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BOARD POLICY MANUAL

Idaho Technical Career Academy
LEA 489

Amended August 18, 2026

Table of Contents

SECTION 100 7
101.0 ARTICLES OF INCORPORATION AND BY LAWS 7
101.1 ARTICLES OF INCORPORATION 7
101.2 BYLAWS OF BOARD OF DIRECTORS 7
102.0 ORGANIZATION OF THE BOARD OF DIRECTORS 7
102.1 SELECTION OF BOARD MEMBERS 8
103.0 POWERS AND DUTIES OF THE BOARD OF DIRECTORS 9
104.0 LIMITATIONS ON AUTHORITY OF THE BOARD OF DIRECTORS 10
105.0 MEETINGS OF THE BOARD OF DIRECTORS 11
105.1 ROBERT'S RULES OF ORDER 11
105.2 POSTING NOTICE OF MEETINGS 12
105.3 FORMULATION OF BOARD POLICY 12
105.4 DEVELOPMENT, MAINTENANCE, AND ANNUAL REVIEW OF CONTINUOUS IMPROVEMENT PLAN 13
106.0 POLICY DISSEMINATION 14
106.1 CONTINUOUS IMPROVEMENT PLAN DISSEMINATION 14
107.0 RECRUITMENT AND APPOINTMENT OF THE HEAD OF SCHOOL 14
108.0 ADMINISTRATION IN THE ABSENCE OF POLICY 14
109.0 POLICY REVIEW AND MAINTENANCE 15
110.0 CODE OF ETHICS FOR BOARD OF DIRECTORS 15
110.1 DIRECTORS - POLICY VACANT 17
111.0 PUBLIC PARTICIPATION IN BOARD MEETINGS 17
112.0 BOARD OF DIRECTORS / HEAD OF SCHOOL RELATIONSHIP 18
113.0 BOARD OF DIRECTORS DEVELOPMENT AND SELF-EVALUATION 19
114.0 DUTIES OF THE IDAHO TECHNICAL CAREER ACADEMY ATTORNEY 20
115.0 POLICY OF NON-DISCRIMINATION IN THE WORKPLACE 20
116.0 POLICY ON EQUAL EDUCATIONAL OPPORTUNITIES 21
117.0 GEOGRAPHICAL DESCRIPTION OF IDAHO TECHNICAL CAREER ACADEMY 21
SECTION 200 – THE ADMINISTRATION 21
201.0 ADMINISTRATIVE GOALS 21
202.0 HEAD OF SCHOOL 22
202.1 HEAD OF SCHOOL'S PERFORMANCE RESPONSIBILITIES 23
202.2 HEAD OF SCHOOL'S DELEGATION OF POWERS 24
203.0 ADMINISTRATIVE ORGANIZATIONAL PLAN 24
203.1 LINE AND STAFF RELATIONS 24
204.0 ADMINISTRATIVE STAFF 25
204.1 ADMINISTRATIVE STAFF AND COMMITTEES 25
204.2 HEAD OF SCHOOL'S STAFF 25
205.0 TEMPORARY ADMINISTRATIVE ARRANGEMENTS 25
206.0 ADMINISTRATOR EVALUATION 26
206.1 EVALUATION OF SCHOOL PRINCIPALS 26
207.0 ADMINISTRATIVE REORGANIZATION, ASSIGNMENT AND SELECTION 27
208.0 ADMINISTRATIVE TRAVEL AUTHORIZATION AND ALLOWANCES 27
209.0 NEPOTISM POLICY 27
210.0 DOCUMENT MANAGEMENT AND RETENTION 28
210.1 PUBLIC RECORDS REQUESTS 28
211.2 ACCESS TO CRIMINAL JUSTICE INFORMATION (CJI) 28
SECTION 300 – FISCAL MANAGEMENT 28
301.0 THE GOAL OF FISCAL MANAGEMENT 29
302.0 ANNUAL BUDGET 29
302.1 FISCAL YEAR 29
302.2 BUDGET PLANNING, PREPARATION, AND MANAGEMENT 29
302.2A GENERAL FUND CONTINGENCY 29
302.3 SOURCES OF FUNDING 30

302.4 INVESTMENT OF SCHOOL FUNDS 30
302.5 BORROWING AUTHORITY/LIMITATIONS 30
302.6 BUDGET PUBLICATION, REVIEW HEARINGS 31
302.7 BUDGET ADOPTION 31
303.0 BUDGET IMPLEMENTATION 31
304.0 ACCOUNTING AND REPORTING SYSTEM 32
304.1 ACCOUNTING SYSTEM 32
304.2 SYSTEM DESIGN 32
304.3 SCHOOL ACCOUNTS 33
304.4 FINANCIAL REPORTING 33
305.0 INVENTORIES 33
306.0 PURCHASING 34
306.1 FISCAL CONTROLS POLICY 34
306.2 ANNUAL PURCHASES 35
306.3 BIDS AND QUOTATIONS 35
306.4 QUALITY CONTROL AND STANDARDIZATION 35
306.5 RESERVATION OF THE BOARD 36
306.6 DEBIT CARD AND CONTRACTS 36
306.7 VENDOR LISTS 36
306.8 SELECTION OF PROFESSIONAL SERVICES 37
307.0 PAYMENT CLAIMS 37
307.1 INTERNET SERVICE PROVIDER (ISP) SUBSIDY 38
308.0 PAYROLL 38
308.1 PAYROLL PROCEDURES 39
308.2 PAYROLL SCHEDULES 39
308.3 PAYROLL DEDUCTIONS 39
309.0 EXPENSE REIMBURSEMENTS 39
309.1 EMPLOYEE EXPENSES 39
309.2 STUDENT ORGANIZATION EXPENSES 42
309.3 MILEAGE REIMBURSEMENT FOR SPECIAL EDUCATION STUDENTS 42
310.0 RENTAL FEES AND SERVICE CHARGES 43
310.1 ITCA EQUIPMENT 43
311.0 FUND SECURITY 43
311.1 LOCAL DEPOSITORIES 43
311.2 CASH 43
312.0 SCHOOL PROPERTIES DISPOSAL PROCEDURE 43
313.0 PAYMENT OF FEES OR RETURNING OF PROPERTY 44
SECTION 400 – TECHNOLOGIES 44
401.0 VIRUS PROTECTION POLICY 44
402.0 SOFTWARE PURCHASE/INSTALLATION APPROVAL FORM 44
403.0 ITCA ACCEPTABLE USE POLICY 44
404.0 INTERNET SAFETY POLICY 45
405.0 STUDENT COMPUTER EQUIPMENT PROVISION, REPLACEMENT AND UPGRADE POLICY 46
406.0 SCHOOL EMAIL POLICY 46
SECTION 500 - SCHOOL-COMMUNITY RELATIONS 48
501.0 SCHOOL-COMMUNITY RELATIONS 48
502.0 PUBLIC INFORMATION PROGRAM 52
502.1 ITCA POLICY GUIDELINES: PUBLIC RELATIONS AND GOVERNMENT AFFAIRS 53
503.0 PUBLIC'S RIGHT TO KNOW/IDAHO PUBLIC WRITINGS ACT 54
504.0 PUBLIC SOLICITATIONS - ADVERTISING IN THE SCHOOLS 56
504.1 SOLICITATIONS IN THE COMMUNITY 57
504.2 SOLICITATIONS OF STUDENTS 57
504.3 SOLICITATIONS OF EMPLOYEES 57
505.0 UNIFORM GRIEVANCE PROCEDURE 58
505.1 PARENT/STAFF COMMUNICATIONS 61
506.0 CLUB POLICY 61

507.0 RELATIONS WITH COMMUNITY ORGANIZATIONS....62
507.1 RELATIONS WITH PARENT GROUPS....62
507.2 RELATIONS WITH GOVERNMENTAL AUTHORITIES....62
507.3 RELATIONS WITH PLANNING AUTHORITIES....62
507.4 RELATIONS WITH POLICE AUTHORITIES....63
507.5 RELATIONS WITH OTHER AGENCIES....63
508.0 CONDUCT ON SCHOOL PROPERTY....63
509.0 OVERNIGHT SCHOOL TRIPS/TOURS....64
510.0 SCHOOL TEXTING POLICY....65
SECTION 600....66
601.0 HIGH SCHOOL COURSES: FAILING GRADE POLICY....66
601.1 TEACHER/STUDENT CONTACT FREQUENCY POLICY....66
601.2 TEACHER RESPONSIBILITY POLICY....67
602.0 CREDIT PROFICIENCY POLICY....67
605.0 HIGH SCHOOL ADVANCED OPPORTUNITIES....68
605.1 TRANSCRIBING DUAL COLLEGE CREDIT COURSES....70
605.2 FLEXIBLE SCHEDULE....70
605.3 FLEXIBLE SCHEDULES AND ADVANCED OPPORTUNITIES FUNDING....71
605.4 EARLY GRADUATION....71
607.0 CLASS SIZE....71
SECTION 700....72
701.0 EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION IN THE WORK ENVIRONMENT....72
702.0 CERTIFICATED EMPLOYEES....72
702.1 EMPLOYMENT VERIFICATION....73
702.2 EMPLOYEES PROVIDING PROFESSIONAL SERVICES OUTSIDE THE LEA....74
702.3 USE OF RECRUITING EXPENSES....75
702.4 STATE RESIDENCY – NO EMPLOYEE REIMBURSEMENT OF RELOCATION COSTS....76
702.5 ASSIGNMENT AND TRANSFER OF CERTIFICATED EMPLOYEES....76
702.6 CERTIFICATED EMPLOYEE CONTRACTS....77
702.7 RESIGNATION AND RELEASE FROM CONTRACT OF CERTIFICATED EMPLOYEES....77
702.8 INFORMAL REVIEW OF CERTIFICATED EMPLOYEES....78
703.0 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) REGARDING EMPLOYEES WITH DISABILITIES AND REASONABLE ACCOMMODATIONS....78
704.0 IDAHO STATE VETERAN EMPLOYMENT PREFERENCE....80
705.0 REDUCTION IN FORCE....83
705.1 REDUCTION IN PERSONNEL....83
705.2 NON-RE-EMPLOYMENT DISCHARGE OF CERTIFICATED EMPLOYEES....85
706.0 CERTIFIED EMPLOYEE BENEFITS....85
706.1 HEALTH, DENTAL, VISION BENEFITS AND WORKMAN'S COMPENSATION....85
706.2 PERSI BENEFITS....86
707.0 CERTIFIED EMPLOYEE LEAVE PROCEDURES....86
707.1 FLEX LEAVE....86
707.2 FAMILY MEDICAL LEAVE ACT (FMLA)....90
707.3 UNIFORMED SERVICE LEAVE....91
708.0 SUBSTITUTE TEACHERS....95
709.0 EVALUATION & PROBATION OF CERTIFICATED EMPLOYEES....95
709.1 EVALUATION PROCESS AND CONTENTS FOR CERTIFICATED EMPLOYEES AND PUPIL PERSONNEL CERTIFICATE HOLDERS....96
709.2 PROBATION FOR CERTIFICATED EMPLOYEES AND PLACING A CERTIFICATED EMPLOYEE ON PROBATION....100
709.3 EVALUATION OF SCHOOL PRINCIPALS....100
710.0 HARASSMENT (INCLUDING SEXUAL HARASSMENT)....102
711.0 SOCIAL NETWORKING/BLOGGING....106
712.0 DRUG AND ALCOHOL POLICY....107
712.1 DRUG AND ALCOHOL TESTING POLICY....109
713.0 CODE OF ETHICS FOR CERTIFICATED EMPLOYEES....112

