procedures necessary to assist students to achieve early graduation or flexible schedules as well create incentives for participation in any early graduation program. Students who opt for a flexible schedule may apply for Advanced Opportunities funding. Existing programs providing incentives to complete coursework early are described in Policy 2435 Advanced Opportunities.

Procedure History:

Adopted on: 1/19/2022

Revised on:

Reviewed on: 11/17/2021

Military Compact Waiver

The State of Idaho is one of numerous states across the country that is a member of the Interstate Compact on Educational Opportunity for Military Children. As a Charter School within the State of Idaho and subject to the laws of the State of Idaho, Idaho Connects Online School shall follow the requirements of the Compact for students who enroll at Idaho Connects Online School 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:

1. Timely student enrollment;
2. Student placement;
3. Qualification and eligibility for curricular, co-curricular and extracurricular programs;
4. Timely graduation; and
5. The facilitation of cooperation and communication between various member states' schools.

Applicability

This 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 injury sustained on active duty for a period of one (1) year after death.

Educational Records and Enrollment

Hand Carried/Unofficial Educational Records: In 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, Idaho Connects Online School shall enroll and appropriately place the student based upon the information the school receives in the unofficial educational records, pending validation by the official records, as soon as possible.

Official Educational Records/Transcripts: At the time of enrollment and conditional placement of a qualifying student at Idaho Connects Online School, the School shall request the student's official educational records from their last school of attendance.

A school receiving such a request shall process the official educational records request and furnish such within a period often (10) days, or within the timeline determined to be reasonable by the Interstate Commission.

Immunizations: Idaho Connects Online School shall provide a period (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 the School. Where the School'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.

Kindergarten and First Grade Entrance Age: Students shall be allowed to continue their enrollment at grade level at the School, commensurate with their grade level from their receiving school, including kindergarten, at the time of transition. However, the provisions of Idaho Code Section 33-201 regarding attaining the age of five (5) on or before the first day of September for enrollment in Kindergarten, and attaining the age of six (6) on or before the first day of September or having attained the age of five (5) and having completed a private or public out of state kindergarten for the required four hundred fifty (450) hours for enrollment in first grade, shall continue to apply.

A student who has satisfactorily completed the prerequisite grade level in the sending school shall be eligible for enrollment in the next highest-grade level in Idaho Connects Online School, as the receiving school, regardless of age.

A student who is transferring into Idaho Connects Online School after the start of the school year shall enter the School on the student's validated grade level from an accredited school in the sending state.

Placement and Attendance

Course Placement: Upon transfer of a qualifying student, Idaho Connects Online School 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 Idaho Connects Online School from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

Educational Program Placement: Idaho Connects Online School 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 Idaho Connects Online School from performing subsequent evaluations to ensure appropriate placement of the student.

Special Education Services: In compliance with the federal requirements of the Individuals with Disabilities Education Act (IDEA), Idaho Connects Online School, as the receiving school, shall initially provide comparable services to a student with disabilities based on his or her current Individual Education Plan (IEP).

In compliance with Section 504 of the Rehabilitation Act and with Title II of the Americans with Disabilities Act (ADA), Idaho Connects Online School, 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 Idaho Connects Online School, as the receiving school, from performing subsequent evaluations to ensure appropriate placement and/or accommodations are made for the student.

Placement Flexibility: Idaho Connects Online School's Principal shall have the flexibility to waive course/program prerequisites or other preconditions for placement in courses/programs offered by Idaho Connects Online School.

Absences Relating to Deployment Activities: A student whose parent or legal guardian is an active-duty member of the uniformed services and 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 Idaho Connects Online School's Principal to visit with his or her parent/guardian relative to such leave or deployment of the parent or guardian.

Eligibility

Eligibility for Enrollment: A Special Power of Attorney proclaiming 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.

Idaho Connects Online School shall not charge tuition to a transitioning military student placed in the care of a noncustodial parent or other person standing as parents 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.

Eligibility for Extracurricular Activity Participation: The School 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

In order to facilitate the on-time graduation of a child of military families, Idaho Connects Online School shall incorporate the following procedure:

- 1. Graduation Course Requirements - Waiver:** Idaho Connects Online School's Principal or designee shall waive specific courses that are required for graduation if similar coursework has been satisfactorily completed at another school.

If Idaho Connects Online School does not waive the specific course requirement for graduation, Idaho Connects Online School shall provide a reasonable justification for the denial. This justification shall be provided to the parent/legal guardian in writing.

If Idaho Connects Online School does not waive the specific course requirement for graduation and the student would have otherwise qualified to graduate from the sending school, Idaho Connects Online School shall provide an alternative means of acquiring required coursework to ensure that the student's graduation will occur on time.

- 2. Exit Exams:** In line of testing requirements required for graduation at Idaho Connects Online School, the School and the State of Idaho shall accept any or all of the following:
 - A. Exit exams or end-of-course exams required for graduation from the sending school;
 - B. National non-referenced achievement tests; or
 - C. Alternative testing.

In the event the above alternatives cannot be accommodated by Idaho Connects Online School for a student transferring during his or her senior year, subsection 3, below, shall apply.

- 3. 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 Idaho Connects Online School after all alternatives have been considered, the sending school and Idaho Connects Online School 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 Idaho Connects Online School policies that conflict with this policy and/or are in conflict with the Compact are superseded to the extent of the conflict.

Cooperation

The receiving School, through its administrative agents, shall timely cooperate with all state agency inquiries and other Idaho Connects Online School inquiries relating to a student who is covered by the Compact.

Cross Reference: Policy 2700P High School Graduation Requirements
Policy 2715 Secondary Route to Graduation

Legal Reference: I.C. § 33-5701 Interstate Compact on Educational Opportunity for
 Military Children
IDAPA 08.02.03.105 Graduation from High School

Specialty Diplomas

STEM Diploma

The Board may award a STEM Diploma to every student enrolled in Idaho Connects Online School who meets the requirements of graduation established by the School and also completes the following:

1. Eight credits in mathematics;
2. Eight credits in science; and
3. Five credits in the students' choice of any or all subjects of science, technology, engineering, or mathematics.

Students who have completed eight or more credits in mathematics that include Algebra II or a higher-level mathematics class before the student's senior year are not required to take a mathematics class in the student's senior year.

The official transcript will indicate the specific courses taken and level of achievement.

The Board may award a Bi-Literacy Diploma to every student enrolled in Idaho Connects Online School who meets the requirements of graduation established by the School, demonstrates proficiency in English, and meets one of the following requirements:

1. Passes a foreign language advanced placement exam with a score of 3 or higher; or
2. Passes an international baccalaureate examination with a score of 4 or higher; or
3. Demonstrates intermediate mid-level proficiency or higher in the world language based on the American Council on the Teaching of Foreign Language (ACTFL) proficiency guidelines; or
4. Qualifies for four competency-based credits by demonstrating proficiency in the world language at the intermediate mid-level or higher based on the ACTFL guidelines; or
5. Demonstrates proficiency in speaking, writing, and reading the world language through other national or international assessments approved by the State Board of Education.

To receive this specialty diploma, students are not required to complete more than the total credits required to graduate.

Workforce Readiness and Career Technical Education Diploma

The Board may award a Workforce Readiness and Career Technical Education Diploma to every student who successfully completes all minimum graduation requirements as well as the following:

1. Successfully passed a technical skills assessment;
2. Successfully passed the workplace readiness assessment; and
3. Demonstrated competency in career technical education program standards as identified with "Skillstack" or a successor program and earned the workforce readiness badge or an industry certification approved by the Division of Career Technical Education for this purpose.

To receive this specialty diploma, students are not required to complete more than the total credits required to graduate. A student may earn their last year of Math and English credits through a practical math or technical writing course.

Each student is encouraged to earn a relevant industry certification.

Cross Reference:	§§ 2700 & 2700P	High School Graduation Requirements
Legal Reference:	I.C. § 33-523	S.T.E.M. Diploma
	I.C. § 33-524	Biliteracy Diploma
	I.C. § 33-526	Workforce Readiness Diploma
	I.D.A.P.A. 08.02.01.250.02	Required Attendance
	I.D.A.P.A. 08.02.01.350	Early Graduation
	I.D.A.P.A. 08.02.03.105	High School Graduation Requirements
	I.D.A.P.A. 08.02.03.1802	STEM Diploma Math Exemption

Policy History:

Adopted on: 1/19/2022

Revised on:

Reviewed on: 11/17/2021

Public Participation in Board Meetings

The Board of Directors encourages all citizens of Idaho Connects Online School to express their ideas and concerns. During a time of Health Emergency, the Board may offer the ability to attend their meeting remotely, including the ability to submit patron input electronically ahead of time. Such electronically provided input shall be provided to the Board of Directors. The comments of the community will be given careful consideration. In the evaluation of such comments, first priority will be Idaho Connects Online School students and their educational program.

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. ADDITIONALLY, OTHER TOPICS YOU WISH TO ADDRESS MAY ONLY BE APPROPRIATE FOR EXECUTIVE SESSION. IN SUCH INSTANCES, THE BOARD WILL DETERMINE IF YOUR COMMENTS ARE APPROPRIATE FOR OPEN OR EXECUTIVE SESSION AND WILL NOTIFY YOU ACCORDINGLY.

A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLS OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.

Any complaint about Idaho Connects Online School, including instruction, discipline, school personnel policy, procedure, or curriculum, should be referred through proper administrative channels before it is presented to the Board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or staff;
2. Supervisor, if applicable;
3. Principal, if applicable;
4. Executive Director; then
5. Board of Directors.

Please also see Idaho Connects Online School Policy No. 4110 Public Complaints.

Members of the public will not be recognized by the Chair as the Board conducts its official business except when the Board schedules public discussion period on a particular item. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At each regular and special meeting of the Board the agenda will provide time for public comment before the Board. Persons wishing to address the Board will be required to submit a "Request to Address the Board" form. Forms are available from the Board Clerk and will be available at each meeting.

Total time allotted for public comment will not exceed 30 minutes. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to 3 minutes. Public comment will be taken on matters scheduled on the agenda. Should a large number of members of the public wish to speak on the

same issue or topic, members of the public are encouraged to select one or more representatives to summarize their position. Additionally, the Board Clerk will accept written comments for distribution to the Board. The Board may decline to hear repetitive comments. The Chair may also deny an individual the opportunity to address the Board if the individual has previously addressed the Board on the same subject within the past two months.

Written materials for the Executive Director must be submitted to the Board Clerk. The written material must include the name, address, and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Directors if received by noon the Friday preceding the Board meeting. Materials should not be sent directly to the Executive Director. Materials may be presented or mailed to the Board Clerk at: IDAHO CONNECTS ONLINE SCHOOL, PO BOX 125, STAR, ID 83669-125, or emailed to the Board clerk at Vickie.McCullough@iconschool.org

If a topic is being considered by a committee established for that purpose, the Chair may refer the public comment to that committee.

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board of Directors as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

If a special meeting has been held to obtain public comment on a specific issue, the Chair of the Board may elect not to recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Cross References:	§ 4110	Public Complaints
	§ 4120	Uniform Grievance Procedure
	§ 4320	Disruption of School Operations
Legal References:	I.C. § 33-512	Governance of Schools
	I.C. § 33-512(11)	Governance of Schools – District Permitted to Prohibit Entry to School Grounds
	I.C. § 74-206	Executive Sessions — When Authorized

Policy History

Adopted on: 10/28/2021

Revised on:

Reviewed on: 10/13/2021

Public Complaints

The Board of Directors is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be submitted on the Uniform Grievance Procedure to the appropriate-level staff member or administrator. Each complaint or suggestion shall be considered on its merits.

Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board.

Policy History:

Adopted on: 10/28/2021

Revised on:

Reviewed on: 10/13/2021

Uniform Grievance Procedure

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

Grievance Procedure

This grievance procedure should be followed if a grievant believes that the Board, its employees or agents have violated the grievant's rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy, except that any allegation of sexual misconduct or sexual harassment shall be addressed in accordance with Policy 3085.

Idaho Connects Online School will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Grievances will be processed according to the step-by-step process outlined below. However, if a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step and the process shall be modified as needed to meet the objectives of the Grievance Procedure. If a grievance is directly based on official Board action, the grievance shall be directed to the Clerk of the Board. The grievance may be heard by the Board at the sole discretion of the Board.

Level 1: Informal

A grievant with a complaint is encouraged to first discuss it with the teacher, counselor, or administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual misconduct against a student should be addressed in accordance with Policy 3085.

Level 2: Head of School

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

If the complaint alleges a violation of Board policy or procedure, the Head of School shall investigate and attempt to resolve the complaint within 30 school business days. If either party is not satisfied with the Head of School's decision, the grievance may be advanced to Level 3 by requesting in writing that the Board review the Head of School's decision. This request must be submitted to the Board within 15 days of the Head of School's decision.

If the complaint alleges a violation of Title II, Section 504 of the Rehabilitation Act, or a violation of Title IX other than sexual misconduct, the Head of School shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. Idaho Connects Online School has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Head of School within 30 school business days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Head of School agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Head of School rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: The Board

Upon receipt of a written appeal of the decision of the Head of School, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within 30 days of that meeting. The decision of the Board will be final.

Cross Reference: 3085 Sexual Harassment, Discrimination and Retaliation Policy
3085P Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions

Policy History:

Adopted on: 10/28/2021
Revised on: 10/13/2021
Reviewed on: 10/13/2021

Public Access to Idaho Connects Online School Website

In order to comply with various state laws and to ensure that the public is provided with web accessible information, Idaho Connects Online School shall develop and maintain an available public internet-based website for the posting of School information.

Idaho Connects Online School shall make available to the public on its website the annual budget approved by the Board of Directors which will be posted within thirty (30) days after its approval.

Idaho Connects School shall also make available to the public on its website the Board's Continuous Improvement Plan. The plan must be reviewed, updated annually, and posted no later than October 1 each year.

The School shall also make available to the public on its website its Student Data Privacy and Security policy.

Notice of negotiations sessions between Idaho Connects Online School and any local education organization shall be posted on the front page of the School's website. This shall be done at the earliest time practicable for the School. Idaho Connects Online School shall also make available to the public on its website any content master collective bargaining agreement approved by the Board.

Idaho Connects Online School shall make available to the public on its website the posting of District expenditures that is easily accessible from the main District webpage. The expenditure data shall be provided as open structure data that can be downloaded by the public in one of the following formats:

1. Non-searchable PDF;
2. Searchable PDF;
3. Spreadsheet; or
4. Database.

Idaho Connects Online School shall ensure that the expenditure website includes the following data concerning all expenditures made by the School:

1. The name and location or address of the entity receiving moneys;
2. The amount of expended moneys;
3. The date of the expenditure;
4. A description of the purpose of the expenditure, unless the expenditure is self-describing;
5. Supporting contracts and performance reports upon which the expenditure is related when these documents already exist; and
6. To the extent possible, a unique identifier for each expenditure.

The School shall update the expenditure data contained on the website at least every thirty (30) days and archive all expenditures so that they remain accessible for three (3) years after the fiscal year in which they were made consistent with the School's records retention policy.

Cross Reference: 1530 Records Available to Public
 4135 Records Available to Public
 8605 Retention of Charter School Records

Legal Reference: Title 9, Chapter 3 Public Records
 I.C. § 9-339 Response to Request for Examination of Public Records
 I.C. § 33-133 Idaho Student Data Accessibility, Transparency, and
 Accountability Act
 I.C. § 33-320 Continuous Improvement Planning and Training
 I.C. § 33-357 Creation of Internet Based Expenditure Website
 I.C. § 33-1273A Negotiations in Open Session

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination.

Idaho Connects Online School may provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

The Principal is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the Idaho Connects Online School's compliance efforts, recommend necessary modifications to the Board of Directors, and maintain the Charter School's final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date [FOR CHARTER SCHOOLS WITH FIFTY (50) OR MORE FULL OR PART TIME EMPLOYEES]; and
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Principal, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Idaho Connects Online School will provide the parent or guardian of each student who has a disability with a copy of the Procedural Safeguards Notice available on the website of the Idaho State Department of Education. This notice will be provided one time each year. It will also be provided, as outlined in 34 C.F.R. 300.504(a), upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, upon a disciplinary action constituting a change in placement, and upon the request of a parent or guardian. The notice must be provided in the parent or guardian's native language unless it is not feasible to do so.

Cross Reference: 3210 Uniform Grievance Procedure
Legal Reference: Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.
Individuals with Disabilities Education Act, 20, U.S.C. §§ 1415
Procedural Safeguards Notice, 34 C.F.R. § 300.504

Required Annual Notices

The following policies, procedures, and forms shall be distributed to students and their parents/guardians on an annual basis. This requirement may be met by distribution in Idaho Connects Online School’s student handbook. In some cases, additional notices may be necessary to reach staff, applicants, or others.

2140, 2140F	Student and Family Privacy Rights
2425	Parental Rights
3280	Equal Education, Nondiscrimination, and Sex Equity
3295P	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3320	Substance and Alcohol Abuse
3330	Student Discipline
3335	Academic Honesty
3500	Student Health/Physical Screenings/Examinations
3570F1	Student Records
3575	Student Data Privacy and Security
4160	Parent Right-to-Know Notices
5120	Equal Employment Opportunity and Non-Discrimination
5265	Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying
8200	Local School Wellness

Note: This list only includes those for which general notice is required in all schools.

Policy History:

Adopted on: 10/28/2021

Revised on:

Reviewed on:

Records Available to the Public

Subject to the limitations provided herein, and as provided by law, full access to public records concerning the administration and operations of Idaho Connects Online School shall be afforded to the public. Public access to Idaho Connects Online School records shall be afforded according to appropriate administrative procedures.

Every person has the right to examine and take a copy of any public record at all reasonable times. All Idaho Connects Online School records except those restricted by state and federal law shall be made available to citizens upon written request for inspection at the Idaho Connects Online School office.