713.1 SUSPENSION OF TEACHING CERTIFICATE/ ADMINISTRATIVE LEAVE OF TEACHER....112
714.0 AIDING AND ABETTING SEXUAL ABUSE....114
SECTION 800 – N0N-CERTIFICATED EMPLOYEES....114
801.0 EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION IN THE WORK ENVIRONMENT....114
801.1 DEFINITION OF NON-CERTIFICATED EMPLOYEES....115
801.2 NON-CERTIFICATED EMPLOYEES, AT-WILL EMPLOYMENT....115
801.3 GROUP HEALTH INSURANCE FOR NON-CERTIFICATED EMPLOYEES AND WORKMAN'S COMPENSATION....116
801.4 PERSI BENEFITS....117
801.5 NON-CERTIFICATED EMPLOYEES: EVALUATION, PERSONNEL FILES, AND GRIEVANCE RIGHTS....117
802.0 CLASSIFIED EMPLOYEE LEAVE....118
802.1 EMPLOYEES PROVIDING PROFESSIONAL SERVICES OUTSIDE THE LEA....118
802.2 USE OF RECRUITING EXPENSES....119
802.3 EMPLOYEE REIMBURSEMENT OF RELOCATION COSTS....119
SECTION 900....119
901.0 EQUALITY IN EDUCATION, NON-DISCRIMINATION AND SEX EQUITY IN THE SCHOOL SETTING....119
901.1 ITCA McKINNEY-VENTO HOMELESS EDUCATION POLICY....120
901.2 STUDENT RESIDENCY REQUIREMENT....124
901.3 MILITARY COMPACT WAIVER....124
902.0 TRACKING ATTENDANCE FOR STATE REPORTING....128
902.1 ATTENDANCE AND TRUANCY....128
902.2 DENIAL OF ENROLLMENT – STUDENTS SEEKING ITCA ENROLLMENT....130
902.3 DUAL ENROLLMENT....130
902.4 REQUIRED STUDENT ENROLLMENT ORIENTATION....131
902.5 ENROLLMENT CAP POLICY....131
902.6 PREVIOUSLY ENROLLED HABITUALLY TRUANT STUDENTS SEEKING RE-ENROLLMENT....132
903.0 STUDENT RECORDS....133
903.1 RETENTION OF STUDENT EDUCATIONAL RECORDS....139
903.2 PERMANENT STUDENT EDUCATIONAL RECORD....139
903.3 COURT ORDER FOR RECORDS/SUBPOENAS....139
903.4 ITCA STUDENT DATA PRIVACY AND SECURITY POLICY....140
903.5 TRANSFERRING STUDENT RECORDS....142
903.6 NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)....143
904.0 EDUCATION AND DISCIPLINE....144
904.1 STUDENT CODE OF CONDUCT....144
904.2 STUDENT SUSPENSION....145
904.3 EXPULSIONS AND DENIAL OF ATTENDANCE OF ENROLLED ITCA STUDENTS....145
905.0 STUDENT WELFARE AND SAFE ENVIRONMENT....145
905.1 USE OF MEDICAL INHALERS OR EPINEPHRINE AUTO-INJECTORS....145
905.2 RELATIONSHIP ABUSE AND SEXUAL ASSAULT PREVENTION AND RESPONSE....146
905.3 PROHIBITION OF TOBACCO USE OR POSSESSION....146
905.4 PROHIBITION OF HARASSMENT, INTIMIDATION, BULLYING, HAZING AND/OR INITIATION....147
905.5 STUDENT SUICIDE PREVENTION INTERVENTION AND RESPONSE....150
905.6 RESTRAINT & SECLUSION....155
905.7 DISTRACTION FREE LEARNING....162
905.8 MOMENT OF SILENCE....163
906.0 STUDENT GENDER IDENTITY AND SEXUAL ORIENTATION (LGBTQ)....163
907.0 STUDENT ORGANIZATIONS....165
907.1 STUDENT ACTIVITY FUNDS....165
908.0 GRADING SCALE AND GRADE POINT AVERAGES....166
909.0 VIRTUAL HIGH SCHOOL (VHS) STUDENT SCHEDULES....167
909.1 CREDIT ACCEPTANCE FOR TRANSFERRING STUDENTS....167
909.2 HIGH SCHOOL CLASSES—ADDING/DROPPING CLASSES & INCOMPLETES....168
910.0 STATEWIDE TESTING....169
911.0 GRADUATION REQUIREMENTS....169
911.1 HIGH SCHOOL CLASS RANK....170

911.2 GRADUATING WITH HONORS POLICY 170
911.3 PARTICIPATION IN ITCA GRADUATION EXERCISES 171
911.4 STEM DIPLOMA 171
911.5 WORKFORCE READINESS AND CAREER TECHNICAL EDUCATION DIPLOMA 172
SECTION 1000 – SPECIAL EDUCATION 172
1000.1 SPECIAL EDUCATION – STATE MANUAL 172
1000.2 SPECIAL EDUCATION 172
1000.3 SECTION 504 OF THE REHABILITATION ACT OF 1973 173
SECTION 1100 173
1101.0 SELECTION OF CURRICULUM VENDOR 173
1102.0 RELATIONSHIP WITH CURRICULUM VENDOR 174
1103.0 COMMUNICATION WITH CURRICULUM VENDOR 174
1103.1 PARTICIPATION AND UPDATES AT BOARD MEETINGS 174
1103.2 DESIGNATION OF LIAISON FROM BOARD FOR CURRICULUM VENDOR INTERACTIONS 174
1103.3 REQUESTED LIAISON FROM CURRICULUM VENDOR TO ITCA BOARD 175
1104.0 EMPLOYEES OF CURRICULUM VENDOR UNDER ADMINISTRATIVE SERVICES AGREEMENT 175
1104.1 PARTICIPATION IN SELECTION PROCESS 175
1104.2 EVALUATION OF PERFORMANCE OF ADMINISTRATIVE PERSONNEL UNDER SERVICES AGREEMENT 175
1104.3 NOTICE TO CURRICULUM PROVIDER OF DISSATISFACTION OF ADMINISTRATIVE PERSONNEL UNDER SERVICES AGREEMENT 175
1104.4 STAFFING LEVELS 176
1105.0 CONFLICT OF INTEREST 176

SECTION 100

101.0 ARTICLES OF INCORPORATION AND BY LAWS

101.1 ARTICLES OF INCORPORATION

The Idaho College & Career Readiness Academy was incorporated within the State of Idaho as a non-profit corporation, on March 18th, 2013, file Number C-197837. IDCCRA filed for an assumed business name of Idaho Technical Career Academy on September 23, 2015, which was approved by the Secretary of State on October 9th, 2015.

Adopted: April 2014
Amended: November 2015

101.2 BYLAWS OF BOARD OF DIRECTORS

The Bylaws of the Board of Directors of the Idaho Technical Career Academy were adopted by the Board of Directors of the Corporation on November 6, 2013 and are attached to the Idaho Technical Career Academy's charter before the Charter Commission and the State Board of Education. Such Bylaws have been and will continue to be amended as the Board deems necessary from time to time.

Adopted: April 2014
Amended: August 2020

102.0 ORGANIZATION OF THE BOARD OF DIRECTORS

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

Except for the first Board of Directors named in the Articles of Incorporation, the directors shall be elected at the annual meeting of the Board of Directors except as provided in Section 2, Article III of the Articles of Incorporation or to fill any vacancy or position created by expansion of the Board's membership

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

  Position #1 Expiration Date is July 2019; July 2022; July 2025, July 2028
  Position #2 Expiration Date is July 2019; July 2022; July 2025, July 2028
  Position #3 Expiration Date is July 2019; July 2022; July 2025, July 2028
  Position #4 Expiration Date is July 2018; July 2021; July 2024, July 2027
  Position #5 Expiration Date is July 2018; July 2021; July 2024, July 2027

Adopted: April 2014
Amended: February 2016
Amended: August 2020

102.1 SELECTION OF BOARD MEMBERS

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

End of Term Vacancies: Should a vacancy occur at the conclusion of an individual's term, the Board shall elect and appoint a director for a complete three-year term, commencing as of the date of appointment and concluding at the Annual Meeting as scheduled for such Position as identified in Policy 102.0.

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

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

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

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

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

Selection Process for New Directors in situations of Vacancy or Conclusion of Term:
Whenever a vacancy occurs on the Board of Directors, whether due to a mid-term vacancy via resignation or removal or the completion of the term of the Director, the following process shall be utilized by the Directors to select a new member of the Board:

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

a. The Notice shall advise interested applicants to provide the Board with a letter of interest in the vacancy or to obtain and complete an application if such is created by the Board Subcommittee.
b. To the extent possible, the Clerk shall provide information to interested applicants regarding the position and the responsibilities of the position.

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

Adopted: April 2014
Amended: July 2015
Amended: August 2020

103.0 POWERS AND DUTIES OF THE BOARD OF DIRECTORS

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

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

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

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

Adopted: April 2014
Amended: July 2015
Amended: August 2020

104.0 LIMITATIONS ON AUTHORITY OF THE BOARD OF DIRECTORS

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

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

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

A Board member shall not:

- Have any pecuniary interest directly or indirectly in a contract or other transaction pertaining to the maintenance or conduct of the Idaho Technical Career Academy.
- Accept any compensation for services rendered as a Board member.
- Unless otherwise permitted in Section 33-507, Idaho Code, enter into or execute any contract with the spouse of any member of the Board, the terms of which require or will require the payment or delivery of any school district funds, money or property to such spouse.
- Shall not engage in any act of self-interest prohibited under the provisions of the Idaho Code or the school's Charter.
- Engage in any act in violation of the Code of Ethics and Code relating to Nepotism for the Idaho Technical Career Academy as identified in Policy 110.0.

- Engage in any act in violation of the Director's Oath of Office established for the Idaho Technical Career Academy Directors.

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

Adopted: April 2014
Amended: July 2015
Amended: August 2020

105.0 MEETINGS OF THE BOARD OF DIRECTORS

Annual Meeting: The Annual Meeting of the Board of Directors shall be held in the month of July on the date and time designated by the Board of Directors or at such other date and time as shall, from time to time, be designated by the Board of Directors and stated in the notice of the meeting.

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

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

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

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

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

Adopted: April 2014
Amended: July 2015
Amended: March 2019

105.1 ROBERT'S RULES OF ORDER

In general, Robert's Rules of Order, current revised edition, shall guide the proceedings of the Board but are not required to be followed, in total. The Chairman is empowered to run all meeting proceedings in

the manner best fitting the needs of the Board. The Chairman retains full membership privileges, and may offer and second motions, and is expected to vote on all motions.

Adopted: April 2014

105.2 POSTING NOTICE OF MEETINGS

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

Special Meeting: No Special Meeting shall be held without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists as defined by the Idaho Code. An emergency is a situation involving injury or damage to persons or property, or immediate financial loss, when the notice requirements of this section would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.

The Board Clerk or other designee will maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting.

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

All Meeting Notices and Agenda shall be posted in locations as determined by the Board at its Annual Meeting and shall be posted on the school's website.

Adopted: April 2014
Amended: August 2020

105.3 FORMULATION OF BOARD POLICY

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

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

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

community as appropriate to the policy area under consideration. Such committees, if developed, will be given guidelines as to how and when they will make their reports.

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

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

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

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

Adopted: April 2014

105.4 DEVELOPMENT, MAINTENANCE, AND ANNUAL REVIEW OF CONTINUOUS IMPROVEMENT PLAN

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

The Continuous Improvement Plan shall be reviewed and updated no later than October 1st of each year.

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

Progress on the Continuous Improvement Plan shall be noted as a component of the school's administrative evaluations. The plan shall be made available on the school's website.

The Continuous Improvement Plan shall:

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

7. Include a report of progress toward the previous year's improvement goals.

Regardless of the language contained in this policy, the school shall address its Continuous Improvement Plan in a manner that is consistent and meets the statutory obligations of Section 33-320, Idaho Code and/or any successive code section, and any related Administrative Rule of the State Board of Education.

Adopted: July 2015
Amended: August 2020

106.0 POLICY DISSEMINATION

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

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

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

Adopted: April 2014
Amended: July 2015

106.1 CONTINUOUS IMPROVEMENT PLAN DISSEMINATION

The school's Continuous Improvement Plan shall be available to the public and posted on the school's website. All annual updates and modifications shall be posted upon Board approval.

Adopted: November 2014
Amended: August 2020

107.0 RECRUITMENT AND APPOINTMENT OF THE HEAD OF SCHOOL

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

The Board may express any dissatisfaction or concern about the performance of the Head of School through the process outlined in the Administrative Services portion of the Service Agreement between the Board and its administrative services vendor.

Adopted: April 2014
Amended: August 2020

108.0 ADMINISTRATION IN THE ABSENCE OF POLICY

The Head of School has responsibility for carrying out, through supplemental regulations, administrative procedures and directives, the policies and regulations established by the Board. The policies developed by the Board, and the regulations, administrative procedures and directives developed to implement

policy, are designed to achieve an effective and efficient school system. All School employees and students are expected to abide by them.

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

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

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

Adopted: April 2014
Amended: August 2020

109.0 POLICY REVIEW AND MAINTENANCE

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

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

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

Adopted: April 2014
Amended: March 2017

110.0 CODE OF ETHICS FOR BOARD OF DIRECTORS

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

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

- Recognize that the Board can only act as a whole and only exercise its powers and duties in a properly called meeting when a quorum is present to transact business.
- Recognize that I, as an individual board member, have no authority to act on behalf of the Idaho Technical Career Academy, unless authorized by Board action.

- Not have any pecuniary interest, either directly or indirectly in any contract or other transaction pertaining to the maintenance or conduct of the Idaho Technical Career Academy.
- Not accept any compensation for services rendered as a Board member.
- Unless otherwise permitted by Section 33-507, Idaho Code, not enter into or execute any contract with the spouse of any member of the Board whereby the terms of which require the payment of public funds.
- Not act in any act of self-interest prohibited by any provision of the Idaho Code, our School's Charter, Bylaws or Articles of Incorporation.
- Remember that my first and greatest concern must be the educational welfare of the students attending the Idaho Technical Career Academy.
- Work diligently to build and maintain a relationship of trust and respect with other Board members, the Head of School, staff, students, parents, and the community.
- Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain.
- Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.
- Inform myself about current educational issues by individual study and through participation in programs which provide needed information.
- Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Respect the individual Board member's right to differ in opinion and focus on issues rather than personalities.
- Work with other Board members to establish effective Board policies and to respect the responsibilities that are properly delegated to the school administration.
- Communicate to other Board members and Head of School expressions of public reaction to Board Policies and school programs.
- Refer complaints and concerns regarding staff or programs to the Head of School or other appropriate staff, acting upon complaints only after failure of an administrative solution.
- Vote to appoint, upon proper recommendation by the appropriate administrative officer, those persons best qualified to serve as school staff and insist upon regular and impartial evaluation of all staff.
- Respect the confidentiality of information that is privileged under applicable laws and take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable laws.

Director Signature: _____ Date: _____

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

- Unless otherwise permitted by Section 33-507, Idaho Code, the wife, husband, child or sibling of an ITCA Board Member shall not be employed by ITCA.
    - The wife, husband, child or sibling of an ITCA Board Member shall not be employed by the Managed Services Provider of the school unless there has been full disclosure to the Board

and an affirmative decision by the Board that such employment is not an actual or perceived conflict of interest.

- No Board Member shall vote on nor attempt to influence the decisions of their fellow Board Members in their individual voting for any matter which is of a personal or private interest to the Board member. If any Board member has a personal or private interest in any matter to be decided before the Board, the Board member shall refrain from participation in the deliberations relating to such matter and shall abstain from voting on the subject matter at issue.
- No Board Member shall act as an agent or solicitor in the sale or supply or goods or services to the school.
- No Board Member shall participate in Board deliberations or discussions regarding the employment of the Board Member's relative or an individual who is related by blood or marriage within the second degree.
- Policies of the school relating to the employment of relatives of employees of the school to assure that no actual conflict of interest occurs , including no direct supervisory or direct reporting responsibilities and no input relating to work responsibilities, salaries, hours, career progress, benefits or other terms or conditions of employment.

Director Signature: _____ Date: _____

Adopted: April 2014
Amended: July 2015
Amended: August 2020

110.1 DIRECTORS - POLICY VACANT

111.0 PUBLIC PARTICIPATION IN BOARD MEETINGS

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

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

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

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

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

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

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

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

Adopted: April 2014
Amended: August 2020

112.0 BOARD OF DIRECTORS / HEAD OF SCHOOL RELATIONSHIP

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

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

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

1. Give the Head of School full administrative authority for properly discharging all professional duties and hold the Head of School responsible for acceptable results.

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

Adopted: April 2014
Amended: August 2020

113.0 BOARD OF DIRECTORS DEVELOPMENT AND SELF-EVALUATION

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

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

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

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

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

Training or self-evaluation activities of the Board may be conducted via a formal organization or self-directed.

If any self-directed session retreat is to occur, it is the intention of the Board that the following items, at minimum, be reviewed, analyzed and discussed:

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

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

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

Adopted: April 2014
Amended: July 2015
Amended: August 2020

114.0 DUTIES OF THE IDAHO TECHNICAL CAREER ACADEMY ATTORNEY

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

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

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

Adopted: April 2014

115.0 POLICY OF NON-DISCRIMINATION IN THE WORKPLACE

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

In keeping with the requirements of federal and state law, the Idaho Technical Career Academy will strive toward non-discrimination in any employment assignment and promotion of personnel, staffing reduction, in educational opportunities and services offered students, in their discipline, and in educational offerings and materials.

Adopted: April 2014

116.0 POLICY ON EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students.

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

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

Inquiries regarding discrimination or intimidation should be directed to the school's Title IX Coordinator, who has been determined by the Board at the annual meeting. An individual with a complaint alleging a violation of this policy shall raise their concerns and complaints to the Title IX Coordinator. Should an individual seek to raise such a complaint, they are directed to visit the school's website where the Discrimination Notice, including the Title IX Coordinator's contact information and process for filing a complaint, can be found.

Adopted: April 2014
Amended: July 2015
Amended: August 2020

117.0 GEOGRAPHICAL DESCRIPTION OF IDAHO TECHNICAL CAREER ACADEMY

The Idaho Technical Career Academy is a statewide virtual public charter school whose attendance barriers mirror the geographical boundary areas of the state of Idaho.

For students to attend the Idaho Technical Career Academy, Idaho Residency must be established.