The Head of School shall serve, or designate someone to serve, as “Public Records Coordinator” with the responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, retention, and copying requirements of federal law, state law, and this policy. Responsibility and authority for indexing shall include identifying the general subject matter of all public records kept or maintained by Idaho Connects Online School, the custodian of these records, and their physical location. The identified physical location of Idaho Connects Online School’s records is provided in the Retention of Idaho Connects Online School Records Policy. The Public Records Coordinator shall authorize the inspection and copying of Idaho Connects Online School's records only in accordance with the criteria set forth in this policy and in compliance with state and federal laws.

A written copy of the Board’s minutes shall be available to the general public within a reasonable time after the meeting in which they are approved. Drafts of the Board’s minutes are considered to be public records and shall be produced upon request. However, Idaho Connects Online School shall watermark such public records with the statement “Unofficial Draft Minutes not yet reviewed or approved by Board.”

Definitions

A written copy of the Board’s minutes shall be available to the general public within a reasonable time after the meeting in which they are approved.

A “Public record” includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by any state agency, independent public body corporate and politic, or local agency regardless of physical form or characteristics. Provided, however, that personal notes created by a public official solely for his or her own use shall not be a public record as long as such personal notes are not shared with any other person or entity.

A "Writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing, and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, or other documents.

Public records of Idaho Connects Online School do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

Records Exempt from Disclosure

In accordance with Idaho Code, the following records shall **NOT** be subject to public inspection and/or copying:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation;
2. Retired employees' and retired public officials' home addresses, home telephone numbers, and other financial and non-financial membership records;
3. Records of a current or former employee other than the employee's duration of employment with Idaho Connects Online School, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses. All other personnel information relating to an employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
4. Records relating to the appraisal of real property, timber, or mineral rights prior to its acquisition, sale, or lease by Idaho Connects Online School;
5. Any estimate prepared by Idaho Connects Online School that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
6. Records of any risk retention or self-insurance program prepared in anticipation of litigation, or for analysis of, or settlement of potential or actual money damage claims against Idaho Connects Online School and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents, and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement from public funds shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic;
7. Computer programs developed or purchased by or for Idaho Connects Online School for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval, and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:
 - A. The original data including, but not limited to, numbers, text, voice, graphics, and images;
 - B. Analysis, compilation, and other manipulated forms of the original data produced by use of the program; or
 - C. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.

8. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act, Idaho Code, and adopted Idaho Connects Online School policy;
9. Test questions, scoring keys, or other examination data used to administer academic tests;
10. Records relevant to a controversy to which Idaho Connects Online School is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution;
11. Records of buildings, facilities, infrastructures, and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape, or other emergency response plans, vulnerability assessments, operation and security manuals, plans, blueprints, or security codes.

However, all personnel records of a current or former public official reflecting public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency are subject to public inspection and/or copying.

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, Idaho Connects Online School shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

Response to Requests

Idaho Connects Online School may require that a public records request be submitted in writing with the requester's name, mailing address, email address, and telephone number. A request for public records may be conducted by electronic mail. The request shall specifically describe the subject matter and records sought, including a specific date range for when the records sought were created. The request shall be as specific as possible, describing the records sought in enough detail to let the Public Records Coordinator find the records with reasonable effort. Idaho Connects Online School may provide the requester information to help the requester narrow the scope of the request or to help the requester make the request more specific when the records requested are voluminous or costly.

Idaho Connects Online School shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of a request for public records. If a longer period of time is needed to locate or retrieve the records, Idaho Connects Online School shall notify the person requesting the records of the same and provide the records to such person not later than ten (10) working days following the request. In the event an individual requests a record be provided in electronic format, Idaho Connects Online School shall provide the record in electronic format if the record is available in that format. If a record is requested in electronic format and the record cannot easily be converted to electronic format within ten (10) working days, Idaho Connects Online School shall notify the person requesting the records of this fact and provide them with an estimate of the time necessary to complete the conversion. The documents shall then be provided at a time mutually agreeable to the parties giving consideration to any limitations that may exist regarding electronic conversion.

If Idaho Connects Online School fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If Idaho Connects Online School denies the request for examination or copying the public records or denies in part and grants in part the request for examination and copying of the public records, the public records coordinator shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney

for Idaho Connects Online School has reviewed the request or shall state that Idaho Connects Online School has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the right to appeal the denial or partial denial and the time periods for doing so.

The Public Records Coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise suitable for disclosure when it is determined that there is reasonable cause to believe that the disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Fee Waiver

Idaho Connects Online School will adhere to its copying fee schedule unless it is determined by the Public Records Coordinator that the individual making such a request has demonstrated information sufficient to fulfill the following test:

1. That the requester's examination and/or copying of public records is likely to contribute significantly to the public's understanding of the operations and activities of the government;
2. That the requester's 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
3. That the requester's examination and/or copying of public records will not occur if fees are charged because the requester has insufficient financial resources to pay such fees.

Upon a request that fees not be charged, and the Public Records Coordinator's consideration of the above factors, the Public Records Coordinator shall notify the requester in writing of their decision within ten (10) working days following the request. If the fee waiver is denied, the requester shall then have seven (7) days to file an appeal of the denial with the Head of School. The Head of School shall review the denial and either affirm or reverse the denial of the public records coordinator in writing within ten (10) working days of receipt of the appeal. In the event that the Head of School is the Public Records Coordinator then the appeal shall be filed within seven (7) days to the Board of Directors. At the Board's next regularly scheduled meeting, the Board shall review the denial of fee waiver and either affirm or reverse it. There shall be no further appeal beyond the Board.

The request shall not be fulfilled or prepared, and the time for response will not begin to run, until such time as the final determination as to fees has been addressed and any fees to be charged have been paid.

A requester may not file multiple requests for public records solely to avoid payment of fees. If Idaho Connects Online School suspects that this is the case then it can aggregate the related requests and charge based upon its copying fee schedule.

Fee Schedule

The copying fee schedule of Idaho Connects Online School is as follows:

1. Idaho Connects Online School shall not charge a fee for the first 100 pages of records or the first two (2) hours of labor in responding to a request;

2. Copies of public records - 10¢ per page (cannot exceed actual cost) for copies beyond the first 100 pages or beyond the first (2) hours of labor in responding to a request;
3. Idaho Connects Online School will charge for the labor costs associated with locating and copying documents if:
 - A. The request is for more than 100 pages of records;
 - B. The request includes non-public information that must be redacted from the public records; and/or
 - C. The labor associated with locating and copying the records exceeds two (2) hours.
4. The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest paid administrative staff employee of Idaho Connects Online School who is necessary and qualified to process the request;
5. The fees associated with redactions required to be made by an attorney employed by Idaho Connects Online School shall be charged at the lowest paid hourly rate of the lowest paid attorney employed by Idaho Connects Online School or if there are no attorneys employed by Idaho Connects Online School than the rate shall be no more than the usual and customary rate of the attorney retained by Idaho Connects Online School.
6. Copy of a duplicate computer disc or similar record system the fee shall not exceed:
 - A. Idaho Connects Online School's cost of copying the information in that form;
 - B. Idaho Connects Online School's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance. Idaho Connects Online School shall provide requesters with an itemized statement of fees to show the per-page costs for copies and the hourly rate of employees and attorneys involved in responding to the request.

Cross References:	3570-3570P 4130 8605	Student Records Public Access to Charter School Website Retention of Charter School Records
Legal References:	I.C. § 33-5204 I.C. § 74-101 <i>et seq.</i> I.C. § 74-204 IDAPA 08.01.01.100	Nonprofit Corporation—Liability—Insurance Idaho Public Records Act Open Meetings Law - Notice of Meetings — Agendas Procedures for Responding to Requests for Examination and/or Copying Public Records
Other Reference:	Idaho Public Records Law Manual, July 2019 (available at https://www.ag.idaho.gov/content/uploads/2018/04/PublicRecordsLaw.pdf)	

Policy History:

Adopted on:	10/28/2021
Revised on:	10/13/2021
Reviewed on:	10/13/2021

**Idaho Connects Online School
COMMUNITY RELATIONS**

4260F

Record Request Form

Request for Public Records

I request: to examine to copy to receive an electronic copy of the following records
(please be as specific as possible):

Name (Please Print)

Date Records Requested Were Created:

Beginning: _____

Ending: _____

Mailing Address:

Date of Request

Daytime Phone Number

Received By: _____

Date Received: _____

Public Agency _____

_____ Initial if Applicable: More than three (3) working days are needed to locate or retrieve the requested records. A response shall be provided within ten (10) working days of the request.

Payment received for _____ copies _____

Amount Received: _____

Payment received for _____ labor _____

Amount Received: _____

Receipt Number: _____

Visitors to District Property, Including Sex Offenders

Idaho Connects Online School recognizes the danger sex offenders pose to student safety. Therefore, in an effort to protect students while under the control and supervision of Idaho Connects Online School, Idaho Connects Online School is implementing this policy.

Visitors to and Conduct on School Property

For purposes of this policy, “school property” means Idaho Connects Online School buildings, whether or not they are being used as a school; vehicles used for Idaho Connects Online School purposes; any location being utilized during an Idaho Connects Online School athletic event or other Idaho Connects Online School-sponsored event; properties posted with a notice that they are used by Idaho Connects Online School; and Idaho Connects Online School grounds.

Visitors are welcome on school property provided their presence will not be disruptive. All visitors, including parents of students (unless otherwise exempted), must initially report to the Head of School’s office. Any person wishing to confer with a staff member must contact that staff member to make an appointment.

Idaho Connects Online School expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, a school board member, sports official or coach, or any other person;
2. Damage or threaten to damage another’s property;
3. Damage or deface Idaho Connects Online School property;
4. Violate any Idaho law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt or otherwise interfere with any Idaho Connects Online School activity or function, including using cellular phones in a disruptive manner;
8. Enter upon any portion of Idaho Connects Online School premises at any time for purposes other than those that are lawful and authorized by the Board of Directors;
9. Operate a motor vehicle in a risky manner, in excess of 20 miles per hour, or in violation of an authorized Idaho Connects Online School employee’s directive;
10. Engage in any risky behavior, including rollerblading, roller skating, or skateboarding; or
11. Violate other Idaho Connects Online School policies or regulations, or an authorized Idaho Connects Online School employee’s directive.

Convicted Sex Offender

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds, or upon other properties posted with a notice that they are used by a school, when the person believes children under the

age of 18 years are present and are involved in a school activity or when children are present within 30 minutes before or after a school activity;

2. Loiter on a public way within 500 feet of the property line of school grounds or a school building when children under the age of 18 years are present;
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of 18 years are present in the vehicle; or
4. Reside within 500 feet of a school, measured from the nearest point of the exterior wall of the offenders' dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

All notices posted as required by Idaho Code, shall be at least 100 square inches, make reference to I.C. § 18-8329, include the term "registered sex offender" and be placed at commonly used entrances to the property.

Sample posted notice:

This property is used by or as a school. Pursuant to I.C. § 18-8329, registered sex offenders only have limited rights to enter upon or be near school property. Please contact the school at 208-475-3093 or your probation or parole officer for more information.

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

1. Is a student in attendance at the school;
2. Resides at a state licensed or certified facility for incarceration, health care, or convalescent care;
3. Is exercising his or her right to vote in public elections;
4. Is taking delivery of his or her mail through an official post office located on school grounds;
5. Has contacted Idaho Connects Online School Office annually to obtain written permission from Idaho Connects Online School to be on the school grounds or upon other property posted with a notice that the property is used by a school; or
6. Stays at a homeless shelter or resides at a recovery facility if such shelter or facility has been approved for sex offenders by the county sheriff or municipal police chief.

[Note: These provisions are required for an individual who is dropping off or picking up a student and is the student's parent or legal guardian, is attending an academic conference or other scheduled extracurricular event, or is temporarily on school grounds, during school hours, for the purpose of delivering mail, food, or other items.]

An individual seeking written permission as outlined above must contact Idaho Connects Online School at least ten work days prior to the first visit. In determining whether to grant written permission as provided above, Idaho Connects Online School may, in its discretion, consider the nature of the offense committed, the time since an offense has been committed, the safety of the students, the likely disruption caused by the individual's access to the property, or any other factor. Idaho Connects Online School will provide a response to the requesting individual within seven days of receipt of the request.

Sex Offender Registry Notification

The Head of School or designee shall request notification of registered sex offenders in the same or contiguous zip codes as Idaho Connects Online School. The request can be made of either the Idaho State

Police, the local sheriff's department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho Code. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone.

Staff Notification

At a quarterly meeting, the Head of School or designee shall disseminate sex offender registry information received. The Head of School or designee shall inform staff of the roles and responsibilities of staff in dealing with instances of convicted sex offenders on school property, including, but not limited to, sex offenders on school property without approval, and if a staff member is the school official assigned to escort the sex offender.

When sex offender registry information is disseminated by the Head of School or designee, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code. Employees who share registry information with others may be disciplined.

Enforcement

Any staff member may request identification from any person on Idaho Connects Online School property. Any staff member shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, Idaho Connects Online School's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

1. Anyone observing a parent/guardian or other person violating this policy shall immediately notify the Head of School or designee. The Head of School or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the Head of School or designee shall request that the person immediately leave Idaho Connects Online School property and may contact law enforcement, if appropriate; and
2. If a sex offender violates this policy, Idaho Connects Online School officials shall immediately contact law enforcement.

Legal References:	I.C. § 18-916	Abuse of School Teachers
	I.C. § 18-8323	Public Access to Sexual Offender Registry
	Information	
	I.C. § 18-8324	Dissemination of Registry Information
	I.C. § 18-8326	Penalties for Vigilantism or Other Misuse of Information
	I.C. § 18-8329	Adult Criminal Sex Offenders – Prohibited
	Access to School Children	
	I.C. § 33-512(11)	Governance of Schools – District Permitted to Prohibit Entry to School Grounds
	I.C. § 33-5210(3)	Application of School Law - Accountability - Exemption from State Rules

Policy History:

Adopted on: 10/28/2021

Revised on: 10/13/2021

Reviewed on: 10/13/2021

Hiring Process and Criteria

The Principal is responsible for recruiting personnel, in compliance with Board policy, and making hiring recommendations to the Board of Directors. Educational support personnel applicants are initially screened by the Principal. The School shall hire highly qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy and state law on equal employment opportunities. All applicants must complete an Idaho Connects Online School application form in order to be considered for employment and must also go through the screening process outlined in Idaho Code 33-1210. See 5100P Procedures for Obtaining Personnel Records for Applicants.

Each person hired by Idaho Connects Online School will undergo a criminal history check consistent with Idaho law. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law. There will be no discrimination in the hiring process. See Policy 5120 Equal Employment Opportunity and Non- Discrimination.

As required in Idaho Code 65-505, Idaho Connects Online School will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees, or implementing a reduction in force.

Certification of Professional Personnel

Idaho Connects Online School shall require that its contracted certificated staff hold a valid Idaho certificate endorsed for the role and responsibilities for which they are employed. If at any time a teacher or administrator's certification lapses, is revoked, or suspended, the certificated employee may be subject to action declaring a contract violation and possible action to terminate the employment of the individual by Idaho Connects Online School. All certificated professional employees must be employed on a written contract in the form approved by the State Superintendent of Public Instruction. Idaho Connects Online School will withhold the salary of any certificated professional employee who does not hold a valid certificate.

Upon receipt of a proposed contract for the ensuing school year, the person shall deliver the signed contract to Idaho Connects Online School within ten (10) days of receipt of the same. Delivery of a contract may be made in person or by electronic or certified mail, return receipt requested. Should any person refuse to acknowledge receipt of a contract or not return a signed contract to Idaho Connects Online School within the time period set forth herein, the School may declare the position vacant and offer the contract to another person.

The personnel office will retain a copy of each contracted certificated employee's valid certificate in the employee's personnel file.

Cross Reference: 5100 Hiring Process and Criteria
5100F1 Authorization for Release of Information Form
5100F2 Request to Employer Form
5100F3 Request for Verification of Certificate Form
5110 Fingerprinting and Criminal Background Investigations
5500 Personnel Files

Legal Reference: I.C. § 33-130 Criminal History Checks for School District Employees or Applicants for Certificates
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-1210 Information on Past Job Performance

Policy History:

Adopted on:

Revised on:

Procedures for Obtaining Personnel Records for Applicants

1. Before hiring an applicant for employment in a certificated or non-certificated position Idaho Connects Online School shall have the applicant sign Form 5500F1 Authorization for Release of Information and provide a list of their previous school employers. The list may be obtained via resume or application. Idaho Connects Online School will not hire an applicant who refuses or fails to sign the statement/release.
2. The signed release will then be sent by Idaho Connects Online School to all of the applicant's current or past, in state or out of state, school employers along Form 5100F2 Request to Employer.

(Note: Idaho Connects Online School does not have to request the information for all applicants. The School only has to request the information for the applicant(s) who are considered being offered the position. However, in the interests of timeliness, as it may take up to twenty (20) days to receive such information, Idaho Connects Online School may request the information of every applicant who has sent a signed statement/release.)

3. Idaho Connects Online School may follow up with current or past school employers if the information requested has not been received twenty-five (25) days from the date the request was sent. The School may hire non-certificated applicants on a conditional basis pending receipt of the information requested. Applicants shall not be prevented from being hired if an out of state current or past school employer refuses to comply with the request. The School will attempt to obtain a written refusal along with the reason for the refusal from the non-compliant out of state school employer. The written refusal shall be kept as a part of the applicant's file.
4. Idaho Connects Online School shall also request State Department of Education verification of certification status as well as any past or pending violations of the Professional Code of Ethics and information related to the job performance of the applicants for any certificated position using Form 5100F3 Request for Verification of Certificate Status.
5. When such information and documentation is not received prior to screening or interviews, Idaho Connects Online School will review such information no less than thirty (30) days after it has been received. If an applicant has been offered provisional employment pursuant to LC. 33- 1210(7), Idaho Connects Online School should review the documentation within ten (10) days of receipt. If a written statement of non-employment is to be provided to the provisional employee, it shall be provided before the end of thirty (30) days after the receipt of the documents. If the provisional employee is to be employed by Idaho Connects Online School, a written contract should be provided prior to the end of the thirty (30) day period. It is the goal of Idaho Connects Online School to avoid any situation where an applicant or provisional employee is employed by default or without a written contract.
6. The School shall use information received from applicant's current or past employers only for the purposes of evaluating an applicant's qualifications for employment in the position for which the applicant has applied. No Director or School employee shall disclose the information received to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

Procedure History:

Adopted on:

Revised on:

Equal Employment Opportunity and Non-Discrimination

Idaho Connects Online School shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, gender identity and expression, sexual orientation, age, ancestry, marital status, military status, citizenship status, pregnancy, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

Idaho Connects Online School will make reasonable accommodation for an individual with a disability known to the School if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon the School.