Adopted: April 2014
Amended: July 2015

SECTION 200 – THE ADMINISTRATION

201.0 ADMINISTRATIVE GOALS

The proper administration of the school is most vital to the success of the educational program. Although the Head of School shoulders most of the responsibility within the policies set forth by the Board of Directors, neither the Head of School nor the Board of Directors can make all important decisions within the framework of the school. The Administrative team will actively be involved in ensuring the compliance with all Board Policies and procedures and compliance with the Idaho Public Charter School Commission and K12 Service Agreement policies and procedures.

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

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

Major goals of the administration of the Idaho Technical Career Academy will be:

- To provide effective leadership for the school's various units and programs.
- To provide professional advice and counsel to the Board of Directors and to any advisory groups established by Board of Directors action.
- To implement the management function so as to ensure the best and most effective learning environment through achieving such sub-goals as: (a) providing leadership in keeping abreast of current educational developments, especially as they relate to virtual teaching, learning and best practices; (b) arranging for the staff development necessary to the establishment and operation and management of learning programs that better meet more learner needs; (c) coordinating cooperative efforts at improvement of learning programs, testing facilities, equipment, and curriculum materials; and (d) providing access to the decision-making process for staff, students, parents, and others.
- To develop and maintain close working relationships and open channels of communication within the school and the communities served by the school.
- To facilitate the assessment of educational priorities and the development of annual administrative/ Board of Director objectives.
- To encourage a proactive problem-solving approach within the school.
- To maintain positive relationships with the Board of Directors, school administration and all school employees.
- To assure the School's compliance with policies and procedures enacted by the Board of Directors.
- To assure the School's compliance with the authorized Charter and to be responsible for the day to day supervision and evaluation of performance of school's employees.
- To assure the School's compliance with K12 Services Agreement.
- To work toward progress on the School's identified goals in its Performance Certificate as well as any identified charter renewal conditions.
- Communication and compliance with the Charter Commissions rules and regulations.

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

Adopted: April 2014
Amended: August 2020

202.0 HEAD OF SCHOOL

The Head of School is the chief operating officer of the school system and has, under the direction of the Board of Directors, general supervision of all the school and all of the personnel and various personnel

departments of the school. The Head of School is responsible for management of the Board of Directors' policies and is accountable to the Board of Directors.

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

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

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

Adopted: April 2014

202.1 HEAD OF SCHOOL'S PERFORMANCE RESPONSIBILITIES

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

- Act as chief administrative officer and superintendent.
- Act as chief liaison to the school Board of Directors.
- Ultimate responsibility for K12 school-based management team.
- Responsible for implementing school Mission, Vision, Strategic planning.
- Oversee all academic and operational aspects of the school.
- Manage all legal issues which may arise and make appropriate reports of the same to the Board.
- Oversee school marketing, enrollment, and public relations matters.
- Manage all Human Resource and Human Relations issues with ITCA and K12 personnel.
- Organize and oversee staff orientations.
- Ensure that processes and communication between the school and the identified curriculum vendor are in place.
- Implement the Board's policies and oversee the writing of its handbooks.
- Make recommendations to the Board regarding implementation and modification of policies and procedures.
- Responsible for ensuring that school compliance and reporting requirements are met in an accurate and timely manner (including school report cards and all state and federal reports).
- Ensure that the school is complying with local, state, and federal laws regarding special education and federal Title programs.
- Prepare and oversee annual budget.
- Understand the state Chart of Financial Accounts.
- Understand all K12 systems.
- Promote the school and its interests with political, education, and civic leaders across the state.
- Develop and maintain relationships with districts, Education Service Centers, and the state.
- Organize and lead student recruitment events across the state.
- Make appropriate recommendations to the Board regarding possible modification to Charter language and ensure operational compliance with provisions of the ITCA Charter, Performance Certificate/Framework and Charter renewal conditions.

- Make appropriate recommendations to the Board regarding employment issues of certificated teaching professionals.
- Supervise the selection, assignment, evaluation, retention, termination, discipline, and transfer of all ITCA classified personnel.

Adopted: April 2014
Amended: August 2020

202.2 HEAD OF SCHOOL'S DELEGATION OF POWERS

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

The Board recognizes that the Idaho Code grants the power to the Board to suspend, grant leave of absence, place on probation, or discharge certificated professional personnel for material violations of lawful rules or regulations of the Board or of the State Board of Education or for any conduct which could constitute grounds for revocation of a teaching certificate. The Board recognizes that there are situations which arise concerning certificated employees which may require immediate action, including a suspension or leave of absence. Thus, the Board has determined that if the Head of School or the designee of the Head of School determines there exists reasonable articulable suspicion to believe that a certificated employee has engaged in a material violation of any lawful rule or regulation of the Board of Trustees or of the State Board of Education, has engaged in conduct which could constitute grounds for revocation of a teaching certificate, or is the subject matter of an investigation where the presence of the certificated employee may unduly influence or undermine a personnel investigation, the Head of School or designee of the Head of School shall have the authority to suspend/place on administrative leave, with pay, the certificated employee pending the next regularly scheduled Board meeting or for twenty-one (21) business/school days, whichever comes first.

Adopted: April 2014
Amended: August 2020

203.0 ADMINISTRATIVE ORGANIZATIONAL PLAN

The administrative organizational plan is outlined in the K12/ITCA Services Agreement.

Adopted: April 2014
Amended: August 2020

203.1 LINE AND STAFF RELATIONS

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

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

Adopted: April 2014
Amended: August 2020

204.0 ADMINISTRATIVE STAFF

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

The members of the staff also act in an advisory capacity. Their mission is to gather ideas, to present reactions of school personnel, to express opinions, and to interpret school policy to other staff members in light of detailed information they receive through discussions in meetings.

Adopted: April 2014
Amended: August 2020

204.1 ADMINISTRATIVE STAFF AND COMMITTEES

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

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

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

Adopted: April 2014
Amended: August 2020

204.2 HEAD OF SCHOOL'S STAFF

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

Adopted: April 2014
Amended: August 2020

205.0 TEMPORARY ADMINISTRATIVE ARRANGEMENTS

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

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

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

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

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

Adopted: April 2014

206.0 ADMINISTRATOR EVALUATION

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

Adopted: April 2014
Amended: August 2020

206.1 EVALUATION OF SCHOOL PRINCIPALS

LEA #489 will conduct an annual evaluation of its school principals as required by Idaho Code and related Idaho Administrative Procedures Act, which may be amended from time to time, and such policy shall at all times be interpreted consistently with such applicable regulations.

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

All principals must receive an evaluation in which the majority of the evaluation results are based on Professional Practice, with an additional component of the evaluation results based upon multiple objective measures of growth in student achievement as determined by the Board of Directors.

The procedure for conducting evaluations is outlined in the *ITCA Administrator Evaluation and Development Process Calendar*.

Annual training for principals on the evaluation system and tools will be conducted and funded through school professional development funds or the general fund.

Adopted: July 2015
Amended: September 2015
Amended: May 2017
Amended: August 2020

207.0 ADMINISTRATIVE REORGANIZATION, ASSIGNMENT AND SELECTION

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

Adopted: April 2014
Amended: August 2020

208.0 ADMINISTRATIVE TRAVEL AUTHORIZATION AND ALLOWANCES

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

Adopted: April 2014

209.0 NEPOTISM POLICY

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

- Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no relative's work responsibilities, salary, hours career progress, benefits or other terms and conditions of employment could be influenced by the other relative.
- Related employees may have no influence over the wages, hours, benefits career progress and other terms and conditions of the other related staff members.
- Employees who marry or become part of the same household while employed are treated in accordance with these guidelines. If, in the opinion of the ITCA, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.
- In circumstances where a supervisor and an employee or independent contractor have a close personal relationship which can reasonably be perceived as potentially compromising the supervisor's and/or employee's/independent contractor's ability to function independently, the relationship and the parties will be subject to the provisions of this policy.

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

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

Adopted: April 2014

210.0 DOCUMENT MANAGEMENT AND RETENTION

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

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

Adopted: April 2014

210.1 PUBLIC RECORDS REQUESTS

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

Adopted: April 2014

211.2 ACCESS TO CRIMINAL JUSTICE INFORMATION (CJI)

The Federal Bureau of Investigation's Criminal Justice Information Services (CJIS) Security Policy requires that all persons who have access to Criminal Justice Information (CJI) and all appropriate IT Personnel and vendors shall receive CJIS Security and Awareness training on a biennial basis. The initial training should be done within six (6) months of appointment or assignment to any position dealing with CJI.

Within the administrative framework of the Idaho Technical Career Academy, only the Head of School and the Human Resources Manager might be in a position to have access to CJI for employees, vendors and other personnel employed by the LEA. Both of those administrators will undergo the biennial CJIS training. Should other administrative personnel, at a future date, be in a position to have access to CJI, the Human Resources Manager will notify the Head of School of this situation immediately. Then that person(s) will also have to undergo initial training and biennial training as described above.

Adopted: September 2019

SECTION 300 – FISCAL MANAGEMENT

301.0 THE GOAL OF FISCAL MANAGEMENT

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

Adopted: April 2014

302.0 ANNUAL BUDGET

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

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

Adopted: April 2014

302.1 FISCAL YEAR

The fiscal year is defined as beginning on the first (1st) day of July and ending on the thirtieth (30th) day of June of each year.

Adopted: April 2014

302.2 BUDGET PLANNING, PREPARATION, AND MANAGEMENT

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

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

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

Adopted: April 2014

302.2A GENERAL FUND CONTINGENCY

Consistent with Idaho Code Section 33-801(A), it is the intent and goal of the Board to establish and maintain a General Fund contingency of three to five percent (3-5%) of current expenditures. Any variance, outside these parameters, must be approved by the Board.

The Board's contract with K12 insures the school from having any deficit at year end and diminishes the need to keep a contingency fund.