Inquiries regarding discrimination should be directed to the Title IX Non-Discrimination Coordinator. Specific written complaints should follow the Uniform Grievance Procedure.

In compliance with federal regulations, Idaho Connects Online School will notify annually all students and applicants of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator.

Cross Reference: 5250 Uniform Grievance Procedure
5500 Hiring Process and Criteria

Legal Reference: 29 U.S.C. §§ 621, et seq. Age Discrimination in Employment Act
42 U.S.C. §§ 12111, et seq. Americans with Disabilities Act, Title I
29 U.S.C. § 206(d) Equal Pay Act
8 U.S.C. §§ 1324(a), et seq. Immigration Reform and Control Act
29 U.S.C. §§ 791, et seq. Rehabilitation Act of 1973
42 U.S.C. §§ 2000(e), et seq., 29 C.F.R., Part 1601 Title VII of Civil Rights Act
20 U.S.C. §§ 1681, et seq., 34 C.F.R., Part 106 Title IX of the Education
Amendments
29 CFR 1604.10 Pregnancy Discrimination Act - Employment Policies Relating to
Pregnancy and Childbirth
I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on:

Revised on:

Administrative Leave

Delegation and Limited Use of unpaid Leave

The Board of Directors hereby delegates to the Principal and any designee of the Principal the Board's authority to place a certificated employee on a period of paid administrative leave or paid suspension if the Principal or designee believes that such action is in the best interest of Idaho Connects Online School.

Should this authority be exercised and any certificated employee placed onto a period of paid administrative leave or suspension, this action shall be presented to the Board within twenty-one (21) days of taking such action, whether at the next regularly scheduled Board meeting or a special meeting.

At the time the Board is presented with the action they shall either ratify or nullify the act of placing the certificated employee onto a period of paid leave or suspension. The Board may continue the period of administrative leave or suspension at the time the Board takes action.

Legal Reference: I.C. § 33-513

Professional Personnel

Policy History:

Adopted on:

Revised on:

Drug-and Alcohol-Free Workplace

Purpose

Idaho Connects Online School is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public.

The use of illegal drugs, alcohol, and the misuse of prescription drugs is unacceptable. All School workplaces are hereby declared to be drug-and alcohol-free workplaces. A copy of this policy will be provided to each employee with materials describing the dangers of drug use in the workplace and information on any drug counseling, rehabilitation, or employee assistance programs available.

All employees are prohibited from:

1. Unlawful manufacturing, dispensing, distributing, possessing, being under the influence of a controlled substance, or using illegal drugs or drug paraphernalia while on School premises, while performing work for Idaho Connects Online School, or in attendance at School-approved or school-related functions;
2. Distributing, manufacturing, selling, consuming, using, possessing, or being under any degree of intoxication or odor from alcohol while on School premises, while performing work for Idaho Connects Online School, or in attendance at School-approved or School related functions; and
3. Taking prescription drugs above the level recommended by the prescribing physician and using prescribed drugs for purposes other than those for which they are intended. In addition, employees will not distribute a prescribed drug to another employee or student.

As a condition of employment, each employee shall:

1. Abide by the terms of the School policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her Principal of his or her conviction under any criminal drug statute including but not limited to the use of controlled substances, alcohol, prescription drugs, or over-the-counter drugs for a violation occurring on the School premises or while performing work for the School, no later than five (5) days after such a conviction.

Definitions as Used in This Policy

"Illegal use of drugs" means the use of drugs, the possession or distribution of which is unlawful. Such term does not include the use of a drug taken under the supervision by a licensed healthcare professional.

"Drug" or "illegal drug" means a controlled substance as defined in Schedules 1 through V of Section 202 of the Controlled Substances Act found in Chapter 27, Title 37 Idaho Code.

"Conviction" means a finding of guilt, including a plea of no-contest, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

"Criminal Drug Law" means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

"Controlled Substance" means any drug or substance that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or state controlled substance acts.

"Substance Abuse" is the misuse or illicit use of alcohol, drugs, or controlled substances, including but not limited to marijuana, heroin, or cocaine.

Confidentiality

Records that pertain to the School's employee required substance screens are recognized to be private and sensitive records. They shall be maintained by the Principal or his or her designee in a secure fashion to ensure confidentiality and privacy and be disclosed only to the extent necessary to address any work-related safety risks occasioned by either the drug or alcohol use. Medical records, and information relating directly thereto, shall be maintained in accordance with provisions of Idaho law and used with the highest regard for employee privacy consistent with law and the purpose of achieving and maintaining a drug free workplace. All personnel records and information regarding referral, evaluation, substance screen results, and treatment shall be maintained in a confidential manner and no entries concerning such shall be placed in an employee's personnel file.

Pre-Employment Testing

Applicants being considered for employment positions may be required to submit to a urinalysis test for the detection of the illegal use of drugs. Applicants shall be given a copy of this policy in advance of employment. Applicants must acknowledge having read or had this policy explained to them and should understand that as a condition of employment they are subject to its contents. Applicants shall sign an acknowledgment prior to substance screening, permitting the summary result to be submitted to the Principal or designee.

An applicant refusing to complete any part of the drug testing procedure shall not be considered a valid candidate for employment with Idaho Connects Online School, and such will be considered as a withdrawal of the individual's application for employment. If substance screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming test may be requested by the Principal or designee. If the first or any requested second confirming test is positive, any job offer shall be revoked.

Physical Examination/Screening Based Upon Reasonable Suspicion

Whenever the Board, through its authorized designee, and/or the Principal, reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated the School's Drug Free Workplace Substance Abuse Policy, the employee may be required to submit a breath, saliva, urine, and/or blood sample for drug and alcohol testing. When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that the employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor shall notify the Principal.

An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with Board policy and state law.

An employee who tests positive on a reasonable suspicion test will be in violation of this policy. Violation of this policy shall constitute grounds for termination in accordance with Board policy and State law.

Idaho Connects Online School's authorized designee, or the Principal are the only individuals in Idaho Connects Online School authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals who may order an employee to submit to a drug screen.

Two (2) types of cases for which reasonable suspicion procedures may be invoked are:

1. Chronic cases: Deteriorating job performance or changes in personal traits or characteristics where the use of alcohol or drugs may be reasonably suspected as the cause; and
2. Acute case: Appearing to be under the present influence of alcohol and/or drugs or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a contributing cause in a specific incident or observation.

Circumstances under which substance screening may be considered, in either the chronic or acute cases, include but are not limited to the following:

1. Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol, and/or the illegal use or sale of prescription drugs;
2. Apparent physical state of impairment of motor functions;
3. Marked changes in personal behavior not attributable to other factors;
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury; and
5. Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.

The circumstances under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in Idaho Connects Online School property, or at School-approved or school-related functions.

Post-Accident Testing

Drivers while on School business or operating a School vehicle involved in a motor vehicle accident which involves either a fatality or the issuance of a citation for a moving violation to the School employee may be tested for alcohol misuse and controlled substance abuse.

The driver will contact the School at the time of the accident unless he or she is physically impaired as a result of the accident. The School will contact the testing lab. The testing lab will specify where the alcohol and/or controlled substance testing is to be completed.

If a driver is not able to produce enough breath to test for alcohol using a state approved breath analyzer, a blood test may be done for alcohol.

Law enforcement officials may require a driver involved in an accident to submit to tests administered as part of their jurisdiction. For purposes of this policy, only the test results provided by the School testing laboratory will be accepted.

Failure of an employee to submit to testing for either alcohol or a controlled substance will be considered a positive test and will be determined as cause for disciplinary action.

Testing for alcohol must be done within eight (8) hours of the time of the accident. Testing for controlled substances must be done within thirty-two (32) hours of the time of the accident.

The driver subject to post-accident testing must refrain from consuming alcohol for either eight (8) hours following the accident or until he or she submits to an alcohol test, whichever comes first. Failure to do so will constitute a positive test result and will be determined as cause for disciplinary action.

Opportunity to Contest or Explain Test Results

Employees or job applicants who have a positive confirmed test result may explain or contest the result to the Principal or designee within five (5) working days after the Principal or designee contacts the employee or job applicant and shows him or her the positive test result as it was received from the laboratory in writing.

Return to Duty Testing

An employee who has been given the opportunity to undergo rehabilitation for drugs or alcohol shall, as a condition of returning to duty, be required to agree to a reasonable follow-up testing established by the Principal or his or her designee. The extent and duration of the follow-up testing will depend upon the safety or security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The Principal or designee is to review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing. This agreement must be signed by the employee before the employee is allowed to return to the job. Prior to the employee coming back on the job, the employee must complete a drug and/or alcohol test which shows negative results.

The Principal or designee may consult with the employee's rehabilitation program in determining an appropriate follow-up testing program, including the frequency of any substance screening contained in a follow-up testing program. In no instance shall such screening be ordered by the Principal or designee more

than one (1) time within a seventy-two (72) hour period. In the event of positive test results, the Principal or designee will work out disciplinary procedures, if any, in accordance with Board policy and state law.

Any employee subject to return to duty testing that has a confirmed positive drug test shall be in violation of this policy. Violation of this policy shall constitute grounds for immediate termination accordance with Board policy and state law.

Inspections

Employees may be assigned School-owned offices, vehicles, lockers, desks, cabinets, etc. for the mutual convenience of the School and personnel. Employees have no expectation of privacy in any of these locations or any personal belongings which they may place in such areas.

Whenever the Board reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs or that an employee has sold, purchased, used, or possessed alcohol, drugs, or drug paraphernalia on School premises, the Board may search the employee and the employee's locker, desk, or other School property under the control of the employee.

Inspections under this policy are limited to investigations into work-related misconduct and offenses. Any searches for law enforcement purposes must comply with all applicable state laws.

Idaho Connects Online School Action upon Violation of Policy

Employees in violation of the provisions of this policy shall be subject to disciplinary action up to and including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse employee-assistance rehabilitation program. The fact that an employee has been referred for assistance and his or her willingness or ability to rehabilitate are appropriate considerations as to what, if any, disciplinary action may be taken.

Should the School employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Principal or designee shall notify the appropriate state or federal agency from which Idaho Connects Online School receives contract or grant moneys of the employee's conviction, within ten (10) days after receiving notice of the conviction.

In determining whether and to what extent an employee will be disciplined or discharged in regard to violating this policy, the Board will consider the following factors:

1. The degree to which the nature of the criminal offense reduces the School's ability to maintain a safe working environment;
2. The degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or students;
3. The degree to which the conviction unreasonably undermines the public confidence in the School's operations;
4. The nature of the criminal offense;
5. The nature of the employee's job with the School;

6. The existence of any explanatory or mitigating facts or circumstances;
7. Whether the employee promptly reports the conviction; and
8. Any other facts relevant to the employee, including but not limited to years of service and record of performance with the School.

An employee can be discharged for work-related misconduct as provided in LC. 72-1366, for the following reasons:

1. A confirmed positive drug and/or alcohol test, with a test result of not less than .02 BAC;
2. The employee refusing to provide a sample for testing purposes;
3. The employee altering or attempting to alter a test sample by adding a foreign substance; or
4. The employee submitted a sample that is not his or her own.

Within thirty (30) days after receiving notice of a conviction, the School will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.

Legal Reference: Drug Free Workplace Act of 1988
LC. 72-1701 through 72-1716

Policy History:

Adopted on:

Revised on:

Evaluation of Certificated Personnel

Idaho Connects Online School has a firm commitment to performance evaluation of School personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such an evaluation is to assist personnel in professional development, in achieving School goals, and to assist with decisions regarding personnel actions. This policy applies to certificated personnel, and the School shall differentiate between non-instructional and pupil instructional personnel. The Principal is hereby directed to create procedures that differentiate between certificated non-instructional and certificated pupil instructional personnel in a way that aligns with the *Charlotte Danielson Framework for Teaching, Second Edition* to the extent possible.

Each certificated staff member shall receive at least one (1) written evaluation to be completed by no later than June 1st for each annual contract year of employment and shall use multiple measures that are research based and aligned to the *Charlotte Danielson Framework for Teaching, Second Edition*. The evaluation of certificated personnel shall annually include a minimum of two (2) documented observations, one (1) of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable.

Objectives

The formal performance evaluation system is designed to:

1. Maintain or improve each employee's job satisfaction and morale by letting him or her know that the supervisor is interested in his or her job progress and personal development;
2. Serve as a systematic guide for supervisors in planning each employee's further training;
3. Assure considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties;
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
5. Assist in planning personnel moves and placements that will best utilize each employee's capabilities;
6. Provide an opportunity for each employee to discuss job problems and interests with his or her supervisor; and
7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

Responsibility

The Principal or his or her designee shall have the overall responsibility for the administration and

monitoring of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution, including:

1. Distributing proper evaluation forms in a timely manner;
2. Ensuring completed evaluations are returned for filing by a specified date;
3. Reviewing evaluations for completeness;
4. Identifying discrepancies;
5. Ensuring proper safeguards and filing of completed evaluations;
6. Creating and implementing a plan for ongoing training for evaluators and certificated personnel on the School's evaluation standards, forms, and processes and a plan for collecting and using data gathered from evaluations;
7. Creating a plan for ongoing review of Idaho Connects Online School's Performance Evaluation Program that includes stakeholder input from teachers, Board members, administrators, parents and guardians, and other interested parties;
8. Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action; and
9. Creating an individualized evaluation rating system for how evaluations will be used to identify proficiency and record growth over time with a minimum of three (3) rankings used to differentiate performance of certificate holders including:
 - a. unsatisfactory being equal to a rating of 1;
 - b. basic being equal to a rating of 2; and
 - c. proficient being equal to a rating of 3.

The Immediate Supervisor is the employee's evaluator and is responsible for:

1. Continuously observing and evaluating an employee's job performance including a minimum of two (2) documented observations annually for certified personnel, one (1) of which shall be completed prior to January 1st of each year;
2. Holding periodic counseling sessions with each employee to discuss job performance;
3. Completing Performance Evaluations as required; and
4. Completing training on the School's Performance Evaluation Program.

Written Evaluation

A written evaluation will be completed for each certificated employee. A copy will be given to the

employee. The original will be retained by the Immediate Supervisor. The evaluation should be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the evaluator and the employee as to the job description and major performance objectives.

The written evaluation will identify the sources of data used in conducting the evaluation. Aggregate data shall be considered as part of the Idaho Connects Online School and Individual school needs assessment in determining professional development offerings.

Evaluation Measures

Observations: Periodic classroom observations will be included in the evaluation process with a minimum of two (2) documented observations mutually for certificated personnel, one (1) of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two (2) documented classroom observations, due to situations such as long-term illness, late year hire, etc., one (1) documented classroom observation is acceptable.

Professional Practice: A majority of the evaluation of certificated personnel will be comprised of Professional Practice based on the *Charlotte Danielson Framework For Teaching, Second Edition*. The evaluation will include at least one (1) of the following as a measure to inform the Professional Practice portion:

1. Input received from parents or guardians;
2. Input received from students, and/or portfolios.

Idaho Connects Online School has chosen as its measure(s) to inform the Professional Practice portion. The Board shall determine the manner and weight of parental input, student input, and/or portfolios on the evaluation.

Student Achievement: Instructional staff evaluations must include measurable student achievement as defined in Section 33-1001, Idaho Code, applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations must include measurable student achievement or student success indicators, as defined in Section 33-1001, Idaho Code, as applicable to the position. This portion of the evaluation may be calculated using current and/or past year's data and may use one or multiple years of data.

Charlotte Danielson Framework: The evaluation will be aligned with minimum State standards and based upon the *Charlotte Danielson Framework for Teaching, Second Edition* and will include, at a minimum, the following general criteria upon which the Professional Practice portion will be based:

1. Planning and Preparation
 - a. Demonstrating Knowledge of Content and Pedagogy;
 - b. Demonstrating Knowledge of Students;

- c. Setting Instructional Outcomes;
 - d. Demonstrating Knowledge of Resource;
 - e. Designing Coherent Instruction; and
 - f. Designing Student Assessments.
2. Classroom Learning Environment
- a. Creating an Environment of Respect and Rapport;
 - b. Establishing a Culture for Learning;
 - c. Managing Classroom Procedures;
 - d. Managing Student Behavior; and
 - e. Organizing Physical Space.
3. Instruction and Use of Assessment
- a. Communicating with Students;
 - b. Using Questioning and Discussion Techniques;
 - c. Engaging Students in Learning;
 - d. Using Assessment in Instruction; and
 - e. Demonstrating Flexibility and Responsiveness.
4. Professional Responsibilities
- a. Reflecting on Teaching;
 - b. Maintaining Accurate Records;
 - c. Communicating with Families;
 - d. Participating in a Professional Community;
 - e. Growing and Developing Professionally; and
 - f. Showing Professionalism.

Meeting with the Employee

Counseling Sessions: Counseling sessions between supervisors and employees may be scheduled periodically. During these sessions, an open dialogue should occur which allows the exchange of performance-oriented information. The employee should be informed of how he or she has performed to date. If the employee is not meeting performance expectations, the employee should be informed of the steps necessary to improve performance to the desired level. Counseling sessions should include, but not

be limited to, the following: job responsibilities, performance of duties, and attendance. A memorandum for record will be prepared following each counseling session and maintained by the supervisor.