Adopted: April 2014

Amended: August 2020

302.3 SOURCES OF FUNDING

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

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

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

From time to time, philanthropic individuals or groups and/or other educational programs, organizations or entities may offer to make funds available to ITCA. These funds will, when accepted, be used to promote the educational activities of ITCA. Where necessary, the Board will review the terms and conditions of the grants or gifts to ensure they are in line with the district's policy and goals and do not require the expenditure of additional, unbudgeted funds by the school.

Adopted: April 2014
Amended: August 2020

302.4 INVESTMENT OF SCHOOL FUNDS

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

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

Adopted: April 2014

302.5 BORROWING AUTHORITY/LIMITATIONS

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

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

Adopted: April 2014

302.6 BUDGET PUBLICATION, REVIEW HEARINGS

Publication: The tentative budget document as approved by the Board shall be published and made available to all interested parties. Publication outlets shall be determined by the Board of Directors at the annual meeting.

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

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

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

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

Adopted: April 2014
Amended: August 2020

302.7 BUDGET ADOPTION

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

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

Adopted: April 2014

303.0 BUDGET IMPLEMENTATION

The ITCA budget serves as the control to direct and limit expenditures. Overall responsibility for this control is vested with the Business Manager who will establish the procedures for budget control and reporting.
The total amounts which may be expended during the fiscal year for the operation of the school system are set forth in the Board approved budget. The total amount budgeted as the expenditure for each program is the maximum amount which may be expended for that classification of expenditures during the school year, except as a transfer of funds, is authorized by policy 302.6.
The Head of School and Administrative staff are authorized to make commitments in accordance with the approved budget, policies of the Board, and administrative plans approved by the Board.

Adopted: April 2014

304.0 ACCOUNTING AND REPORTING SYSTEM

304.1 ACCOUNTING SYSTEM

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

The following purposes must be satisfied by the accounting system:

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

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

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

Adopted: April 2014

304.2 SYSTEM DESIGN

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

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

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

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

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

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

Adopted: April 2014
Amended: August 2020

304.3 SCHOOL ACCOUNTS

Special accounts for student activities, faculty groups, special projects, or other funds as established by the Board or school's administration shall be maintained by the ITCA and the management pursuant to the Board's directives as to financial institution. Accounting and auditing of such funds will be controlled through established procedures set by the Business Manager, consistent with applicable law and generally accepted accounting principles.

Adopted: April 2014
Amended: August 2020

304.4 FINANCIAL REPORTING

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

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

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

Adopted: April 2014

305.0 INVENTORIES

A continuing inventory will be kept of the ITCA owned capital equipment. The ITCA is encouraged to maintain a video inventory record in addition to their written inventory. A record containing the inventory will be maintained by the Business Manager. A copy of the capital equipment inventory shall be maintained in more than one physical location as well as electronically.

Supplies, small tools, and consumable materials (not qualifying as capital equipment) will be inventoried at the request of the Head of School. A copy of such inventory shall be maintained in more than one physical location as well as electronically.

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

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

Adopted: April 2014
Amended: January 2016
Amended: August 2020

306.0 PURCHASING

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

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

All goods, services, equipment, and supplies for ITCA will be purchased in accordance with the provisions of the Idaho Code and good purchasing practices.

To the extent applicable the school will follow bidding processes and procedures required by applicable statute.

Adopted: April 2014
Amended: August 2020

306.1 FISCAL CONTROLS POLICY

Approval and Payment of Monthly Expenditure

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

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

The Idaho Technical Career Academy requires employees and management to submit for reimbursement, supplies, business phone service, internet connections, mileage, and other miscellaneous charges. In order to expedite reimbursements, the Business Manager can process reimbursements timely and identify those paid in advance, at the regular board meeting. Every effort will be made by the Business Manger to pay reimbursements in as timely a manner as practicable.

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

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

Adopted: April 2014
Amended: July 2015
Amended: August 2020

306.2 ANNUAL PURCHASES

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

Adopted: April 2014

306.3 BIDS AND QUOTATIONS

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

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

Adopted: April 2014
Amended: July 2015
Amended: August 2020

306.4 QUALITY CONTROL AND STANDARDIZATION

All purchases, whether by competitive bid or quotation, shall consider the quality of the articles to be supplied and their conformity to predetermined specifications. Items commonly used shall be

standardized whenever possible, consistent with educational goals and in the interest of efficiency and/or economy.

Where specific products and/or services have historically proven favorable on a quality rather than a price basis, and where long run economic justification exists, purchases of such items will be made when the individual order does not exceed the statutory amount of $50,000.

Adopted: April 2014
Amended: July 2015
Amended: August 2020

306.5 RESERVATION OF THE BOARD

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

Adopted: April 2014

306.6 DEBIT CARD AND CONTRACTS

Debit card purchases are limited to items where the cost of issuing a purchase order is greater than the value of the item, where expenses cannot be reasonably anticipated, or for vendors who do not accept Purchase Orders.

Procurement cards can be used for supply orders when authorized by the immediate supervisor and the Business Office. Procurements cards can also be used for authorized travel arrangements.

Properly executed purchased orders shall be used when procurement cards are not authorized. These purchase orders must be properly executed and approved by the Head of School, Business Manager, or their designee.

Employees are also allowed to submit reimbursement for preauthorized travel or purchases.

Adopted: April 2014

306.7 VENDOR LISTS

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

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

Adopted: April 2014
Amended: July 2015

306.8 SELECTION OF PROFESSIONAL SERVICES

Professional services such as legal, architectural, insurance, consulting, and accounting services frequently may exceed $50,000. However, these services are classified as professional, and the Idaho bidding laws do not apply to them. The selection of persons to perform these services will be made by the Board after full consideration of the ITCA needs and of what prospective contractors can offer.

Adopted: April 2014
Amended: July 2015
Amended: August 2020

307.0 PAYMENT CLAIMS

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

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

Adopted: April 2014
Amended: July 2015
Amended: August 2020

307.1 INTERNET SERVICE PROVIDER (ISP) SUBSIDY

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

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

The ISP will be distributed to families who submit an application AND who comply with ITCA attendance requirements as outlined in ITCA Policy 902.1 and the applicable ITCA student handbook for the period of attendance for which payment is being sought. Compliance will be verified.

ITCA will pay a flat amount of $40 per month per family. Payments will be made via mail semiannually at the end of the first semester (paid on December 20 for applications received by December 5) and at the end of the second semester (paid on June 20 for applications received by June 5). ITCA will pay an internet subsidy of $40 per month per family of students participating in ITCA summer school upon completion of the summer school term (paid on August 20 for applications received by August 5). Payments may be made for applications received after the deadlines. No payments will be made after the close of the fiscal year.

ITCA staff members who receive an internet device or internet service reimbursement under board policy 309.1 are not eligible for the policy 307.1 student internet service provider subsidy.

Appeals process:

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

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

Internet Subsidy for Habitually Truant Students

In the event that a student is withdrawn from ITCA for habitual truancy, to the extent the family qualifies for possible internet subsidy, the family shall only be eligible for the portion of internet subsidy corresponding to their period of enrollment at the school. The internet subsidy will be prorated to subsidize only for the days the student was actively enrolled at the school.

Adopted: April 2014
Amended: July 2015
Amended: July 2016
Amended: August 2020
Amended: July 2021
Amended: March 2022

308.0 PAYROLL

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

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

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

Adopted: April 2014

308.1 PAYROLL PROCEDURES

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

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

Adopted: April 2014

308.2 PAYROLL SCHEDULES

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

Adopted: April 2014

308.3 PAYROLL DEDUCTIONS

The following deductions are permitted by the Board:

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

Adopted: April 2014
Amended: August 2020

309.0 EXPENSE REIMBURSEMENTS

309.1 EMPLOYEE EXPENSES

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

Process for employee reimbursement: Eligible employees should submit their expenses, along with any pertinent receipts and mileage maps/routes (MapQuest/Google Maps) through the NetSuite system. If you are unsure as to how to do this, please contact Human Resources or your immediate supervisor for directions.

Employees are cautioned to ensure they are asking for reimbursement only for those items deemed reimbursable. See further in this policy. When in doubt, it is always wise and advisable to check with the Human Resource Manager prior to making any purchase to see if that item is reimbursable.

Mileage is reimbursed at the Stride/K12 rate. Private vehicles may be used only if the owner is insured under a liability insurance policy that complies with section 33-5204, Idaho Code. The school may arrange vehicle rental for employees when appropriate.

The LEA requires that employees traveling to and from school-sponsored events or professional development meeting, carpool together with other employees from their region to said events if a reasonable carpool is available. Often these carpools are set up by the District Office and rented vehicles are secured for these types of events.

If an employee cannot or chooses not to carpool to school-sponsored events or professional development meetings when a reasonable carpool option is available, then the employee may travel in their own vehicle to the event or professional development but will not receive mileage reimbursement for said travel. Any exception to this rule must have the approval of the Head of School or their designee.

From time to time, flight arrangements will be made for those employees who must travel to a school-sponsored event or a professional development meeting. If an employee chooses not to travel by airplane to said events, he/she must inform the School's Office prior to the flight arrangements being made and his/her supervisor of the change in travel plans. In this type of instance, the employee will be reimbursed the cost of mileage that is equal to the cost of the airline ticket or the actual mileage amount, whichever is the least amount.

Flight change requests made by the employee will be at the expense of the employee.

Virtual ITCA employees in residence outside of Boise or Arco who are required to work out of their home offices as well as the ITCA offices are required to commute at their own expense to the nearest office.

Mileage one way to destination (outings, airport, etc.) must exceed 20 miles (such as outings, airport, etc.).

Miscellaneous expenses (parking, taxis, subway, etc.) will be reimbursed. Receipts are required. Tips are the responsibility of the employee.
Meals will be reimbursed when travel requires more than 200 miles of travel in one day, or when travel requires an overnight stay, or when the employee is required to travel prior to 7:00 a.m. or after 7:00 p.m.

- Employees may request per diem for meals as follows:
    - Up to $11.00 for Breakfast
    - Up to $12.00 for Lunch
    - Up to $19.00 for Dinner
- You may be reimbursed for meal gratuities. Gratuities count toward the applicable maximum meal rate.