Communication of Results: Each evaluation shall include a meeting with the affected employee to communicate evaluation results. At the scheduled meeting with the employee, the supervisor will:

1. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct wellness and/or prepare the employee for future promotions.
2. Allow the employee to make any written comments he or she desires. Inform the employee that he or she may turn in a written rebuttal/appeal of any portion of the evaluation within seven (7) days and outline the process for rebuttal/appeal. Have the employee sign the evaluation indicating that he or she has been given a copy and initial after supervisor's comments.

No earlier than seven (7) days following the meeting, if the supervisor has not received any written rebuttal/appeal, the supervisor will forward the original evaluation in a sealed envelope, marked "Personnel Evaluation" to the Principal, or the designee, for review. The supervisor will also retain a copy of the completed form.

Rebuttals/Appeal

Within seven (7) days from the date of the evaluation meeting with their supervisor the employee may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of ten (10) working days, the supervisor may provide the employee with a written response either amending the evaluation as requested by the employee or stating the reason(s) why the supervisor will not be amending the evaluation as requested.

If the supervisor chooses to amend the evaluation as requested by the employee then the amended copy of the evaluation will be provided to, and signed by, the employee. The original amended evaluation will then be forwarded to the Principal, or the designee, for review in a sealed envelope, marked "Personnel Evaluation". The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the evaluation as requested by the employee then the evaluation along with the written rebuttal/appeal, and the supervisor's response, if any, will be forwarded to the Principal, or the designee, for review in a sealed envelope, marked "Personnel Evaluation". The supervisor will also retain a copy of the completed evaluation including any rebuttal/appeal and responses.

Action

Each evaluation will include identification of the actions, if any, available to the School as a result of the

evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew an individual's contract Idaho Connects Online School will comply with the requirements and procedures established by State law.

Records

Permanent records of each certificated personnel's evaluation and any properly submitted rebuttal/appeal documentation will be maintained in the employee's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in State and federal law regarding the right to privacy.

Reporting

Any subsequent changes to Idaho Connects Online School's evaluation plan shall be resubmitted to the State Department of Education for approval. The School shall report the assumptive rankings, the number of components rated as unsatisfactory, whether a majority of the certificated personnel's students met their measurable student achievement or growth targets or student success indicators, as well as what measures were used and whether an individualized professional learning plan is in place for all certificated personnel evaluations, annually to the State Department of Education.

Legal Reference:	I.C. § 33-514	Issuance of Annual Contracts – Support Programs – Categories of Contracts – Optional Placement – Written Evaluation
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-518	Employee Personnel Files
	I.C. § 33-1001	Definitions
	IDAPA 08.02.02.120	Local Charter School Evaluation Policy

Policy History:

Adopted on:

Revised on:

Family and Medical Leave

In accordance with the provisions of the Family Medical Leave Act of 1993, a leave of absence of up to twelve (12) weeks during a twelve (12) month period may be granted to an eligible employee for the following reasons:

1. The birth of a child;
2. The placement of a child for adoption or Foster care with the employee;
3. Because of a serious health condition that makes the employee unable to perform the functions of the job;
4. To care for the employee's spouse, child, or parent with a serious health condition; or
5. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active-duty status or has been notified of an impending call to active-duty status, in the Armed Forces.

An employee is eligible to take FMLA leave if the employee has been employed for at least Twelve (12) months and has worked at least 1,250 hours during the twelve (12) months immediately prior to the date when the leave is requested. Further, an employee may only be eligible if there have been at least fifty (50) School employees within a seventy-five (75) mile radius.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the service member.

The Board of Directors has determined that the twelve-(12)-month period during which an employee may take FMLA leave is: **July 1 to June 30.**

Medical attention shall be required to determine FMLA initial or continued eligibility as well as fitness for duty.

Legal Reference: 29 CFR 825, 29 USC 2601, et seq. Family Medical Leave Act –
National Defense Authorization Act for FY 2008 (NDAA), Pub. L. 110-181

Policy History:

Adopted on:

Revised on:

Family and Medical Leave Procedure

Who is Eligible

Employees are eligible if they have worked for Idaho Connects Online School for at least one (1) year and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months and if there are at least fifty (50) School employees within a seventy-five (75) mile radius.

Benefit

Under certain conditions, eligible employees, if qualified, may be entitled to up to twelve (12) weeks leave with continuing participation in the School's group insurance plan.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the service members.

Reasons for Taking Leave

Unpaid leave will be granted to eligible employees for any of the following reasons:

1. To care for the employee's child after birth, or placement of a child for adoption or foster care with the employee; or
2. To care for the employee's spouse, child, or parent (does not include parents-in-law) who has a serious health condition; or
3. For a serious health condition that makes the employee unable to perform the employee's job; or
4. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active-duty status or has been notified of an impending call to active-duty status, in support of a contingency operation.

Substitution of Paid Leave

Paid leave will be substituted for unpaid leave under the following circumstances:

1. Accumulated sick or personal leave will be utilized concomitantly with any FMLA leave that is taken for a serious health reason as described in 2 or 3 above;
2. Accumulated vacation or personal leave will be utilized concurrently with any FMLA leave that is taken for a family reason as described in 1 above;

3. Accumulated sick leave will be utilized concurrently with FMLA leave whenever the FMLA leave is taken for reasons which qualify for sick leave benefits pursuant to Idaho Connects Online School policy; and
4. Whenever appropriate workers' compensation absences shall be designated FMLA leave.

When Spouses Are School Employees

If spouses are employed by Idaho Connects Online School, they each are entitled to a total of twelve (12) weeks of leave per year. However, where the reason for the leave is for birth of a child, or because of adoption or foster care, or to care for a sick parent, such leave may be limited to an aggregate of 12 weeks, between two employees who are married to one another.

Advance Notice

Employees must provide thirty (30) days advance notice when the leave is foreseeable. In other situations, an employee must give notice as soon as practicable. Leave may be allowed in emergency situations when no advance warning is possible. Inexcusable delays in notifying Idaho Connects Online School may result in the delay or denial of leave.

Requests

A sick leave request form is to be completed whenever an employee is absent from work for more than three (3) days or when an employee has need to be absent from work for continuing treatment by, or under the supervision of, a healthcare provider.

Medical Certification

Idaho Connects Online School will require medical certification, at employee expense, to support a request for leave or any other absence because of a serious health condition, and may require second or third opinions, at the employer's expense, and a fitness for duty report to return to work statement.

Intermittent or Reduced Leave

FMLA leave may be taken "intermittently or on a reduced leave schedule" under certain circumstances. Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only with the approval of Idaho Connects Online School. Where FMLA leave is taken to care for a sick family member or for an employee's own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary. An employee may be reassigned to accommodate intermittent or reduced leave. When an employee takes intermittent leave or leave on a reduced leave schedule, increments will be limited to the shortest period of time that Idaho Connects Online School's payroll system uses to account for absences or use of leave.

Insurance

An employee out on FMLA leave is entitled to continued participation in the appropriate group health plan, but it is for the employee to continue paying the portion of the premiums the employee usually pays throughout the leave period. An employee's eligibility to maintain health insurance coverage will lapse if

the premium payment is more than thirty (30) days late. Idaho Connects Online School will mail notice of delinquency at least fifteen (15) days before coverage will cease.

Return

Upon return from FMLA leave, reasonable effort shall be made to place the employee in the original or equivalent position with equivalent pay, benefits, and other employment.

Record Keeping

Employees, supervisors and building administrators will forward requests, forms, and other material to payroll to facilitate proper record keeping.

Summer Vacation

During summer vacation and other scheduled breaks, such as Christmas, which an employee would not have been required to work will not count against that employee's FMLA leave entitlement.

Special Rules for Instructional Employees

Leave More Than Five (5) Weeks Before End of Term: If an instructional employee begins FMLA leave more than five (5) weeks before the end of term, Idaho Connects Online School may require the employee to continue taking leave until the end of a semester term if:

1. The leave is at least three (3) weeks; and
2. The employee's return would take place during the last three (3) week period of the semester term.

Leave Less Than Five (5) Weeks Before End of Term: If an instructional employee begins FMLA leave for a purpose other than that employee's own serious health condition less than five (5) weeks before the end of term, Idaho Connects Online School may require the employee to continue taking leave until the end of a semester term if:

1. The leave is longer than two (2) weeks; and
2. The employee's return would take place during the last two (2) week period of the semester term.

Leave Less Than Three (3) Weeks Before End of Term: If an instructional employee begins FMLA leave for a purpose other than that employee's own serious health condition less than three (3) weeks before the end of term, Idaho Connects Online School may require the employee to continue taking leave until the end of the academic term if the leave is longer than five (5) days.

Intermittent or Reduced Leave: Under certain conditions, an instructional employee needing intermittent or reduced leave for more than twenty percent (20%) of the total working days over the leave period may be required by Idaho Connects Online School to:

1. Take leave for a period(s) of particular duration not to exceed the duration of treatment; or

2. Transfer to an alternate but equivalent position.

Procedure History:

Adopted on:

Revised on:

Leaves of Absence - Military Leave

General Policy

All Idaho Connects Online School employees, other than those who are employed on a temporary basis, are entitled to a military leave of absence when ordered to active duty for training as members of the Idaho National Guard or any component of the U.S. Armed Forces. Employees who volunteer, are drafted, or are ordered to extended active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.

The School shall notify each employee entitled to rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA) of their rights, benefits, and obligations under USERRA and those of Idaho Connects Online School. Such notice may be provided by posting the notice provided in 5470F in the place(s) where Idaho Connects Online School customarily places notices for employees.

Notice to School

All employees should provide either written or oral notice of upcoming military training to Idaho Connects Online School as soon as reasonably practical. The employee or an appropriate officer of the branch of military in which the employee will serve may provide the notice. Employees who are ordered for such duty shall provide one copy of their orders to the Principal. Notice shall include date of departure and date of return for purposes of military training ninety (90) days prior to the date of departure.

Military Leave for Training or Short-Term Duty

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

Completion of Military Training

Upon completion of military training, the employee shall give evidence of the satisfactory completion of such training immediately thereafter. The employee shall be restored to his or her previous or similar position with the same status, pay, vacation leave, sick leave, bonus, advancement, and seniority. Such seniority shall continue to accrue during such period of absence.

Benefits for Uniformed Service Personnel On Active Duty

Idaho Connects Online School will not pay the employee's salary while the employee is on active military duty.

Pension and Retirement Plans: Pension and retirement plans are considered a benefit to which reinstated employees are entitled. Any normal contributions will continue to be made for service members who are absent for ninety (90) days or fewer. If the employee has been absent for military service for ninety-one (91) days or more, Idaho Connects Online School may elect to delay making retroactive pension contributions until the employee submits satisfactory reemployment documentation.

Medical Insurance: Health benefits will be offered to the extent they are available to other employees on leave. An employee performing military service for thirty (30) days or fewer is not required to pay more than the normal employee share of any health premium.

Reporting to Idaho Connects Online School Once Military Leave is Complete

The standard military service length and reporting times are:

1 to 30 Days of Military Service: The employee reports to the School by the beginning of the first scheduled workday that falls eight hours after the end of the last calendar day of military service.

31 to 180 Days of Military Service: The employee must submit an application for reemployment no later than fourteen (14) days after completion of service in the armed forces. If the fourteenth (14th) day falls on a day when Idaho Connects Online School's offices are not open or available to accept a reemployment application, the time extends to the next business day.

181 Days or More of Military Service: The employee must submit an application for reemployment no later than ninety (90) days after completion of military service. If the ninetieth (90th) day falls on a day when the employee's offices are not open or available to accept a reemployment application, the time extends to the next business day.

Cases of Disability: Employees who are hospitalized or recovering from a disability that was incurred or aggravated during the period of military service leave have up to two (2) years to submit an application for reemployment.

There is an exception to these 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.

Disqualification from Returning to Work

There are four (4) conditions that disqualify an employee from exercising his or her right to reemployment after military service:

1. A dishonorable or bad conduct discharge;
2. Separation from the service under "other than honorable conditions";
3. A commissioned officer's dismissal via court martial or by order of the President;
4. When a service member has been dropped from the rolls for being absent without authority or for civilian imprisonment.

Reinstatement to Positions After Extended Duty

Employees who volunteer, are drafted, or called to active duty for extended periods will be placed on "Military Leave of Absence" upon written application and be entitled to reinstatement to their former or similar positions upon their return and under the following conditions:

1. They must not have remained on active duty beyond their first opportunity for honorable or general release; and

After an employee has been absent for thirty-one (31) days or more of military service, Idaho Connects Online School may ask the employee or the employee's military unit for documentation showing that:

1. The employee submitted a timely application for reemployment;
2. The employee's length of military service has not exceeded the five (5) year limitation; and
3. The employee's separation from the military service meets the requirement for reemployment.

As a general rule, employees returning from military service must be reemployed in the job that they previously held or would have attained had they not been absent for military service. If the employee was disabled while on military duty, or a disability is aggravated by military service, Idaho Connects Online School will make reasonable efforts to accommodate the disability.

Legal Reference: I.C. § 46-407 Militia and Military Affairs/Reemployment Rights
I.C. § 46-224 Militia and Military Affairs/Entitled to Restoration of Position
After Leave of Absence for Military Training
I.C. § 46-225 Militia and Military Affairs/Vacation, Sick Leave, Bonus and
Advancement Unaffected by Leave
USERRA, Title 38, Part 3, Chapter 43 U.S. Code

Policy History:

Adopted on:

Revised on:

Leadership Premiums

The Board shall have in place a plan and criteria for providing leadership premium compensation to reward teacher and pupil service staff for serving in a leadership capacity in Idaho Connects Online School.

Leadership priorities will be based upon one or more of the criteria below as identified by a committee consisting of teachers, administrators, and other Idaho Connects Online School stakeholders and approved by the Board. The decision as to whom and how many instructional and pupil service employees receive leadership premiums shall be determined by the Board.

Leadership Criteria

The Board shall award leadership premiums of a minimum of \$900 to certificated instructional and pupil service employees, regardless of such employee's full or part time status, in recognition of the additional time they will spend fulfilling one or more of the following leadership roles:

1. Teaching a course in which the student earns both high school and college credit;
2. Teaching a course to middle school students in which the students earn both middle school and high school credit;
3. Holding and providing service in multiple non-administrative certificate or subject endorsement areas;
4. Serving, or being hired to serve, in an instructional position designated as hard to fill by the Board, including a career technical education program;
5. Providing mentoring, peer assistance, or professional development to teachers in their first two years in the profession;
6. 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 duties; and
7. Various other criteria designated by the Board, excluding duties related to student activities or athletics, that require the employee to work additional time such as:
 - a. Curriculum development;
 - b. Assessment development;
 - c. Data analysis;
 - d. Grant writing;
 - e. Special program coordinator;

- f. Research project; and
- g. Teaching professional development course.

The Board may grant multiple leadership premiums to those performing multiple duties, but no employee shall receive leadership premiums that exceed 25% of the employee's minimum salary as designated on the career ladder.

These premiums shall be valid only for the fiscal year for which the awards are made. Duties related to student activities and athletics shall not be eligible for leadership premiums.

Legal Reference:	I.C. § 33-1004F	Obligations to Retirement and Social Security
		Benefits
	I.C. § 33-1004J	Leadership Premiums

Policy History:
Adopted on:
Revised on:

Personnel Files

Idaho Connects Online School maintains a complete personnel record for every employee, certificated and classified. Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Principal, supervisor, the employee, the employee's designee or representative, and schools requesting information based upon Idaho Code for hiring.

A log of those persons, other than the Principal or other administrative staff, will be kept indicating the date and time of inspection, name of person requesting access, description of the records copies, if any, and the initials of the person providing the access and/or copies requested.

In accordance with federal law, Idaho Connects Online School shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school. Access to other information contained in the personnel records of Idaho Connects Online School employees is governed by Policy 4260 Records Available to the Public.

In accordance with state law, not later than twenty (20) days after receiving a request, Idaho Connects Online School shall release information regarding job performance or job-related conduct, as defined by Idaho Code, to schools requesting such information for hiring purposes, See Policy 5100 Hiring Process and Criteria and Procedure 5500P Procedures for Releasing Personnel Records to Hiring Schools.

Certificated Employees

Idaho Connects Online School shall maintain official School files for employees.

An employee's official file shall be kept in the administrative office. It should, at a minimum, include the following records:

1. Application materials;
2. Contracts of employment;
3. Communications from the administration;
4. Performance evaluations;
5. Rebuttals to performance evaluations;
6. Parental input materials;
7. Written reprimands, directives, commendations, or awards;
8. Original statements and releases to and from hiring school districts and charter schools;
9. A copy of the employee's job description signed by the employee;

10. A signed acknowledgment that the employee has received a copy of Idaho Connects Online School's sexual harassment policy;
11. A signed acknowledgment that the employee has received a copy of Idaho Connects Online School's email and internet use policy;
12. Documentation of additional training received, course work completed, in-services attended, etc.;
13. Documentation of fingerprints and background checks;
14. Documentation of record and/or reference checks pursuant to Idaho Code 33-1210;
15. Rebuttal documents;
16. Copies of certifications from the Office of the Superintendent of Public Instruction;
17. Transcripts of credits earned (for credit review purposes);
18. Salary schedule placement; and
19. Any information relevant to the evaluation of the employee.

The file may contain notes and observations. Letters of recommendation will be kept in a separate, sealed file maintained by the Principal or a separate, sealed portion of the personnel file. Personal notes of supervisors should be placed in the personnel file if they are relevant to the evaluation of the employee.

Each employee will be provided written notice of all materials placed in an employee's personnel file. Notice shall be provided within ten (10) days of placement of information in the employee's file or, if possible, presented to the employee prior to placement in the file. An employee will have the opportunity to attach a rebuttal to any information placed in the employee's personnel file. An employee will have twenty-one (21) days from the date of written notice of placement to attach a statement or notification of rebuttal.

Upon request, an employee or the employee's designee or representative will have access to the employee's personnel file, with the exception of letters of recommendation, and will be provided copies, upon request, within a reasonable period of time. The request, inspection, and/or copying of the file will be logged indicating the date and time, name of person requesting access, description of the records copied, if any, and the initials of the person providing the access and/or copies requested.