- RECEIPTS are required for all meal reimbursement not requested per diem. Reimbursements must be kept current. Receipts 60 days or older must be submitted separately and may require board approval before payment. This usually requires a 30-day turnaround.
- Per diem will NOT be reimbursed for any meals that are included as part of a conference fee.
- There is no reimbursement for entertainment or alcoholic beverages.

Lodging will be reimbursed for those teachers or administrators traveling on school business. Every effort should be made to find the most economical lodging when traveling on Academy business.

RECEIPTS are required for lodging reimbursement.

CONFERENCE AND/OR TRAINING TRAVEL

Conference/Training Lodging at a conference site (or training site), or at a hotel identified in a conference registration as one of the conference hotels, is reimbursable at actual cost.

Conference/Training Meals that are an integral part of the conference/training are reimbursable at actual cost. To be an integral part of the conference/training, meals must be provided at the conference/training site as an organized activity for all participants.

OFFICE/HOME EXPENSES

ITCA will provide work softphone service to staff members who work from a home office. Beginning July 1, 2022, ITCA will provide staff members who work from a home office with either an internet service device or an internet service provider reimbursement of up to $40 per month of the contract or work agreement. Unless the staff member works for the school in the month of July, no reimbursement will be provided for that month and internet devices will not be active during non-contract/non-work agreement timeframes. Receipts for internet service provider payment must be submitted to the school if an employee chooses the internet reimbursement option. Reimbursement payments will be made via mail semiannually at the end of the first semester (paid on December 20 for receipts received by December 5) and at the end of the second semester (paid on June 20 for receipts received by June 5). If a staff member missed the first semester December 5 deadline, receipts for first semester may be submitted for the second semester June 20 payment. No payments will be made after the close of the fiscal year. Staff members receiving an internet device or reimbursement under this policy who have one or more students enrolled with ITCA are not eligible for the board policy 307.1 student internet service provider subsidy.

Postage expenses will be reimbursed for one “social” mailing (e.g., birthday card) to students per year and for all reasonable business-related mailings. Any postage/shipping charges for returning items to K12 or ITCA will be reimbursed with no limit with prior approval from Head of Schools or Business Manager. The employee must submit detailed receipts and/or invoices for reimbursement of postage expenses.

Field trip expenses will be reimbursed for the teacher only. Eligible expenses include any entrance fees for the teacher or the nominal cost ($25 or less without prior approval) of renting a facility.

Maximum yearly reimbursement: Each employee or administrator who works from home as determined by the Head of Schools, and each school department (Special Education and Virtual High School) has a maximum budget as determined by the administrative office for expenses including, office supplies, inkjet cartridges, related postage, and home office expenses, and incidentals. Items such as desks, chairs, wastepaper baskets, file cabinets or any item that would fall under the general category of

"furniture" is not reimbursable under this policy. All employees who have expenses to be reimbursed should submit those to the Payroll Department for further review and processing. Administrators and ITCA employees may submit expense/mileage reports to the Payroll Department either quarterly or each month.

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

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

Adopted: April 2014
Amended: July 2015
Amended: March 2018
Amended: August 2020
Amended: March 2022

309.2 STUDENT ORGANIZATION EXPENSES

The Board of the Idaho Technical Career Academy recognizes this and will reimburse organization related expense as follows:

- Mileage is currently reimbursed at the rate of $.25 per mile. For mileage reimbursements, please attach a copy of travel via http://www.mapquest.com/ (attach a PDF of the mileage summary provided by MapQuest).
- Mileage one way to destination must exceed 30 miles (such as outings, airport, etc.).
- Miscellaneous expenses- (parking, taxis, subway, entertainment, etc.) will not be reimbursed Meals will be reimbursed when travel requires more than 200 miles of travel in one day or when travel requires an overnight stay.
    - Meals will be reimbursed as follows:
        - Up to $8.00 for Breakfast
        - Up to $10.00 for Lunch
        - Up to $15.00 for Dinner
    - Meals will NOT be reimbursed for any meals that are included as part of a conference fee.
- Lodging will be reimbursed for student's traveling over 60 miles one way to an event. Students must stay in the conference hotel. Lodging is reimbursed for the exact number of days of the event.
    - RECEIPTS are required for lodging reimbursement.

Adopted: April 2019
Revised: March 2022
Revised: September 2022

309.3 MILEAGE REIMBURSEMENT FOR SPECIAL EDUCATION STUDENTS

Idaho Technical Career Academy Special Education parents are eligible for mileage reimbursement when transporting their student(s) with a disability to necessary services as identified on the Individualized Education Plan (IEP). The parent will be notified of the mileage reimbursement opportunity. Mileage requests must be submitted for approval in a timely manner to the Special Education Teacher on a form approved by ITCA. The Special Education Teacher will, in turn, submit it to the Business Manager for

payment. Mileage must be submitted within ninety (90) days of travel to be considered for reimbursement. Reimbursement will be at the Internal Revenue Service's approved standard mileage rate for miles driven for medical purposes.

Adopted: April 2014
Amended: August 2020

310.0 RENTAL FEES AND SERVICE CHARGES

310.1 ITCA EQUIPMENT

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

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

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

Adopted: April 2014

311.0 FUND SECURITY

311.1 LOCAL DEPOSITORIES

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

Adopted: April 2014

311.2 CASH

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

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

Adopted: April 2014

312.0 SCHOOL PROPERTIES DISPOSAL PROCEDURE

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

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

Adopted: April 2014

313.0 PAYMENT OF FEES OR RETURNING OF PROPERTY

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

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

Adopted: April 2014
Amended: August 2020

SECTION 400 – TECHNOLOGIES

401.0 VIRUS PROTECTION POLICY

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

Adopted: April 2014
Amended: August 2020

402.0 SOFTWARE PURCHASE/INSTALLATION APPROVAL FORM

All departmental and individual software must meet IT approval prior to procurement and installation.

Adopted: April 2014
Amended: August 2020

403.0 ITCA ACCEPTABLE USE POLICY

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

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

Adopted: April 2014
Amended: July 2015
Amended: August 2020

404.0 INTERNET SAFETY POLICY

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

Definitions:
Key terms are as defined in the Children's Internet Protection Act.*

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

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

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

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

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

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

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

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

*Full text of the Children's Internet Protection Act can be read at:
https://www.fcc.gov/consumers/guides/childrens-internet-protection-act

Adopted: April 2014

405.0 STUDENT COMPUTER EQUIPMENT PROVISION, REPLACEMENT AND UPGRADE POLICY

Student technology will be provided, replaced and upgraded consistent with the language contained in the school's approved Charter as well as the contractual provisions established between ITCA and its Service Provider.

Should a student/family have an issue with the technology provided to them, they are directed to communicate this concern with K12 Customer Support. In all cases, hardware that is determined to be defective will be replaced or repaired to minimize disruption of the student's school-related activities.

Should a student/family have an issue with software provided to them, they are directed to communicate this concern with K12 Customer Support.

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

Families are responsible for taking proper care of and returning ITCA or K12 provided equipment in the condition received. While the school recognizes that routine wear and tear may occur from use, neglect and abuse of equipment is unacceptable. If equipment provided by ITCA or K12 is lost, stolen, or damaged, the family may be responsible for the cost of the device.

In the event ITCA or K12 equipment is stolen, the student/family must file a police report. The school is to be provided a copy of the police report prior to issuing the substitute equipment.

Adopted: April 2014
Amended: July 2015
Amended: February 2017
Amended: August 2017

406.0 SCHOOL EMAIL POLICY

The purpose of this policy is to ensure the proper use of Idaho Technical Career Academy's email system and to identify what Idaho Technical Career Academy deems as acceptable and unacceptable use of its email system.

Legal RISKS:
Email is an important educational and business communication tool. Users are obliged to use the school's email system in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Email utilizing the school's hardware, software, servers or internet systems is something that is subject to the Idaho Public Writings Act and may be subject to disclosure upon request. The school may be able to limit disclosure of these

public writings with regard to limitations such as the Family Education Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA)and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014. However, in drafting and sending an email, the sender has to exercise caution as to content.

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

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

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

- Personal use of email should not interfere with work.
- Personal email must also adhere to the guidelines in this policy.
- The forwarding of chain letters, junk mail, and executables is strictly forbidden.
- Do not send mass mailings.
- All messages distributed via the school's email system, even personal emails, are Idaho Technical Career Academy's property.
- School email addresses may not be used as a contact email for any commercial, business, or personal contact.

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

Disclaimer:
The following disclaimer or similar will be added to each outgoing email:

This document may contain personal information from a student's educational records. It is protected by the Family Education Rights and Privacy Act (FERPA) and may not be re-released without the consent

of the parent or eligible student. This email message, including attachments, is for the sole use of the intended recipient(s) and may contain confidential or privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender immediately by reply email and destroy this message and attachments.

System Monitoring:
As email is using the School's email system, server and equipment, employees have no expectation of privacy in anything they create, store, send or receive on an Idaho Technical Career Academy computer system or network. This non-privacy status includes any private or personal email or information retained on the school's systems. Employees' email can be monitored without prior notification from Idaho Technical Career Academy. If there is evidence that an employee is not adhering to the guidelines set out in this policy, Idaho Technical Career Academy reserves the right to take disciplinary action, including termination and/or legal action.

Employees should understand that their email, sent and/or received, may have to be produced subject to a public records request. Accordingly, employees should not use the school's email system and/or should not use language in email communications that they would not want the public to have full access to view.

Email Accounts:
All email accounts maintained on our email systems are property of Idaho Technical Career Academy. Passwords should not be given to other people and should be changed on a regular basis.

Questions:
If you have any questions or comments about this Email Policy, please contact the Academic Administrator or Regional Technology Manager. If you do not have any questions Idaho Technical Career Academy presumes that you understand and are aware of the rules and guidelines in this Email Policy and will adhere to them.

Violation of this policy may subject an employee to disciplinary action up to and including possible termination.

Adopted: April 2014
Amended: July 2015
Amended: October 2017
Amended: August 2020

SECTION 500 - SCHOOL-COMMUNITY RELATIONS

501.0 SCHOOL-COMMUNITY RELATIONS

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

- To help families and other citizens recognize their responsibility for the quality of education provided to ITCA students;
- To foster public understanding of the unique educational program of ITCA and the need for constructive continual program evaluation and to solicit public advice on how we can achieve our educational goals;

- To involve citizens in the work of the schools and the solving of educational problems, including general education, state mandates, and various applicable federal programs;
- To earn the good will, respect, and confidence of the public with regard to school staff and services;
- To promote a spirit of cooperation between the school and the community;
- To develop public understanding of the ITCA; to ascertain public attitudes towards issues in Virtual education and Charter School education; and to discover the public's aspirations for the education of their children in an increasingly Virtual world ;
- To secure adequate financial support for a sound educational program.

Adopted: April 2014
Amended: August 2020

501.1 Parental Rights

The Board of Directors encourages parents/guardians to be involved in their student's school activities and academic progress. As required by IC 33-6001, the Charter reinforces the rights and responsibilities of parents as primary stakeholders to make decisions regarding the upbringing and control of their child.

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, the Charter 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 the Charter's violation of State and/or federal laws, rules, and regulations by the Charter, 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 the Charter, 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. The Charter 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 the Charter'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 the 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 the Charter'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. Except in the case of sex education curriculum, a parent/guardian who chooses to not have their child participate in the provided educational activity, 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 the Charter. The final decision as to the placement of such alternative educational activity shall be at the discretion of the Charter, with input of the parent, consistent with the requirements for advancement and graduation and consistent with the reasonable accommodation requirements outlined above.

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's classroom. Parents/guardians can request access to learning materials by contacting the school's administration during school hours.

Student Wellbeing

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

Addressing Parent/Guardian Concerns

A parent/guardian who feels the Charter has violated their rights, as described in this policy and otherwise provided in IC 33-6001 may file a grievance as described in Board Policy 505.0 Uniform Grievance Procedure.

Notice

The Charter shall annually provide parents/guardians with notice of their rights as specified in this policy.

Legal References	Description
I.C. § 32-1012	Parental Right to Direct the Education of Children
I.C. § 32-1213	Interference with Fundamental Parental Rights Restricted
I.D.A.P.A. 08, Titles .03	I.D.A.P.A. 08, Titles .03
I.D.A.P.A. 08, Titles .04	I.D.A.P.A. 08, Titles .04
I.C. § 32-1010	Intent of the Legislature – Parental Rights
I.C. § 33-6002	Annual Notice of Parental Rights
I.D.A.P.A. 08, Titles .02	I.D.A.P.A. 08, Titles .02
IDAPA 08.02.01.801	Planning and Training
Title IX, Education Amendment of 1972	Title IX, Education Amendment of 1972

Adopted: March 2024

501.2 Health Enhancement Education

Health, family life, and sex education; including information about parts of the body, reproduction, and related topics; shall be included in the instructional program as appropriate to the grade level and course of study. Parents shall be given the opportunity to review the materials to be used and may request that their child be excluded from sex education class sessions without prejudice. Any parent/legal guardian may have their child excused from any planned sex education instruction upon filing a written request with the Executive Director or the Executive Director's designee. Alternative educational activities shall be provided for those excused. (See Policy 501.1 Parental Rights)

Sex Education

The Board directs that sex education instruction shall include instruction on abstinence. However, it is recognized that this alone may not prevent pregnancies and sexually transmitted infections (STIs). Therefore, the Board allows for instruction in sex education including STIs, birth control, adoption, 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 viewpoints on both sides of issues such as abortion or on the use of birth control methods.

Any sex education instruction shall include instruction on:

1. Available adoption resources and current adoption practices in the United States as a means of providing for the well-being of a child;

2. The Idaho Safe Haven Act, IC 39-8201 et seq.; and

3. Where to find resources and support in the State of Idaho.

The Board believes that instruction on STIs is most effective when integrated into a comprehensive health education program. Instruction shall be developmentally appropriate to the grade level of the students and shall occur in a systematic manner. The Board particularly desires that students receive proper education about STIs before they reach the age when they may adopt behaviors that increase their risk of contracting an STI.

In order for education about STI to be most effective, the Executive Director or designee shall require that faculty members who present this instruction receive continuing in-service training that includes appropriate teaching strategies and techniques.

No sex education materials or instruction may be provided by any individual or organization that is an abortion provider.

Alcohol, Tobacco, and Drug Education

Students shall receive education regarding the use of alcohol, tobacco, and drugs. The Executive Director or designee shall develop curriculum for use in health education that provides instruction to students in the areas of prevention; education; treatment; rehabilitation; and legal consequences of alcohol, tobacco, and drug use.

Legal References Description

IC § 18-8707 Abortion-Related Activities Prohibited in School-Based Health Clinics and Sex Education Curricula

IC § 33-1608, et seq. Family Life and Sex Education – Legislative Policy

IC § 33-342 Adoption Education

IC § 39-8201 et. seq. Idaho Safe Haven Act

Cross References Description

2315 Physical Activity Opportunities and Physical Education

2340 Controversial Issues and Academic Freedom

Adopted July 2024

502.0 PUBLIC INFORMATION PROGRAM

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

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

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

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

Adopted: April 2014
Amended: July 2015
Amended: August 2020

502.1 ITCA POLICY GUIDELINES: PUBLIC RELATIONS AND GOVERNMENT AFFAIRS

PUBLIC RELATIONS

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

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

PUBLIC PRESENTATIONS BY THE BOARD

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

All Board Members will be advised of presentations that are going to be made, or have been made, since the last Board meeting, on behalf of ITCA to a governmental organization. All efforts will be made to assure that timely notice of these presentations is given.

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

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

DOCUMENTATION OF INQUIRIES

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

LEGISLATIVE MATTERS

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

Adopted: April 2014
Amended: August 2020

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

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

The Board's Clerk and the Human Resources Director are designated by the Board as the Records Custodians of the school's records. Such personnel shall assure compliance with all requirements of the Idaho Code relative to requests for public writings.

WRITTEN REQUESTS FOR PUBLIC RECORDS

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

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

1. Requester's name
2. Requester's mailing address/email address
3. Requester's telephone number.

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

GRANT OR DENIAL OF REQUST FOR RECORDS

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

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

If responsive records do exist, the Records Custodian shall make the requested non-privileged and non-confidential records available for inspection. Such shall be done during regular working hours unless

other arrangements are approved by the Records Custodian. The Records Custodian likewise shall make copies of the requested records available if that is the desire of the individual making such a request.

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

FEES AND FEE RELATED MATTERS

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

- No fees shall be charged for the first two (2) hours of labor in responding to a request for public records or for copying the first one hundred (100) pages of paper records that are requested.
- The actual labor costs associated with responding to request for public records, including such acts as location, retrieval, copying and redaction of confidential/privileged information, in compliance with the limitations of the Public Writings Act, will be charged when the time involved in addressing such a request is in excess of two (2) hours.
    - If fees are charged, they shall reflect the personnel and quantity of time reasonably necessary to process the request and shall be charged at the per hour rate of pay of the lowest administrative staff employee or public official who is necessary and qualified to process the request. If a request requires redactions to be made by an attorney, the rate charged shall be no more than the usual and customary rate of the attorney who is retained by the school for that purpose.
- The cost of copies of public records through a formal public records request, beyond the first 100 pages will be charged at a cost of twenty-five ($.25) cents per page.
- Should a response to a request be via computer disc, or some other such similar technological device, there shall be no charge for the cost of paper copies but rather a charge of the actual cost of the disc, and the actual transfer costs of personnel time will be imposed for the direct cost of copying the information in this format, including the possible cost of conversion of such must be performed by an outside third party source.
    - Before such a cost is incurred with an outside source, the requester will be notified as to the anticipated costs and an advance payment shall be required.
- A statement of fees by the school to the requester shall be itemized to show the per page costs of copies and the hourly rates of employees and/or attorneys involved in the response. No lump sum costs will be assigned to any public records request.
- A requester cannot lawfully engage in "serial" requests in an effort to avoid the fees association with production. If the school believes that such activity is occurring, the school may aggregate the requests and charge the appropriate fees.
    - Aggregation will not occur on multiple requests that are not related to the same general subject matter just because the requests are received from the same individual.
- The Records Custodian may require advance payment of fees prior to production of responsive records. Any portion of an advance payment in excess of the eventual final costs of labor and copying shall be returned to the requester.

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

FEE WAIVER REQUEST

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

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

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

PRIVILEGED AND CONFIDENTIAL DOCUMENTATION

Confidential and privileged records are not open to the public. This information includes but is not limited to:

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

Adopted: April 2014
Amended: July 2015
Amended: August 2020

504.0 PUBLIC SOLICITATIONS - ADVERTISING IN THE SCHOOLS

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

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

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

Adopted: April 2014
Amended: July 2015
Amended: August 2020

504.1 SOLICITATIONS IN THE COMMUNITY

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

Adopted: April 2014
Amended: August 2020

504.2 SOLICITATIONS OF STUDENTS

The public school setting is not to be used by any individual (including staff, school students and school families) to contact staff members or students for sales or other commercial purposes not directly related to the operations or activities of the ITCA.

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

Adopted: April 2014
Amended: August 2020

504.3 SOLICITATIONS OF EMPLOYEES

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

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

The custodian of the school's records shall verify that the requested records or information will not be used for purposes of a mailing or telephone list prohibited by Idaho Code.

Adopted: April 2014
Amended: August 2020

505.0 UNIFORM GRIEVANCE PROCEDURE

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

The following guidelines are the proper procedure to be followed in seeking to resolve complaints/grievances of certificated staff, students and parent/guardians. This policy is inapplicable to classified employees. Classified employees are to raise complaints/grievances solely through Policy 801.5.

GRIEVANCE PROCEDURE:

This Uniform 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 constitution, state or federal statue or written Board Policy or written Board Procedure. Hereinafter, such will be referred to as "grievance".

Any other concerns or complaints not encompassed by the definition of a grievance shall be directed to the teacher, immediate supervisor, program administrator, Human Resources Manager, or Head of School. These concerns or complaints will not be processed through this grievance policy but will be handled informally by the school's administration.