Other Files upon Separation

Idaho law recognizes that other files may be kept relative to employees, such as investigative files. Upon separation of employment, all documents from such files, including investigative files, shall be moved into the employee's personnel file. Names of students, fellow employees, or complainants (with the exception of the employee's administrative supervisor or other administrative authors) shall be redacted from such documents before they are placed in the personnel file. Copies of such documents shall be provided to the employee within ten (10) days of placement in the personnel file and written notice of their inclusion in the file by sending such to the employee's last known address.

The employee shall be given the opportunity to file a rebuttal to such information in the same manner outlined above.

Record Keeping Requirements Under the Fair Labor Standards Act

In addition to the information to be placed in an employee's personnel file set forth herein above, any and all payroll information required by the Fair Labor Standards Act shall also be kept for each employee as follows:

1. Records required for ALL employees:
 - a. Name in full (same name as used for Social Security);
 - b. Employee's home address, including zip code;
 - c. Date of birth if under the age of nineteen (19);
 - d. Gender (may be indicated with Male/Female; M/F; or a Mr., Mrs., Miss, or Ms.);
 - e. Time of day and day of week on which the employee's work week begins;
 - f. Basis on which wages are paid (such as \$5/hour, \$200/week, etc.);
 - g. Any payment made which is not counted as part of the "regular rate";
 - h. Total wages paid each pay period; and
 - i. I-9.

2. Additional records required for non-exempt employees:
 - a. Regular hourly rate of pay during any week when overtime is worked;
 - b. Hours worked in any workday (consecutive twenty-four-(24)-hour period);
 - c. Hours worked in any work week (or work period in case of 207[k]);
 - d. Total daily or weekly straight-time earnings (including payment for hours in excess of forty (40) per week, but excluding premium pay for overtime);
 - e. Total overtime premium pay for a work week;
 - f. Date of payment and the pay period covered;
 - g. Total deductions from or additions to wages each pay period;
 - h. Itemization of dates, amounts, and reason for the deduction or addition, maintained on an individual basis for each employee;
 - i. Number of hours of compensatory time earned each pay period;
 - j. Number of hours of compensatory time used each pay period; and

- k. Number of hours of compensatory time compensated in cash, the total amount paid and the dates of such payments.

Cross Reference: 4260 Records Available to the Public
5100 Hiring Process and Criteria
5205 Job Descriptions
5240F Sexual Harassment/Intimidation in the Workplace Policy
Acknowledgement
5330F Employee Electronic Mail and On-Line Services Use Acknowledgment
5340 Evaluation of Certificated Personnel
5500 Personnel Files
5820 Evaluation of Non-Certified Staff

Legal Reference: 29 USC 201, et seq. Fair Labor Standards Act
29 C.F.R. § 516.2 and 3 Record keeping requirements
I.C. § 74-106 Records Exempt from Disclosure – Personnel Files, etc.
I.C. § 33-517 Non-certificated personnel
I.C. § 33-518 Employee personnel files
I.C. § 33-1210 Information on past job performance

Policy History:

Adopted on:

Revised on:

Reduction in Force

It is recognized that the Board of Directors has the responsibility to maintain a good charter school and to implement the educational interest of the State, consistent with State and federal educational requirements, including Idaho Connects Online School improvement plans, accreditation requirements, and other school-based issues. However, recognizing also that it may become necessary to eliminate certificated staff positions in certain circumstances, this policy is adopted to provide a fair and orderly process should such elimination become necessary.

The Board has the sole and exclusive authority to determine the appropriate number of certificated employees and to eliminate certified staff positions consistent with the provisions of the State law. A reduction of certified employees may occur as a result of, but not be limited to, the following examples or from other conditions necessitating reductions:

1. Decreases in student enrollment;
2. Changes in curriculum;
3. Financial conditions or limitations of Idaho Connects Online School.

The need for implementation of a reduction in force and/or the elimination of certificated positions is left to the sole discretion of the Board provided however, that no such decision shall be made until after completion of the written evaluation for each certificated staff member and that the decision as to which employee(s) shall be subject to such reduction shall not be made solely on consideration of seniority or contract status.

The Board may choose to implement a reduction in force through:

1. The elimination of an entire program or portions of programs;
2. The elimination of positions in certain grade levels only;
3. The elimination of positions by category;
4. The elimination of positions in an overall review of Idaho Connects Online School;
5. The elimination of positions through other considerations and implementation decisions; or
6. The elimination of a portion or percentage of a position(s) or any combination of the above.

Legal Reference:	§ I.C. 33-514	Issuance of Annual Contracts
	§ I.C. 33-515	Issuance of Renewable Contracts
	§ I.C. 33-522A	Reductions in Force
	§ I.C. 33-523	Principals to Determine New Staffing

Policy History:

Adopted on:

Revised on:

Classified Employment, Assignment, and Grievance

Classified employees are those non-certificated employees who are employed by the School or personnel hired in positions which do not require certification.

With the exception of those classified employees specifically hired by the Board as holding a status of not at-will, all classified employees shall be regarded as "at-will" employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason, so long as the same does not violate public policy or violate any other provision of law. Such at-will designation will be included in all job descriptions as mandated by I.C. § 33-517 and related written documentation, should the same be implemented by Idaho Connects Online School. An employment period, as well as other terms and conditions of employment set forth in a job description and/or written documentation shall not create a property right as such are included for the specific purpose only of providing notice to the employee of the service and expectations of the School so long as the employment relationship continues.

Classified employees shall have no expectation of continued employment, unless so expressly specified by the Idaho Connects Online School Board. Idaho Connects Online School reserves the right to change employment conditions affecting the employee's duties, assignment, supervisor, or grade.

The Board of Directors shall determine the salary and wages for classified personnel.

The grievance procedure for classified employees shall be the procedure set forth in I.C. § 33-517. Classified employees may file a written grievance alleging a violation of current, written Idaho Connects Online School approved policy, procedure, or employee handbook, a condition or conditions that jeopardize the health or safety of the employee or another, or tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training. However, neither the rate of pay nor the decision to terminate an employee during the initial 180 days of employment shall be regarded as a proper grievable matter.

Cross Reference: 5800P Classified Employee Grievance Procedure

Legal Reference: I.C. § 33-517 Non-Certificated Personnel
I.C. § 33-1201 Certificate Required
Metcalf v. Intermountain Gas Co., 116 Idaho 622 (1989)

Policy History:

Adopted on:

Revised on:

Compensatory Time and Overtime/Classified Employees

Classified employees who work more than forty (40) hours in a given work week may receive overtime pay of one and one-half (1 1/2) times the normal hourly rate unless Idaho Connects Online School and the employee agree to the provisions of compensation time at a rate of one and one-half (1 1/2) times all hours worked in excess of forty (40) hours in any work week. No overtime is authorized for any classified employee without the specific approval of the Principal, except as the Principal shall otherwise prescribe.

A classified employee may not volunteer work time in an assignment similar to his or her regular work without pay.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

A general notice from the Department of Labor explaining the Fair Labor Standards Act, as prescribed by the Department's Wage and Hour Division, will be posted prominently where it can be readily seen by employees and applicants and shall either be distributed to each new employee upon hiring or will be included in employee handbooks. No notification of rights under the Fair Labor Standards Act or related regulations should be construed to alter any applicable at-will employment relationship between the District and an employee.

Legal Reference: 29 USC 201, et seq. Fair Labor Standards Act
29 CFR 516.4 Posting of Notices

Policy History:

Adopted on:
Revised on:

Evaluation of Non-Certified Staff

Each non-certified staff member's job performance shall be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled evaluations, on forms applicable to the job classification and description, and day-to-day appraisals.

The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide an opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Principal. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Principal. The employee will be allowed the opportunity to attach a rebuttal to any information contained in the evaluation.

This policy shall be made available to any Idaho Connects Online School employee or person seeking employment with Idaho Connects Online School.

Legal Reference: I.C. § 33-517 Noncertificated Personnel
I.C. § 33-518 Employee Personnel Files

Policy History:

Adopted on:

Revised on:

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

Idaho Connects Online School shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, §§ 382, et seq. The Principal shall adopt and enact regulations consistent with the federal regulations, defining the circumstances and procedures for the testing.

Legal Reference: 49 U.S.C. § 2717, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled Substance and Alcohol Use and Testing), and 395 (Hours of Service of Drivers)

Policy History:

Adopted on:

Revised on:

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

Other persons who drive vehicles designed to transport sixteen (16) or more passengers, including the driver, are likewise subject to the drug and alcohol testing program.

Testing procedures and facilities used for the tests shall conform with the requirements of the Code of Federal Regulations, Title 49, §§ 40, et seq.

Pre-Employment Tests

Tests shall be conducted before the first time a driver performs any safety-sensitive function for Idaho Connects Online School.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work, until he or she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for Idaho Connects Online School or paid work for any entity.

The tests shall be required of an applicant only after he or she has been offered the position.

Exceptions may be made for drivers who have failed the alcohol test required by law within the previous six (6) months and participate in the drug testing program required by law within the previous thirty (30) days, provided that Idaho Connects Online School has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
2. Who receives a citation under State or local law, for a moving traffic violation arising from the accident.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

No such driver shall use alcohol within eight (8) hours following the accident, or until after he or she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two (2) hours or if a drug test is not administered within thirty-two (32) hours, the School shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within eight (8) hours after the accident for alcohol or within thirty-two (32) hours for drugs.

Tests conducted by authorized federal, State, or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by Idaho Connects Online School. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Random Tests

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random alcohol tests normally must equal 25% of the average number of driver positions. The number of random drug tests annually must equal 50% of the average number of driver positions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Tests shall be conducted when a supervisor or School official trained in accordance with law has reasonable suspicion that the driver has violated Idaho Connects Online School's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulate observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the workday when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two (2) hours of a determination of reasonable suspicion, Idaho Connects Online School shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight (8) hours.

A supervisor or School official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his or her observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Enforcement

Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up test shall not perform or continue to perform safety-sensitive functions.

Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and including dismissal.

A driver who violates Idaho Connects Online School prohibitions related to drugs and alcohol shall receive from the School the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person, or organization in which he or she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he or she has properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty.

Return-to-Duty Tests

A drug or alcohol test shall be conducted when a driver who has violated the School's drug or alcohol prohibition returns to performing safety-sensitive duties.

Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and Idaho Connects Online School standards.

Follow-Up Tests

A driver who violates the School's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just after the time when the driver is performing safety-sensitive functions.

Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with the law. Upon written request, a driver shall receive copies of any records pertaining to his or her use of drugs or alcohol, including any records pertaining to his or her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

Notifications

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of Idaho Connects Online School's policy and

regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. The person designated by Idaho Connects Online School to answer driver questions about the materials;
2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the workday the driver is required to comply with CFR Title 49, Part 382;
4. Specific information concerning driver conduct that is prohibited by CFR Title 49, Part 382;
5. The circumstances under which a driver will be tested for drugs and/or alcohol under CFR Title 49, Part 382;
6. The procedures that will be used to test for the presence of drugs and alcohol, to protect the driver and the integrity of the testing processes, to safeguard the validity of test results, and to ensure that test results are attributed to the correct driver;
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with CFR Title 49, Part 382;
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. The consequences for drivers found to have violated the drug and alcohol prohibitions of CFR Title 49, Part 382, including the requirement that the driver be removed immediately from safety sensitive functions and the procedures for referral, evaluation, and treatment;
10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
11. Information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

Drivers shall also receive information about legal requirements, School policies, and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he or she has received a copy of the above materials. This statement shall be retained by the School.

Before any driver operates a commercial motor vehicle, Idaho Connects Online School shall provide him or her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are performed, Idaho Connects Online School shall inform drivers that the tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

Idaho Connects Online School shall notify a driver of the results of a pre-employment drug test if the driver requests such results within sixty (60) calendar days of being notified of the disposition of his or her employment application.

Idaho Connects Online School shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The School shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his or her ability to safely operate a commercial motor vehicle.

Procedure History:

Adopted on:

Revised on:

Process for Annual Review of Head of School (HOA) Compensation

Guidelines

- Cost of living increases approved for teachers and staff will also apply to HOS.
- Insurance and other Employee Benefits approved for teachers and staff will apply to HOS unless specific exceptions are approved by the Board.
- Bonus or one-time non-cash awards may be given to recognize special efforts.
- Proposed HOS Compensation approved by Board in a separate motion from overall Budget.
- The guidelines for determining HOS compensation acknowledge IRS regulation for non- profits as specified in Form 990
 - Review and approval by governing body
 - Use of data as to comparable compensation for similarly qualified persons at similarly situated organizations
 - Contemporaneous documentation and recordkeeping for deliberations and decisions

Responsibilities

- Business Consultant: Collecting POS salary and benefits data for schools and non-profit organizations of similar size and mission located in our geographic region. Communicating with Board Chair.
- Board Chair: Establishing the schedule; collecting data from Business Consultant or other Board Members; conducting compensation discussions with HOS; ensuring proper documentation.
- Head of School: Communicating personal perspectives/negotiating with Board Chair.
- Board: Approval of a motion establishing HOS compensation for the next fiscal year. Suggesting modifications (if any) to this process.

Goals

Since educational programs are dependent on adequate funding and the proper management of funds, Idaho Connects Online School goals can best be attained through efficient fiscal management. As officials responsible for local, State, and federal funds allocated for use in public education, the Board of Directors shall fulfill its responsibility to see that funds are used to achieve the purposes intended.

Because of resource limitations, fiscal concerns often overshadow the educational program. Recognizing this, Idaho Connects Online School must take specific action to ensure that education remains primary. This concept shall be incorporated into Board operations and into all aspects of Idaho Connects Online School management and operation.

In Idaho Connects Online School's fiscal management, the Board seeks to achieve the following goals:

1. Engage in advance planning, with staff and community involvement, to develop budgets that will achieve the greatest educational returns in relation to dollars expended;
2. Establish levels of funding which shall provide superior education for the Charter School's students; and
3. Provide timely and appropriate information to staff who have fiscal responsibilities; and
4. Establish efficient procedures in all areas of fiscal management.

Legal Reference: I.C. § 33-701 et seq. Fiscal Affairs of School Districts

Policy History:

Adopted on: 6/03/2022

Revised on:

Reviewed on: 4/18/2022

Budget and Program Planning

The annual budget is evidence of the Board of Directors' commitment to the objectives of the instruction programs. The budget supports the immediate and long-range goals and established priorities within all areas: instructional, non-instructional and administrative programs.

Prior to presentation of the proposed budget for adoption, the Head of School shall prepare, for the Board's consideration, recommendations, with supporting documentation, which shall be designed to meet the needs of students within the limits of anticipated revenues.

Program planning and budget development shall provide for staff participation and the sharing of information with patrons prior to action by the Board.

Policy History:

Adopted on: 6/03/2022

Revised on:

Reviewed on: 4/18/2022

Budget Implementation and Execution

Once adopted by the Board, the operating budget shall be administered by the Head of School and his or her designees. All actions of the Head of School or designees in executing the programs and/or activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for the employment and assignment of staff shall meet the legal requirements of the State of Idaho and adopted Board policies;
2. Funds held for contingencies may not be expended without approval from the Board;
3. A listing of checks and electronic payments describing goods and/or services for which payment has been made as well as all cash deposit demand statements as owned by the organization must be presented for Board review each month; and
4. Purchases shall be made according to the legal requirements of the State of Idaho and adopted Board policy.

Legal Reference: I.C. § 33-701 et seq. Fiscal Affairs of School Districts

Policy History:

Adopted on: 6/03/2022

Revised on: 4/18/2022

Reviewed on: 4/18/2022

Budget Adjustments

Any person(s) proposing a budget amendment must provide written notice of the same to each Director at least seven (7) days in advance of the meeting at which such budget amendment will be proposed.

Prior to the final vote on a budget amendment proposal, notice shall be posted and published once in the manner prescribed by Idaho law. The meeting to adopt a budget amendment shall be open and shall provide opportunity for any taxpayer to appear and be heard. Budget procedures shall be consistent with statutory requirements.

With timely notice of a public meeting, Directors, by sixty percent (60%) of the members of the Board of Directors, may declare by resolution that a budget amendment is necessary to reflect the availability of funds and the requirements of Idaho Connects Online School. Budget amendments are specifically authorized by I.C. § 33-701.

Revenue derived from maintenance and operation levies made pursuant to I.C. § 33-802(2) are excluded from budget adjustments.

Budget amendments shall be submitted to the State Superintendent of Public Instruction.

Legal Reference: I.C. § 33-701 Fiscal Year – Payment and Accounting of Funds

Policy History:

Adopted on: 6/03/2022

Revised on:

Reviewed on: 4/18/2022

Investing Idle Cash Balances

The School seeks to promote its financial position through investment of idle cash balances in such a way as to minimize non-invested balances and maximize investment returns in a manner consistent with this policy and Idaho law.

Authority

The Board shall approve an Investment Program that specifies the type of instruments and trustee in accordance with this policy. The Investment Program shall be subject to the types of instruments and issuing entities as specified in Idaho Code 33-701 and 67- 1210. Investment accounts shall include names of the Head of School and Board Chair. After Investment Program approval the Head of School shall have authority to carry out ongoing transactions under the program.

Objectives

The three objectives, in priority order, of investment activities shall be safety, liquidity and yield.

- Safety of Principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to Idaho Code 67-1210.
- Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated. In addition, no original investment maturity shall exceed thirty-six months.
- Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity objectives described above.

Standards of Care

- Prudence. The standard of prudence to be used by the Board, Head of School or designee involved in the investment process shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
- Ethics and conflicts of interest. Board Members or Head of School shall refrain from personal business activity that could conflict with the proper execution and management of the School's investment program or that could impair their ability to make impartial decisions.
- Board Members or Head of School shall disclose any material interests in financial institutions with which the School conducts business and any personal investment positions that could be related to the performance of the School's investment portfolio.
- Internal Controls. Established internal controls regarding receipts and disbursements shall apply to Investment transactions.

Procurement System Procedures

Overview

Procurement involves the planning that goes into purchasing food, supplies, goods, and services. In terms of federal programs (such as Child Nutrition, Education grants under ESSA, IDEA Part B and Preschool), ICON must comply with federal procurement standards found in 2 CFR Part 200, as well as any additional applicable state and local procurement regulations (which may be more restrictive than federal standards). These standards are meant to prevent fraud, waste, and program abuse. ICON maintains the following purchasing procedures.

A. Responsibility for Purchasing

Expenditures of grant funds shall be through the purchasing, finance or payroll department processes in place for non-grant funds, but shall have additional requirements as noted below to ensure full compliance with federal cost principles.

ICON shall comply with the general procurement requirement of the EDGAR (2 CFR 200). ICON shall utilize a purchase order system when necessary to manage the expenditure of all federal grant funds. All purchases shall be in accordance and comply with all federal, state and local procurement requirements. The Head of School shall be responsible for ensuring compliance with all federal, state and local procurement requirements and for ensuring that ICON maintains an up-to-date procurement history to include, but not limited to, the information below:

- List of all procurements by type
- Advertisement date(s) of the procurement
- Release date of the procurement specifications
- Selection criteria for vendors
- Opening date of the procurement
- List of vendors submitting a proposal/bid
- Selection of Vendor
- Date of contract award
- Begin date of contract
- End date of contract

The procurement history records and other procurement records shall be retained in accordance with the federal, state and/or local retention periods, whichever is greater. The procurement records shall be made available to the federal granting agency, pass-through entity (SDE), and auditors, as appropriate.

Purchasing Efficiency Strategies

All purchases with federal grant purchases shall be in accordance with the federal regulations, specifically CFR 200.318. All purchases shall be purchased from a variety of qualified vendors with the ability to perform successfully under the terms and conditions of a proposed procurement. ICON shall strive to avoid acquisition of unnecessary or duplicative items. ICON shall implement the following strategies to maximize federal grant funds:

- Consolidation of purchases to obtain volume pricing, as appropriate
- Evaluate the cost efficiencies of leases versus purchases of equipment
- Utilize cooperative purchasing agreements, as appropriate, to obtain volume pricing

- Utilize federal or state excess/surplus property supplies or equipment in lieu of purchasing new supplies or equipment, as appropriate
- Utilizing value-engineering in construction projects to seek cost reductions
- Develop vendor selection criteria to select the best vendor
- Develop a tracking system of all informal and formal procurements
- Avoid “time and materials” contracts if other alternatives exist
- Monitor vendor performance to ensure that the vendor to ensure that the vendor provides the services and/or goods, as appropriate
- Ensure that all contract and vendor disputes are resolved in the most advantageous manner
- Minimize the risk of jurisdictional issues by ensuring that all contracts would be litigated in a court within the county, city and/or state, as appropriate

Conflict of Interest

The Head of School shall execute an Organizational Conflict of Interest document to disclose if any conflicts exist in the application, receipt of, or expenditure of federal grant funds. The Business Manager shall each execute a Conflict of Interest Form to disclose a conflict of interest, as appropriate, related to the awarding of a contract or substantial expenditures with federal grant funds. Substantial expenditures shall be defined as a purchase in excess of \$25,000. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. In addition, no employee, officer or agent of the district may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontractors. All employees shall comply with the Educators' Code of Ethics. Violators of the Code of Ethics shall be subject to disciplinary action, including but not limited to, termination of employment with the district.

Settlements of Issues Arising Out of Procurements

The LEA alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the LEA of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Protest Procedures to Resolve Dispute

The LEA maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

Vendor Competition

The Head of School shall be responsible for selecting and awarding contracts to vendors that are qualified to provide the goods and/or services to be purchased with federal grant funds. The vendor selection process shall ensure that ICON does not restrict competition among qualified vendors.

Vendor Selection Criteria

ICON has selected vendor qualification criteria that includes, but is not limited to, the following:

- Past experience with the district
- Cost of goods and services, including future costs of maintenance

- Vendor's financial stability and position as it relates to the ability to provide the goods and/or services
- Small, minority, woman-owned, or labor surplus area firms

ICON shall not restrict vendor competition by requiring any of the following as selection criteria:

- Unreasonable requirements, such as excessive experience or bonding, brand name products or geographic preferences that would unduly restrict competition among qualified vendors
- Arbitrary restrictions that are not essential to the bid/proposal specifications

A vendor database shall be maintained in QuickBooks. Vendor selection shall include the following criteria:

- Has not been debarred or suspended from contracting under federal grants

ICON shall develop written bid/proposal specifications that are provided to every qualified vendor to ensure consistency in the procurement process. At no time shall the district allow a specific vendor to develop the bid/proposal specifications as this may provide a barrier to open, competition among the qualified vendors. The bid/proposal documents must include guidance to vendors regarding the following:

- Time, date and place of bid/proposal opening
- Anticipated award date, as applicable
- Written specifications and addendums, as appropriate
- List of all bid/proposal required documents such as CIQ, Felony Conviction Notice, etc.
- Bid/Proposal Sheet
- Bid/Proposal evaluation criteria, including the weights, as applicable

The Head of School shall oversee all bid/proposal documents before release to the vendor to ensure the documents comply with the federal requirements.

B. Purchase Methods

ICON shall use one of the procurement methods allowed by federal regulations to procure goods and services with federal grant funds. In addition, the district shall comply with state purchasing laws and local Board Policy.

The procurement method shall be determined based on the type of goods or services to be purchased with federal grant funds. The Head of School shall be responsible for selecting the appropriate procurement method for each procurement.

Micro-Purchase Procedures

The Procurement by Micro-purchase may be the most frequently used method due to the frequent purchase of goods or services that are less than \$3,500, as defined in CFR 200.67. ICON shall purchase goods and services under this method from among qualified vendors, but will not competitively procure the micro-purchases, unless in the aggregate in a 12-month period (fiscal year), ICON exceeds the state law thresholds, or the district's threshold in Board Policy CH Legal or Local. The Head of School shall distribute micro-purchases equitably among qualified vendors.

Small Purchase Procedures

The Procurement by Small Purchase Procedures shall be used by ICON when the purchase of goods or services do not exceed \$25,000, the Simplified Acquisition Threshold (CFR 200.88). The Head of School shall require written, emailed or faxed quotations from at least three (3) qualified vendors for all small purchases, i.e. purchases that do not exceed \$1,000. ICON shall strive to obtain small purchases from qualified vendors.

Sealed Bid Procedures

The Procurement by Sealed Bids method shall be used by the district when the purchase of goods or services exceed \$25,000 if the acquisition of the goods or services lends itself to a fixed price contract and the selection of the successful bidder can be made principally on the basis of price. ICON shall comply with the sealed bid requirements, as defined by the EDGAR, as noted below:

- Bids must be solicited from an adequate number of bidders, but no less than two (2) bidders
- Bids must be publicly advertised and bidders shall be provided an adequate amount of time to prepare and submit their bid.
 - The district shall publicly advertise all bids in accordance with state law, i.e. at least two (2) times in two separate weeks
 - The district shall provide no less than ten (10) days for bidders to prepare and submit their bids
- Bids must contain detailed specifications to ensure that bidders have a clear understanding of the goods or services that the district is seeking to purchase
- Bids must specify the time, date and district location where bids will be opened publicly
- Bids must be awarded based on a fixed price contract to the lowest responsive and responsible bidder. The district shall consider discounts, transportation costs and life cycle costs only if these factors were included in the bid specifications. The district will consider payment discounts because the district does routinely take advantage of payment discounts.
- Bids will be evaluated, ranked and a recommendation for award made to the School Board at a regularly scheduled board meeting.
 - If no bidder is recommended, the district shall reject all bids and evaluate whether to modify the bid specifications to initiate a new bid process
- The district shall notify the successful bidder and process the contract documents and/or purchase orders, as appropriate
- The district shall notify all of the unsuccessful bidders to ensure that qualified bidders are encouraged to submit bids during future bid opportunities

Competitive Proposal Procedures

The Procurement by Competitive Proposal method shall be used by ICON when the acquisition of the goods or services exceeds \$25,000 and does not lend itself to a fixed price contract. ICON shall comply with the sealed bid requirements, as outlined by the EDGAR, as noted below:

- Requests for Proposals (RPF) must be publicly advertised
- The RFP shall identify the evaluation factors and their weight in awarding the proposal
- Proposals shall be solicited from an adequate number of bidders. but no less than two (2) qualified vendors
- Proposals shall be evaluated, ranked and a recommendation for award made to the School Board at a regularly scheduled board meeting

- The district shall develop an instrument to evaluate each proposal and rank the proposals based on the evaluation scores
- The district shall evaluate each proposal by committee or no less than two (2) district staff with knowledge of the RPP specifications
- In accordance with state law, the vendor who is ranked highest as providing the “proposal most advantageous to the district” shall be notified of the potential award
- The district may negotiate with the vendor only as it relates to potential cost savings
- If the district and vendor ceases to negotiate, the district shall notify the vendor in writing before starting to negotiate with the 2nd highest ranked vendor.

Noncompetitive Proposal Procedures

The Procurement by Noncompetitive Proposal method shall be used by ICON when the purchase of goods or services is from a “sole source vendor”. A sole source vendor is defined as a vendor that meets the following requirements:

- The goods or services are only available from a single source
 - The district shall acquire and maintain a copy of a vendor's sole source letter which specifies the statutory or other reason for its sole source status
- A public exigency or emergency will not permit a delay resulting from the competitive solicitation process
 - The district shall declare a public exigency or emergency prior to making such as purchase of goods or services under this method
- The granting agency or pass-through entity authorized the use of a non-competitive proposal method
 - The district shall obtain written approval/authorization from the granting agency or pass-through entity.
- After solicitation of a number of sources, competition is determined to be inadequate
 - The district shall determine that competition is inadequate if after two (2) solicitations of bids and/or proposal, only one vendor is responsive to the solicitations

Contract/Price Analysis

ICON performs a cost or price analysis in connection with every procurement action in excess of \$50,000. including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the Business Manager must come to an independent estimate prior to receiving bids or proposals. 2 C.F.R. § 200.3 23(a). The Business Manager will review prior procurements of similar items as a part of this process for reasonableness in conjunction with the Head of School.

When performing a cost analysis, the Business Manager negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. 2 C.F.R. § 200.323(b).

C. Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 C.F.R § 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement: and
- Any arbitrary action in the procurement process.

EDGAR further requires the following to ensure adequate competition.

Geographical Preferences Prohibited

ICON must conduct procurements in a manner that prohibits the rise of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Prequalified Lists

ICON must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the LEA must not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language

ICON must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offers must fulfill and all other factors to be used in evaluating bids or proposals. 2 C.F.R § 200.319(c).

Federal Time and Effort Procedures for Idaho Virtual Education Partners, Inc. (dba ICON School)

Written Time and Effort Procedures

All charges to payroll for personnel who work on one or more federal programs or cost objectives are based on one of the following, depending on the circumstances:

- **Semi-annual certification:** (single cost objective 100%)
- **Personnel Activity Reports (PARs)** (multiple cost objectives)
- **Substitute system** (multiple cost objectives with predetermined, set schedule.)

Semi-annual certification

Semi -annual certification applies to employees who do one of the following:

- Work 100% of their time on a single grant program and/or single cost objective.
- Work 100% of their time in administering one program such as a Federal Programs Director who administers only one program.
- Work 100% of their time under a single cost objective funded from eligible multiple funding sources.

These employees are not required to maintain time-and-effort records, if their job description clearly shows that the employee is assigned 100% to the program or single cost objective. Each employee must certify in writing, at least semi-annually, that he/she worked solely on the program or single cost objective for the period covered by the certification. The certification is signed by the employee or by the supervisor having first-hand knowledge. Charges to the grant must be supported by these semi-annual certifications. The semi-annual certification is executed after the work has been completed. and not before. The semi-annual certifications are maintained by the Business Manager of Idaho Virtual Education Partners, Inc, dba ICON School (ICON).

Personnel Activity Reports (PAR)

Time and effort report applies to employees who do one of the following:

- Do not work 100% of their time on a single grant program and/or single cost objective
- Work under multiple grant programs or multiple cost objectives

These employees are required to maintain time-and-effort records OR to account for their time under a substitute system (see below). Employees must prepare time-and-effort summary reports monthly (recommended) to coincide with pay periods. Such reports must reflect an after-the-fact distribution of the actual time spent on each activity and must be signed by the employee. These reports are submitted monthly (recommended) to the ICON 's Business Manager.

Substitute System (multiple cost objectives with fixed schedule)

Only eligible employees participate in the substitute system. To qualify for this substitute system in lieu of traditional PARs, the employee must work on multiple activities or cost objectives (i.e., more than one federal grant award) based on a predetermined, set schedule. Most likely it is applicable to classroom teachers or instructional aides. The certification is signed by the employee or by the supervisor having first-hand knowledge. Documented employee work schedule must include sufficient controls to ensure that the schedules are accurate.

To be eligible to document time and effort under the substitute system, employees must:

1. Currently work on a schedule that includes multiple activities;
2. Work on specific activities or cost objectives based on a predetermined schedule; and
3. Not work on multiple activities or cost objectives at the exact same time on their schedule.

Employee schedules must:

- Indicate the specific activity or cost objective
- Account for the total hours
- Be certified at least semiannually and signed by the employee or
- Any significant revisions to an employee's established schedule must be documented
- The effective dates of any changes must be clearly indicated in the documentation provided.

Federal rules require ICON to submit a management certification form to the SDE before eligible employees participate in the substitute system. C.F.R 200.430 (5)(i). The form is included (see pages 8-9)

Reconciliation and Closeout Procedures

It is critical for payroll charges to match the actual distribution of time recorded on the monthly certification documents. Grantees may initially charge payroll costs based on budget estimates. Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to federal awards, but may be used for interim accounting purposes provided that the system for establishing the estimates produces reasonable approximations of the activity actually performed.

If using budget estimates, ICON will periodically, at least quarterly, reconcile payroll charges to the actual time and effort reflected in the employees' time-and-effort records.

- If the difference between the actual and budgeted amounts is 10% or greater:
ICON will adjust its accounting records at least quarterly
- If the reconciled difference is less than 10%:
ICON will adjust the accounting records at least annually

But in both cases, the accounting records will be adjusted to reflect actual time-and-effort records.

Employee Exits

For an employee that is separating his or her services with ICON. The employee will complete the required paperwork and submit his or her final certification or time-and-effort report to the Head of School and Business Manager. The Head of School will verify the final paperwork as complete and notify the Business Manager of completion prior to the issuance of the final paycheck.

Idaho Connects Online School

FINANCIAL MANAGEMENT 7405P

Financial Management System Procedures

ICON maintains a proper financial management system in order to receive both direct and state-administered grants and to expend funds associated with a grant award. Certain fiscal controls and procedures must be in place to ensure that all financial management system requirements are met. Failure to meet a requirement may result in return of funds or termination of the award.

A. Financial Management Standards

The standards for financial management systems are found at 2 C.F.R. § 200.302. The required standards include:

Identification

ICON shall identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

Financial Reporting

Accurate, current, and complete disclosure of the financial results of each federal award or programs shall be made in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

Accounting Records

ICON shall maintain records which adequately identify the source and application of funds provided for federally-assisted activities. These records shall contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest, and be supported by source documentation.

Internal Controls

Effective control and accountability shall be maintained for all funds, real and personal property, and other assets. ICON shall adequately safeguard all such property and must assure that it is used solely for authorized purposes.

“Internal controls” are tools to help program and financial managers achieve results and safeguard the integrity of their program. Internal controls should be designed to provide reasonable assurance that the following objectives are achieved:

- Effectiveness and efficiency of operations;
- Adequate safeguarding of property;
- Assurance property and money is spent in accordance with grant program and to further the Selected objectives; and
- Compliance with applicable laws and regulations.

“Internal control over compliance requirements for federal awards” means a process implemented by the District designed to provide reasonable assurance regarding the achievement of the following objectives

for federal awards:

- Transactions are properly recorded and accounted for in order to
 - permit the preparation of reliable financial statements and federal reports
 - maintain accountability over assets
 - demonstrate compliance with statutes, regulations, and the terms and conditions of the award
- Transactions are executed in compliance with
 - laws, regulations, and the terms and conditions of the award that could have a direct and material effect on a federal program
 - any other statutes and regulations that are identified in the Audit Compliance Supplement
- Funds, property, and other assets are safeguarded against loss and from unauthorized use or disposition.

The District uses the following, at least in part, to determine if internal controls are effective:

- Only valid or authorized transactions are processed.
- Transactions occurred during the grant period and were processed in a timely manner.
- No proper transactions were omitted from the accounting records.
- Transactions are calculated using an appropriate methodology.
- Transactions appear reasonable relative to other data.
- Property (including supplies and equipment) is tracked and used only for authorized purposes.
- Property is properly disposed of.

Internal controls are reviewed throughout the year for effectiveness.

Budget Control

The budget for each federal award is recorded in the general ledger in accordance with IFARMS using the designated 3-digit fund code. Actual expenditures or outlays will be compared with budgeted amounts for each federal award.

Cash Management

ICON will maintain written procedures to implement the cash management requirements found in EDGAR.

Please see Section E for these written cash management procedures.

Allowable Costs

The LEA must maintain written procedures for determining allowability of costs in accordance with EDGAR.

Please see Section D for these written allowability procedures.

B. Overview of the Financial Management/Accounting System

ICON's financial management systems, QuickBooks, shall be utilized to expend and track all expenditures, including those for federal grants. The financial management system shall be maintained by ICON's Business Manager in a manner that provides adequate internal controls over the data integrity, security and accuracy of the financial data. The financial management system will be supported by a chart of accounts

that will be based on the Idaho Financial Accounting Reporting Management System (IFARMS). The financial management system will contain ICON's overall Board-approved budget and specific federal grant awards budgets by fund. This budget will be loaded into the financial management system after Board approval and before the beginning of the applicable fiscal year. The financial management system shall also contain information pertaining to all federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation. ICON's Business Manager shall be responsible for budget maintenance and vendor payments. ICON's Business Manager will compile monthly budget to actual reports for review by the Head of School and the Board Finance Committee.

Records Retention

The financial management system shall be utilized to store, maintain, and report all required federal grant information. Consequently, ICON shall ensure that access to the data is restricted to the Business Manager and the Head of School. In addition, ICON shall retain all federal grant records for a period of five (5) years. ICON's Head of School, shall be responsible to ensure that all records are retained, stored and accessible, as appropriate.

List of Federal Grant Awards

A list of all federal grant awards shall be maintained by ICON's Business Manager to include all EDGAR required data (denoted with an *) and ICON-required information listed below:

- The CFDA title and number*,
- Federal award identification number and year*,
- Name of the Federal agency*, and
- Name of the pass-through entity*, if any.
- Subgrants, if any

On at least a monthly basis, the Business Manager, shall review the status of each federal grant fund. The review shall include a comparison of budget to expenditures.

C. Budgeting

Budgeting - The Planning Phase: Meetings and Discussions

Before Developing the Grant Budget and Submitting the Application

The Head of School will base the grant budget on the proposed activities planned and described in the grant application. Prior to developing the budget, the Head of School will review the intent of the federal program and the activities that are allowable to be conducted with grant funds. The Head of School will coordinate with other ICON staff to conduct a needs assessment rising the appropriate data to determine the goals and objectives for the program and the activities that will be implemented to accomplish the goals and objectives. Once the goals, objectives, strategies, and activities are outlined, the Head of School will present the programmatic needs to the Business Manager via detailed description and then the budget to carry out the identified strategies and activities will be developed by the Business Manager based on this write-up and reviewed by the Head of School.

Once approval from the Head of School is received and prior to completing the application, the Business Manager will develop a detailed budget in a document (Budget Forms; an Excel spreadsheet) separate from the application. The Business Manager will consult IFARMS in preparing the budget to ensure that budgeted items are categorized according to the proper class/object code. This detailed budget, which serves as the guide for expenditures and becomes part of the "working papers" maintained by the Head of School,

will be used to complete the application. In most instances, particularly for formula grants, the budget entered into the grant application will not be as detailed. The detailed budget is to be modified or revised as necessary to accommodate changes, which may result in an amendment to the application prior to incurring certain expenditures.

Reviewing and Approving the Budget Prior to Submitting the Application

After the final review of the application and before submission to the grantor agency, the Business Manager reviews the items in the proposed budget to ensure budgeted items are listed in the correct class/object code according to IFARMS and ICON chart of accounts and to ensure the items are allowable. The budget is also reviewed to ensure that any costs requiring specific or prior approval are specifically identified and listed. If the grant/program manager determines that a cost is not allowable, then it is removed from the application and the budget forms.

Once the Business Manager determines that all budgeted items are allowable and are budgeted in the proper class/object code according to IFARMS, the budget is sent to the Head of School for final review and approval. The Business Manager then enters the final approved budget into the appropriate budget schedules of the grant application.

Negotiating the Submitted Application

Once the grant application is submitted to the awarding agency, the designated program contact, usually the Head of School, is available via phone and/or e-mail in the event that the awarding agency needs to contact ICON to negotiate the application or to ask questions or seek clarification related to the proposed program and/or budget. The Head of School will seek guidance, if needed, from appropriate ICON personnel and will respond to any inquiries from the awarding agency within 24 hours. A delay in contacting the awarding agency delays final approval of the grant application, which delays grant program implementation and providing services to intended beneficiaries of the grant.

After Receiving the Approved Application and GAN

Within 5 days of receiving the approved application and GAN from the awarding agency, a complete copy of the application and GAN will be provided to the responsible Business Manager. The Head of School is responsible for copying all participants.

All grant budgets are entered into the accounts of ICON's in the general ledger as approved in the application, via the QuickBooks system by the Business Manager.

The Head of School coordinates with the appropriate ICON staff before a grant is submitted to ensure that ICON is prepared to implement the grant on the beginning date of the grant to maximize the effectiveness of the grant. Some of the steps/practices are:

- Establishing the roles and responsibilities of key staff members;
- ensuring that systems and processes are established and in place to accommodate the various activities that must occur simultaneously;
- ensuring quality personnel are hired and trained to implement the grant program;
- ensuring that practices and procedures are in place for Business Manager personnel to regularly and frequently report to the Head of School;
- coordinating with other federal and state grant programs to maximize effectiveness and efficiency of grant services and expenditures;
- ordering supplies and equipment needed to implement the grant;

- monitoring program activities often to ensure that they are being conducted in accordance with the approved application and requirements;
- monitoring the approved budget closely to determine when and if an amendment is required;
- preparing and submitting the required program reports and expenditure reports.

Amending the Application

ICON consults and complies with the guidelines and procedures provided by the SDE or other awarding agency regarding when and how to submit an amendment to an approved application. The SDE publishes its requirements for when to amend the application online. Procedures are in place to ensure that ICON does not exceed any maximum allowable variation in the budget.

Monitoring and Amending the Budget

The budgets and expenditures are monitored by the Business Manager on a monthly basis to determine when and if an amendment is required. The maximum allowable budget variation is also reviewed to ensure that it is not exceeded. The budgets and expenditures are reviewed by the Business Manager before every reimbursement is requested. The amended budget is provided from the Business Manager and given to the Head of School to submit to the grantor agency.

Monitoring and Amending the Program Description

The Head of School monitors the program activities against the approved application during the period of the grant. If changes are required, the Head of School coordinates these changes with the grantor.

D. Spending Grant Funds

While developing and reviewing the grant budget, the Business Manager should keep in mind the difference between direct costs and indirect costs. All costs charged to a federal grant are classified as either direct or indirect. While developing and reviewing the grant budget and when expending grant funds, program and fiscal staff should keep in mind the difference between direct costs and indirect costs as defined in EDGAR and 2 CFR Part 200 the Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards (referred to as Part 200). All costs must be properly and consistently identified as either direct or indirect in the accounting system. It is the policy and/or procedure of ICON to review these costs in the following order to ensure the principles of the award are followed:

Direct and Indirect Costs

Determining Whether a cost is Direct or Indirect: Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. 2 C.F.R. § 200.413(a). Indirect costs are those that have been incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. 2 C.F.R. § 200.56. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs. 2 C.F.R. § 200.413(a).

Identification with the federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect costs of Federal awards. Typical costs charged directly to a Federal award are the compensation of employees who work on that award, their related fringe benefit costs, the costs of materials, and other items of expense incurred for the Federal award. 2 C.F.R. §

200.413(b). The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

- Administrative or clerical services are integral to a project or activity;
- Individuals involved can be specifically identified with the project or activity;
- Such costs are explicitly included in the budget or have the prior written approval of the federal awarding agency; and
- The costs are not also recovered as indirect costs. 2 C.F.R. § 200.413(c).

Indirect Cost Rate: The SDE, Public School Finance Department computes and issues the restricted indirect cost rate to those LEAs who request one for one fiscal year. Annually, the LEA Business Manager completes the SDE prescribed Indirect Cost Rate Form and submits the completed form to the Public School Finance Department by February of each year. The Indirect cost rate is issued in the spring to be used for the upcoming school year.

ICON does not apply for indirect cost rate and does not apply indirect costs against which federal grants.

Determining Allowability of Costs Procedures

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval from the state.

When determining how ICON will spend its grant funds, the Head of School with consultation from the Business Manager will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, which are provided in the bulleted list below. The following factors will be considered when making an allowability determination specific to each program.

Necessary and Reasonable

All costs must Be Necessary and Reasonable for the performance of the federal award. The Head of School and Business Manager must consider these elements when determining the reasonableness of a cost. A cost is reasonable if; in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the SDE or the proper and efficient performance of the federal award.
- The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state, and other laws and regulations: and terms and conditions of the federal award.
- Market prices for comparable goods or services for the geographic area.
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the SDE, its employees, its students, the public at large, and the federal government.
- Whether ICON significantly deviates from its established practices and policies regarding the

incurrence of costs, which may unjustifiably increase the Federal award's cost. 2 C.F.R. §200.404.

While 2 C.F.R. §200.404 does not provide specific descriptions of what satisfies the 'necessary' element beyond its inclusion in the reasonableness analysis above, necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective.

When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the grant program.
- Whether the cost is identified in the approved budget or application.
- Whether there is an educational benefit associated with the cost.
- Whether the cost aligns with identified needs based on results and findings from a needs assessment.
- Whether the cost addresses program goals and objectives and is based on program data.

Allocable to the federal award

All costs must be Allocable to the federal award. A cost is allocable to the federal award if the goods or services involved are chargeable or assignable to the federal award in accordance with the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program. 2 C.F.R. §200.405. For example, if 50% of an employee's salary is paid with grant funds, then that employee must spend at least 50% of his or her time on the grant program.

Consistent with policies and procedures

All costs must be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the SDE.

- Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the federal award.
- Consistent treatment. A cost cannot be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.

Adequately documented

All costs must be adequately and properly documented. All costs must be determined in accordance with general accepted accounting principles (GAAP), unless provided otherwise in Part 200.

Not included as a match or cost-share

Costs cannot be included as a match or cost-share, unless the specific federal program authorizes federal costs to be treated as such. Some federal program statutes require the non-federal entity to contribute a certain amount of non-federal resources to be eligible for the federal programs.

Be the net of all applicable credits

The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the state relate to the federal

award, they shall be credited to the federal award, either as a cost reduction or a cash refund, as appropriate. 2 C.F.R. §200.406.

ICON vs Federal and State Cost Guidelines

Federal rules require State/ICON level requirements and policies regarding expenditures to be followed as well. For example, ICON policies relating to travel or equipment may differ from the State rules. The stricter guidance must be followed.

Travel

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of a grant recipient. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the recipient's non-federally funded activities and in accordance with the recipient's written travel reimbursement policies. 2 C.F.R. §200.474(a).

The federal cost principles allow for reimbursement for meals on a *per diem* basis, whether or not the employee actually spends the entire per diem. ICON, however, allows for reimbursement of meals at actual cost. If ICON policy provides for reimbursement for travel expenses at an amount that exceeds the rates allowed by federal cost principles, ICON pays the difference from state or local funds. District policy does not provide for federal reimbursement of travel expenses at a higher rate as specified in the District's written travel policies. Any extenuating circumstances must have prior written approval from the Head of School with written documentation attached to requisition.

In general, reimbursement from state or federal grants for employees on travel is limited to the following:

- the *actual* cost of meals incurred by the employee per day, not to exceed the maximum allowable federal per diem rate,
- the *actual* cost of lodging, not to exceed the current federal rate in the locale to which the employee is travelling,
- the actual cost of coach air fare,
- actual mileage in a personal vehicle,
- the cost of a rental car and gasoline.

Additionally, costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be deemed by ICON to be *reasonable* and otherwise allowable only to the extent such costs do not exceed charges normally allowed by ICON in its regular operations as the result of its written travel policy. Pursuant to the requirements in 2 CFR § 200.474(b), documentation must be maintained that *justifies* that (1) participation of the particular *individual* is *necessary* to the federal award; and (2) the costs are *reasonable* and *consistent* with ICON's established policy (please refer to ICON's for these written travel policies).

Selected Items of Cost

Part 200 examines the allowability of 55 specific cost items (commonly referred to as Selected Items of Cost) at 2 C.F.R. § § 200.420-200.475. These cost items are listed in the chart below along with the citation where it is discussed whether the item is allowable. Please do not assume that an item is allowable because it is specifically listed in the regulation as it may be unallowable despite its inclusion in the selected items of cost section. The expenditure may be unallowable for a number of reasons, including: the express

language of the regulation states the item is unallowable; the terms and conditions of the grant deem the item unallowable; or State/local restrictions dictate that the item is unallowable. The item may also be unallowable because it does not meet one of the cost principles. For example, the item is applicable to the grant, but the price is too expensive, which would make the purchase unreasonable, which automatically makes it unallowable. If an item is unallowable for any of these reasons, federal funds cannot be used to purchase it.

LEA personnel responsible for spending federal grant funds and for determining allowability must be familiar with the Part 200 selected items of cost section. The LEA must follow these rules when charging these specific expenditures to a federal grant. When applicable, LEA staff must check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, LEA and program-specific rules may deem a cost as unallowable and LEA personnel must follow those non-federal rules as well.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	2 CFR § 200.421
Advisory councils	2 CFR § 200.422
Alcoholic beverages	2 CFR § 200.423
Alumni/ae activities	2 CFR § 200.424
Audit services	2 CFR § 200.425
Bad debts	2 CFR § 200.426
Bonding costs	2 CFR § 200.427
Collection of improper payments	2 CFR § 200.428
Commencement and convocation costs	2 CFR § 200.429
Compensation - personal services	2 CFR § 200.430
Compensation - fringe benefits	2 CFR § 200.431
Conferences	2 CFR § 200.432
Contingency provisions	2 CFR § 200.433
Contributions and donations	2 CFR § 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435
Depreciation	2 CFR § 200.436
Employee health and welfare costs	2 CFR § 200.437
Entertainment costs	2 CFR § 200.438
Equipment and other capital expenditures	2 CFR § 200.439
Exchange rates	2 CFR § 200.440
Fines, penalties, damages and other settlements	2 CFR § 200.441
Fund raising and investment management costs	2 CFR § 200.442
Gains and losses on disposition of depreciable assets	2 CFR § 200.443
General costs of government	2 CFR § 200.444
Goods and services for personal use	2 CFR § 200.445

Idle facilities and idle capacity	2 CFR	§ 200.446
Insurance and indemnification	2 CFR	§ 200.447
Intellectual property	2 CFR	§ 200.448
Interest	2 CFR	§ 200.449
Lobbying	2 CFR	§ 200.450
Losses on other awards or contracts	2 CFR	§ 200.451
Maintenance and repair costs	2 CFR	§ 200.452
Materials and supplies costs, including costs of computing devices	2 CFR	§ 200.453
Memberships, subscriptions, and professional activity costs	2 CFR	§ 200.454
Organization costs	2 CFR	§ 200.455
Participant support costs	2 CFR	§ 200.456
Plant and security costs	2 CFR	§ 200.457
Pre-award costs	2 CFR	§ 200.458
Professional services costs	2 CFR	§ 200.459
Proposal costs	2 CFR	§ 200.460
Publication and printing costs	2 CFR	§ 200.461
Rearrangement and reconversion costs	2 CFR	§ 200.462
Recruiting costs	2 CFR	§ 200.463
Relocation costs of employees	2 CFR	§ 200.464
Rental costs of real property and equipment	2 CFR	§ 200.465
Scholarships and student aid costs	2 CFR	§ 200.466
Selling and marketing costs	2 CFR	§ 200.467
Specialized service facilities	2 CFR	§ 200.468
Student activity costs	2 CFR	§ 200.469
Taxes (including Value Added Tax)	2 CFR	§ 200.470
Termination costs	2 CFR	§ 200.471
Training and education costs	2 CFR	§ 200.472
Transportation costs	2 CFR	§ 200.473
Travel costs	2 CFR	§ 200.474
Trustees	2 CFR	§ 200.475

In order for a cost to be allowable, the expenditure must also be allowable under the applicable program Statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Individuals with Disabilities Education Act (IDEA) Part B and Preschool along with accompanying program regulations, non-regulatory guidance and grant award notifications.

Most federal programs also contain the *supplement not supplant* requirements. In general, this means that ICON cannot use federal grant funds to pay for a cost or activity that is usually supported by state or local funds.

As a practical matter, ICON staff should also consider whether the proposed cost is consistent with the underlying needs of the program. For example, program funds must benefit the appropriate population of students for which they are allocated. This means, for instance, that funds allocated under Title M of the

Elementary and Secondary Education Act (ESEA) governing language instruction programs for English Learners must only be spent on EL students and cannot be used to benefit non-EL students.

Also, funds should be targeted to address areas of weakness, as necessary. To make this determination, ICON staff should review data when making purchases to ensure that federal funds meet these areas of concern.

ICON personnel responsible for spending federal grant funds and for determining allowability must be familiar with the Part 200 selected items of cost section. ICON employees are required to follow these rules when charging these specific expenditures to a federal grant. In addition to checking the selected items of cost in Part 200, ICON staff must check costs against any grant program restrictions, and ICON policy to ensure the cost is allowable.

In addition to the cost principles and standards described above, ICON staff shall refer to this section for a useful framework when performing an allowability analysis. In order to determine the allowability of the purchase, it is helpful to ask the following questions:

- Is the proposed cost allowable under the relevant program?
- Is the proposed cost consistent with an approved program plan and budget?
- Is the proposed cost consistent with program specific fiscal rules?
 - For example, ICON may be required to use federal funds only to supplement the amount of funds available from nonfederal (and possibly other federal) sources.
- Is the proposed cost consistent with EDGAR?
- Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?

Prior to each purchase order/requisition/check request, ICON requires approvals by both Head of School and Business Manager. Both approval levels view the request for reasonable, necessary, allowable (in accordance with the above list), and allocable before approval is granted.

E. Federal Cash Management Policy/Procedures

ICON will comply with all applicable methods and procedures for payments that minimize the time elapsing between the transfer of funds and disbursement by ICON, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, ICON receives payment from the State Department of Education (SDE) on a reimbursement basis. 2 CFR § 200.305. However, if ICON receives an advance in federal grant funds, ICON will remit interest earned on the advanced payment quarterly to the federal agency. ICON may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

According to guidance from the U.S. Department of Education (ED), when calculating the interest earned on ED grant funds, regardless of the date of obligation, interest is calculated from the date that the federal funds are drawn down from the G5 system until the date on which those funds are disbursed by ICON .

Interest would not accrue if ICON uses nonfederal funds to pay the vendor and/or employees prior to the funds being drawn down from the GS system, commonly known as a reimbursement.

Two methods of payment are provided in federal regulations. advance and reimbursement. ICON uses the reimbursement method for requesting grant payments from the SDE and other awarding agencies.

Reimbursement Method

Under the reimbursement method, ICON initially charges federal grant expenditures to nonfederal funds and makes appropriate journal entries to charge the federal grant once payment is received. All reimbursements are based on actual disbursements (i.e., payments already made), not on obligations.

ICON's Business Manager will request reimbursement for actual expenditures incurred under the federal grants as determined by the Business Manager or as specified by the SDE or other awarding agency through the SDE's GRA and IDEA Budgeting System, or through other awarding agency information, such as the Department of Education G5 system, for direct grants. When using this method, ICON will only request reimbursement for funds actually paid out. Consistent with state and federal requirements, ICON will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for SDE review upon request. All reimbursement requests will be submitted through the SDE's Grant Reimbursement Application (GRA) electronically. The Head of School will review reimbursement request prior to submission and electronically sign within the GRA.

Reimbursements of *actual expenditures* do not require interest calculations as detailed in the above section.

Some funding will require the completion of traditional paper invoices or separate reimbursement requests.

GRA requests or invoices (whichever applies) are submitted to the State Department of Education. All reimbursements are based on actual disbursements, not on obligations.

Noncompliance with Cash Management Requirements

Pursuant to the provisions of 2 CFR § 200.338, grantees that fail to comply with cash management requirements, including the repayment of interest earned, may be subject to the following special conditions or enforcement actions:

- Identification as a high-risk grantee, pursuant to the provisions of 2 CFR § 3474.10 and 2 CFR § 200.207, which may involve the imposition of special conditions and being placed on reimbursement basis only (grantee would not be able to draw down its own funds in the ER system without first submitting supporting documentation for expenditures)
- Temporarily withholding cash payments pending correction of the deficiency
- Disallowing all or part of a cost not in compliance
- Suspension or termination of the award
- Withholding further awards for future grants from TEA
- Debarment or suspension from receiving any future federal funds from any entity
- Other remedies that may be legally available

F. Timely Obligation of Funds

When Obligations are Made

Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period. 34 C.F.R. § 200.71

The following table illustrates when funds are determined to be obligated under federal regulations:

If the obligation is for:	The obligation is made:
Acquisition of property	On the date which the LEA makes a binding written commitment to acquire the property

Personal services by an employee of the LEA	When the services are performed
Personal services by a contractor who is not an employee of the LEA	On the date which the CEA makes a binding written commitment to obtain the services
Public utility services	When the LEA receives the services
Travel	When the travel is taken
Rental of property	When the LEA uses the property
A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR part 200, Subpart E- Cost Principles.	On the first day of the project period

34 C.F.R. § 75.707; 34 C.F.R. § 76.707.

Period of Performance of Federal Funds

State-Administered Grants (Grants that are received through the pass-through agency such as State Department of Education)

All obligations must occur on or between the beginning and ending dates of the grant project. 2 C.F.R. § 200.309. This period of time is known as the period of performance. 2 C.F.R. § 200.77. The period of performance is dictated by statute and will be indicated in the GAN. Further, certain grants have specific requirements for carryover funds that must be adhered to.

State-Administered Grants (also known as pass-through grants) are available for 27 months.

The period of availability is 27 months. Federal education grant funds are typically awarded on July 1 of each year. This maximum period includes a 15-month period of initial availability, plus a 12-month period for carryover 34 C.F.R. § 76.709. For example, funds awarded on July 1, 2015, would remain available for obligation through September 30, 2017.

The following grants have the period of availability of 27 months:

Grants under the Individuals with Disabilities Education Act (IDEA)

- IDE A Part B
- Preschool

Grants under Every Student Succeeds Act (ESSA)

- Title I, Part A - Improving Basic Programs
- Title I, Part A (Sec. 1003) - School Improvement
- Title I, Part C - Education of Migratory Children
- Title I, Part D - Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or at Risk
- Title II, Part A - Supporting Effective Instruction
- Title III - Language Instruction for English Learners and Immigrant Students
- Title VI-B, (Sec. 5003) - Rural Education Initiative (Title will change to Title V in 2017)
- Title X - Education for the Homeless (Title will change to Title IX in 2017)

All grants under ESSA (coming in 2017) have limitation on maximum carryover amounts (see page 25).

Liquidation of Obligations

Regardless of the period of availability, the LEA must liquidate all obligations incurred under the award not later than 90 days after the end of the funding period unless an extension is authorized. 2 C.F.R. § 200.343(b). Any funds not obligated within the period of availability or liquidated within the appropriate timeframe are said to lapse and must be returned to the awarding agency. 2 C.F.R. § 200.343(d). Consequently, the LEA closely monitors grant spending throughout the grant cycle.

Carryover

State-Administered Grants (also known as pass-through grants). As described above, the Tydings Amendment extends the period of availability for applicable state-administered program funds. Essentially, it permits recipients to “carryover” any funds left over at the end of the initial 15 month period into the next year. These leftover funds are typically referred to as carryover funds and continue to be available for obligation for an additional 12 months (34 C.F.R. § 76.709.).

Accordingly, ICON may have multiple years of grant funds available under the same program at the same time.

Carryover limitation depends on program requirements:

Program	Maximum Percent of Total Allocation
Title I A Basic Program	15%
Title IC Migrant Program	15%
Title IIA Improving Teacher Quality	25%, reasonable and necessary
Title M English Language Acquisition	reasonable and necessary
Title VI-B Rural and Low Income	25%, reasonable and necessary
IDEA Part B	> 10% will require justification

Carryover Procedures

For all applicable grants, the carryover certification/verification is part of the grant application process. The SDE requires that each LEA calculate the amount of funds to be carried front one school year to the next and include the carryover amount in the current school year's budget. Each LEA must submit an application for funding to the SDE to receive Federal grants at the LEA level. The calculation of carryover amount is part of the plan and budget. Preliminary carryover amount is estimated by the LEA upon each Federal application submission. When final allocations are available, the LEA will adjust the budgets to align the final allocation amount with the internal budget, as well as reflect the actual carryover amount as of September 30th.

Excess Carryover for ESSA grants only: Should an LEA exceed the carryover limitation and be ineligible for a waiver, the amount that has been exceeded reverts back to the State.

Waiver: ICON may waive the carryover limitation if the State Department of Education determines that the request of an LEA is reasonable and necessary.

Program	How often can waiver be requested?
Title IA Basic Program	Once every three years
Title IC Migrant Program	Waived with exception per occurrence
Title IIA Improving Teacher Quality	Waived with exception per occurrence
Title 111 English language Acquisition	Waived with exception per occurrence
Title VI-B Rural and Low Income	Waived with exception per occurrence

The waiver is submitted through the comment section of the Consolidated Federal and State Grants Application. Narrative explanation:

- ✓ WHY the LEA has the excess carryover
- ✓ The plan to expend the funds in the coming year, to avoid the excess carryover in the future

Program Income

ICON will not generate any programs income as part of a federal grant award.

ICON will not retain any program income earned through a federal grant program.

Definition

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the federal award during the grant's period of performance. 2 C.F.R. § 200.80.

Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with federal award funds. Interest earned on advances of federal funds is not program income. Except as otherwise provided in federal statutes, regulations, or the terms and conditions of the federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. 2 C.F.R. § 200.80. Additionally, taxes, special assessments, levies, fines, and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the federal award or federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment, or supplies are not program income. 2 C.F.R. § 200.307.

Travel Allowances and Expenses for Idaho Virtual Education Partners, Inc. (dba ICON School)

Every Idaho Virtual Education, Inc., dba ICON School (ICON) employee and Board Member will be reimbursed for travel expenses while traveling outside of the normal required commute and engaged in official ICON business. All travel expenses must be reported on the established travel expense and voucher forms and, for employees, approval must be granted prior to traveling by ICON's Head of School/Board President (when applicable)¹.

ICON's Business Manager will be responsible for the development of procedures and forms to be used in connection with travel expense claims and reimbursements.

Reimbursement for travel will be made when a properly filed travel expense reimbursement form has been submitted to the Head of School/Board President (when applicable)¹. For travel within the state, ICON will reimburse the employee:

1. **Transportation:** Mileage: Reimbursement will be made at the rate equal to the actual United States Internal Revenue Service reimbursement rate on July 1 of each fiscal year. Travelers are encouraged to share transportation with another employee to keep costs as low as possible.
 - a. Airfare: Reimbursement will be limited to coach, economy, or similar classification fare only. Airline tickets will be arranged as early as possible to assure the best possible ticket price.
 - b. Car Rental: Reimbursement will be made only when approved by the Head of School/Board President (when applicable)¹ prior to actual expense. Arrangements for rental cars should be made for the lowest possible total rental contract price.
 - c. Other: Any other mode of transportation requested by employees must be approved by the Head of School/Board President (when applicable)¹ before use or reimbursement will not be granted.
2. **Lodging:** Arrangements to include direct billing, where possible, will be made through Head of School. Reimbursement will be made for ICON employee only. Employees are encouraged to share lodging to take advantage of any double occupancy rates.
3. **Meals:** Reimbursement for meals which includes tips, will be reimbursed at cost for both in-state and out-of-state travel. Alcoholic beverages will not be reimbursed. A receipt must be attached to the reimbursement request.
4. **Ground Transportation:** Expenses usually referred to here include taxis, limousine service, buses, and other public transportation and/or tolls paid. Reimbursement will be made for travel to and from airports and the site for lodging if the meeting place is different. Receipts for this type of travel are sometimes difficult to obtain but you should ask for a receipt from any provider. Exceptions to the requirement for receipts will be made here for that reason.
5. **Traffic Violations:** Any infractions of traffic and parking laws and resulting fines are the sole responsibility of the employee and or Board Member and are not reimbursable by ICON.
6. **Parking:** Reimbursement will be made for normal parking needs when traveling.
7. **Telephone:** Reimbursement will be made for telephone calls related to the official purpose of the travel.
8. **Tips:** Reimbursement will be made for usual and customary tips (other than meals) for baggage handling, lodging, transportation, etc.
9. **Other incidental Expenses:** Reimbursement for these types of expenses will not be made except under unusual circumstances approved by the Head of School/Board President (when applicable)¹.

However, the costs for entertainment, such as in-room movies, video games, pay-per-view television programs or similar items, are not reimbursable.

10. **Employees with Disabilities:** With prior approval from the Head of School/Board President (when applicable)¹, employees with disabilities are allowed reimbursement of certain additional travel expenses to accommodate their disabilities, such as but not limited to: subsistence and transportation of an attendant when the employee requires assistance, cost of specialized transportation, increased cost of specialized services for public carriers, or special baggage handling fees. For employees with disabilities, responsible accommodations regarding specific situations not addressed by these policies are allowable if properly documented and authorized by the head of School/Board President (when applicable)¹.

Travel Costs Under Federal Award

General: Travel costs are the expenses for transportation, lodging, food, and related items incurred by employees who travel on official business under a federal award. Such costs may be charged on an actual cost basis, or on a per diem mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not selected days or the trip.

Lodging and subsistence: Costs incurred by employees and Board Members for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by ICON in its regular operations. If these costs are charged directly to the federal award, ICON will maintain documentation justifying the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are consistent with this policy and any related procedures.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences are allowable provided that:

1. The costs are a direct result of the individual's travel for the federal award;
2. The costs are consistent with this policy and any related procedures; and
3. Are temporary, lasting only during the travel period.

Travel costs for dependents are unallowable, except for travel of duration of six months or more with prior approval of the federal awarding agency.

Commercial air travel: Airfare costs in excess of the basic, least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:

1. Require circuitous routing;
2. Require travel during unreasonable hours;
3. Excessively prolong travel;
4. Result in additional costs that would offset time transportation savings; or
5. Offer accommodations not reasonably adequate for the traveler's medical needs.

Under no circumstance will the employees receive reimbursement without proper itemized receipts.

¹ – Travel reimbursements involving Board Member or Head of School travel, or if Head of School is not available.

Emergency Grant Awards

Purpose

School Districts have a long history of helping students or staff with certain expenses that directly affect education but are not part of the direct education program. Examples include transportation, free meals, school sponsored extracurricular activities, etc. All of these expenses significantly affect the ability of students to effectively participate, to learn, and to be a part of the school community. The Board of Directors and school leaders at ICON find that sometimes there is a need for an individualized expenditure to enable a student to address a particular educational challenge not necessarily faced by other students or faced by only a few students. They also recognize these challenges may also be present for our staff members. The emergency grant program is intended to address such educational and work life obstacles.

Criteria for Emergency Grants

School Staff or Head of School shall prepare a grant request in the form of a brief written document specifying who is to receive the award, amount requested, background of need, and any special circumstances. The key qualifying criteria is a situation with immediate impact on the learning ability of our student(s) or professional duties of a staff member, for which other funding sources are not available.

Other restrictions:

- Only one grant per student/staff member in a school year
- Award amount less than \$1,000
- Payments are made by check or voucher. Checks may not be payable to the person requesting the grant.
- No grant may be awarded that would cause the Emergency Grant fund to dip below zero.

Examples of circumstances that might be considered:

- Loss of housing due to eviction
- Loss of other infrastructure necessary for schooling
- Emergency Medical expenses
- Food insecurity

Procedures for Accounting, Approval and Distribution

The Board from time to time shall designate a portion of unrestricted net assets to an Emergency Grants Fund. This fund will be reduced by actual expenses incurred. Expenses are also recorded in an account on the monthly Revenue & Expense statements. This account shall be included in the annual budget process.

Record Keeping

A. Record Retention

ICON maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. ICON also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

ICON will maintain these records for five years and one audit year to comply for their record retention schedule for all federal fiscal and programmatic records, which is a total of six (6) years. Records will be destroyed along applicable timelines via a professionally certified and bonded records destruction company.

B. Access to Records

ICON provides the awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives the right of access to any documents, papers, or other records of ICON which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the ICON's personnel for the purpose of interview and discussion related to such documents.

Property Management Systems Procedures

A. Property Classifications

ICON shall safeguard all property (assets and inventory) purchased with federal grant funds under the same guidelines as property purchased with local funds. Additional insurance for property purchased with federal grant funds shall be acquired if specifically required by a federal grant award. Business Manager shall oversee the acquisition of insurance for all federally funded property.

ICON shall use federal grant funds to purchase equipment and supplies. ICON shall not use federal grant funds to purchase intangible property. [Note. This is an option, subject to the CFR 200.315.] The federally-funded equipment shall be used only for the authorized purposes and shall be disposed of, at the end of the useful life or end of the grant period, in accordance with the grant award guidelines. ICON shall not use the federally-funded equipment to generate program income. The federally-funded supplies shall be used only for the authorized purposes. Any residual (unused) supplies, in excess of \$5,000 in total aggregate value, at the end of the grant program or project may be used for any other federal grant program. Otherwise, the supplies shall be retained by ICON or sold, but must reimburse the granting agency for the district use or sell of the supplies. ICON shall implement purchasing deadlines for the purchase of federally-funded supplies to ensure that residual supplies are not available at the end of the grant period or project.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the LEA for financial statement purposes, or \$5,000. 2 C.F.R. §200.33.

Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the LEA for financial statement purposes or \$5,000, regard less of the length of its useful life. 2 C.F.R. §200.94.

Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

Capital assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
- Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

ICON has not and will not use federal grant funds to purchase real property.

ICON shall utilize the invoice cost, and all related costs, to record the cost of the equipment on the fixed asset database.

ICON has also defined “inventory items” as items with a unit cost between \$ 1,000 and \$4,999. These items shall have a tag affixed to the item for inventory tracking and insurance purposes only. Inventory items shall include computing devices within these costs. ICON shall track these items for insurance purposes and shall conduct an annual inventory of these items to the extent possible. ICON has also defined technology-related “walkable” or “personal use” items with a unit cost less than \$1,000 as the following (these items shall be tracked by the Technology Department):

- I-Pads
- Kindle/Nook
- Computers with a cost under \$1,000
- Netbooks
- Chromebooks
- Projectors
- Document Cameras

B. Inventory Procedure

Title to federally funded equipment and supply purchases shall be retained by ICON, unless otherwise notified by the granting agency. As ICON property, the district shall affix a tag, inventory, and dispose of all assets (non-grant and grant-funded) according to federal fixed asset procedures. ICON procedures shall include the recording of all assets on a database with the following information:

- 1) District-issued tag (or identification number)
- 2) Date of acquisition
- 3) Description of asset
- 4) Serial number. or other identifying number
- 5) Funding source, i.e. fund code
- 6) Federal use of asset (percentage)
- 7) Cost of asset (acquisition cost)
- 8) Use and condition of the asset (New, Used, etc.)
- 9) Life of asset
- 10) Location of asset (building and room number)
- 11) Depreciation of asset
- 12) Owner of asset title

C. Inventory Maintenance and Records

All federally-funded assets shall be maintained in an operable state. If repairs are necessary, ICON may pay for the repairs of the federally-funded assets with federal grant funds, unless expressly restricted by the granting agency. ICON fixed asset procedures shall include an annual inventory (or more frequently if required by a granting agency) of all assets and reconciliation of the inventory reports. [Note. Federal requirements CFR 200.313 requires an inventory at least once every 2 years.] ICON’s annual inventory of assets shall be conducted by Head of School each fiscal year. Lost, damaged, or stolen assets shall be recorded on the fixed assets database with the date of the loss. The disposition records such as the loss report (police report for thefts) shall be maintained with the asset records. In addition, ICON shall track all grant-funded asset purchases by grant, or fund code, as appropriate. The disposal of grant-funded assets shall be in accordance with federal guidelines and grant-specific guidelines, if any. At a minimum, the

disposition date, reason and sale price of all federally-funded assets shall be recorded in the fixed assets database.

During the life of the asset, the district shall ensure that all assets purchased with federal grant funds are insured against loss. The costs to insure and maintain (repair) assets purchased with federal grant funds are generally allowable costs, unless specifically prohibited by a granting agency. The Business Manager shall be responsible for maintaining the fixed asset database of all district assets, including all federally-funded assets.