The school shall endeavor to respond to and resolve complaints without resorting to this grievance procedure. However, if a grievance is filed, to address such promptly and equitably. Use of this policy in an effort to resolve one's grievance is not a prerequisite to such individual seeking out other remedies. However, use of this policy and procedure does not extend any filing deadline with regard to pursuit of any other remedy.

STEP ONE:

A grievant is encouraged to first discuss such grievance with the school employee or agent involved, (i.e. the teacher, counselor, or administrator). The goal of such communication will be an effort to resolve the matter promptly and informally.

An exception to this is with regard to any claim of sexual harassment, which should be directed to the school's Non-Discrimination Coordinator at the School's Administrative Offices.

STEP TWO:

If a grievant does not have resolution at Step One, the grievant may file a written grievance. The Idaho Technical Career Academy Title IX Formal Complaint Form must be used for any Title IX grievance. Title IX includes complaints based on sex discrimination, including complaints of sexual harassment or sexual violence. All other written grievances shall detail:

1. A synopsis of the facts giving rise to the alleged grievance
2. Verification of any efforts taken to resolve the grievance informally
3. The written Board policy, the provision of state or federal statute alleged to have been violated, and/or the provision of the state or federal constitution alleged to have been violated
4. The alleged date of the violation

5. The actor involved in the alleged violation
6. The remedy that is being requested

The Step Two written grievance or Title IX Formal Complaint Form must be signed and dated by the grievant and filed with the Head of School or the Non-Discrimination Coordinator (in the instances detailed below) within thirty (30) calendar days of the event or incident occurrence or from the date one could have reasonably become aware of such incident/occurrence.

If the written grievance is not filed within the designated time period, such grievance will not be processed by the school as a grievance.

If the grievance alleges a violation of Board Policy or Board Written Procedures, the Principal, program administrator or designee shall investigate and attempt to resolve the grievance. If either party is not satisfied with the Principal, program administrator or designee's written decision the grievance may be advanced to Step Three by requesting in writing that the Head of School review the Step Two decision. This request must be submitted to the Head of School within ten (10) calendar days of the issuance of the Step Two written decision.

If the appeal of such grievance is not advanced to the Head of School within ten (10) calendar days of the issuance of the Step Two written decision, the appeal will not be processed, and the grievance will be deemed at a conclusion.

If the grievance alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act (Policy 1000.3), Sexual Harassment (Policy 710.0), Relationship Abuse and Sexual Assault (Policy 905.2) or the Idaho State Veteran's Employment Preference (Policy 704.0), the Principal, program administrator or designee shall turn the written grievance over to the school's Non-Discrimination Coordinator who shall investigate the Complaint. The School has appointed a Non-Discrimination Coordinator to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Head of School within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary or may use the additional assistance of a designee. Upon receipt of the Title IX Formal Complaint Form, the school may offer supportive measures. Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed.
Such measures are designed to restore or preserve equal access to Idaho Technical Career Academy's Education Programs or Activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Idaho Technical Career Academy's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the property, and other similar measures. If the Head of School agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Head of School disagrees with the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from this level, either party may make a written appeal within fifteen (15) calendar days of receiving the written report of the Coordinator to the Board for a proceeding.

STEP THREE:

Upon receipt of a written request to review the Principal, program administrator, designee's written decision at Step Two, the Head of School or designee shall schedule a meeting between the parties. The Head of School may request the presence of the Principal, Program Administrator, or Human Resources Manager to attend this meeting. The parties shall be afforded the opportunity to either concur or disagree with the Step Two report. Thereafter, the Head of School or designee may engage in whatever questioning or activities the Head of School or designee believes necessary under the circumstances. This Step Three process will be followed as long as the grievance does not allege a violation of Title IX, Title II, Section 504 of the Rehabilitation Act (Policy 1003.0), Sexual Harassment (Policy 71100), Relationship Abuse and Sexual Assault (Policy 905.2) or the Idaho State Veteran's Employment Preference (Policy 704.0). If the grievance does relate to one of the aforementioned policies, refer to Step 2 of this policy.

The Head of School shall decide the matter within ten (10) calendar days of the meeting with the parties. If the Head of School agrees with the written findings from Step Two, the recommendation will be implemented. If the Head of School rejects the findings from Step Two, the matter may either be referred to an outside investigator for further review or otherwise resolved by the Head of School. In either option, a written decision will be issued.

If either party is not satisfied with the decision of the Head of School, the Board is the next avenue for appeal. The Head of School's decision will be sent via certified letter. A written appeal must be submitted to the Board's clerk within ten (10) calendar days of the Head of School's decision being sent.

If the written appeal is not submitted to the Board's clerk within the designated time frame as stated herein, no appeal will be processed to the Board level and the grievance will be deemed at a conclusion.

Appeals to the Board's level must either be a grievance based upon an alleged violation of the school's written Board Policies or come to the Board through the Non-Discrimination Coordinator Process. Any individual appealing any decision of the Head of School to the Board bears the burden of proving a failure to follow Board policy.

STEP FOUR:

Upon receipt of a written appeal of the decision of the Head of School of an appeal through the Non-Discrimination Coordinator process, the matter shall be placed upon the agenda of the Board for consideration no later than the Board's next regularly scheduled meeting. There is no requirement that the Board conduct a hearing or hold a meeting with the parties. The Board has sole and complete discretion in determining how it will review any appeal.

The Board shall thereafter make a decision and shall report such decision in writing to the appropriate parties within thirty (30) days of the Board meeting. The decision of the Board will be final.

Written grievances received by the Head of School involving ITCA personnel will be made available to the affected personnel. The Board considers it the obligation of employees of the ITCA to entertain the questions of parents or the public.

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

Adopted: April 2014
Amended: December 2015
Amended: August 2020
Amended: March 2021

505.1 PARENT/STAFF COMMUNICATIONS

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

- Restricted communication between the staff member and the other adult (i.e., no one-on-one communications, all communications must include a third party)
- Prohibited communication between the staff member and the other adult (i.e., communications)
- Referral to the appropriate law enforcement agency, pursuant to Idaho statutes (see Idaho Code §§ 33-1222 & 18-916.)

Adopted: June 2015
Amended: October 2017

506.0 CLUB POLICY

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

Non-sponsored student clubs or parent organizations may not use the name “Idaho Technical Career Academy” or imply that the club or organization is sponsored by the Idaho Technical Career Academy.

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

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

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

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

Adopted: April 2014

507.0 RELATIONS WITH COMMUNITY ORGANIZATIONS

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

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

Adopted: April 2014

507.1 RELATIONS WITH PARENT GROUPS

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

Adopted: April 2014
Amended: July 2015

507.2 RELATIONS WITH GOVERNMENTAL AUTHORITIES

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

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

Adopted: April 2014

507.3 RELATIONS WITH PLANNING AUTHORITIES

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

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

Adopted: April 2014

507.4 RELATIONS WITH POLICE AUTHORITIES

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

Adopted: April 2014

507.5 RELATIONS WITH OTHER AGENCIES

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

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

Adopted: April 2014
Amended: August 2020

508.0 CONDUCT ON SCHOOL PROPERTY

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

1. Injure or threaten to injure another person.
2. Damage another's property or any property that is owned by the school.
3. Violate any provision of the Idaho Criminal Code/Idaho Criminal Laws as well as any specific town, city, or county ordinance.
    a. Such prohibition includes the prohibition against upbraiding, insulting, or abusing any teacher in the presence and hearing of any pupil, which is a misdemeanor in the state of Idaho.
4. Smoke or otherwise use tobacco products, look-alike products, or related electronic products (i.e., vaping).
5. Consume, possess, distribute or be under the influence of (in a layman's terminology and not by a legal definition of percentage of BAC) alcoholic beverage, illegal drugs, or the abuse of legal or prescribed medications.

6. Be in possession of any deadly or dangerous weapon including a firearm of any nature or kind.
7. Threaten by word or action the use of a firearm or other deadly or dangerous weapon or threaten to commit any act of violence to any person on school grounds or affiliated with the school.
8. Enter upon any portion of the school's property for any purpose other than a lawful educational purpose.
    a. Such prohibition includes but is not limited to a prohibition against loitering; disrupting the educational process; or presence of any individual whose presence is detrimental to the morals, health, safety and academic learning or discipline of the school's pupils.
9. Willfully violate any school rules or regulations.
10. Engage in any words or conduct that is harassing, intimidating or bullying toward any individual present upon the school's property or against any individual affiliated with the school.
11. Violate any protective or no-contact order or enter upon the premises of a school as a registered sexual offender without first having gone through the appropriate steps to possibly obtain permission for presence upon a school's property.

As warranted, appropriate action will be taken by the school's administrators and, where necessary, law enforcement will be contacted. As required by the U.S. Department of Education, ITCA administration will refer any student who brings a firearm onto school property to the juvenile delinquency system. For the purposes of this policy, school property is defined as any property utilized by the school for any school function.

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

School Property shall be defined as any property owned, leased, operated, and/or occupied by the Idaho Technical Career Academy, whether on a permanent or temporary basis, excluding the private property of ITCA families, staff, and contractors.

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

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

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

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

Adopted: July 2015
Amended: May 2017
Amended: August 2020

509.0 OVERNIGHT SCHOOL TRIPS/TOURS

1. Any school-approved or school-sponsored overnight school trip that is meant for students of the Idaho Technical Career Academy, including but not limited to EFT Sponsored Tour, is required to have advanced authorization by the school's Board of Directors prior to the trip's plans being announced to the school's students or parents/guardians of the students.

   Prior to advancing such a request to the Board, the individual/entity/organization sponsoring/ proposing and/or seeking approval for such tour shall be required to meet with the ITCA Head of School to review the proposed overnight school trip and provide the Head of School with any information sought regarding such trip.

2. During the Board's review and potential approval process, the following information, at minimum, must be presented to the Board of Directors for review and consideration:

   a) General information regarding the trip:
      1. Destination;
      2. Dates;
      3. Cost per student;
      4. Transportation details;
      5. Chaperones – number and experience in such trips and chaperone activities; and
      6. Any additional & pertinent planning information.

   b) Liability and insurance information;
   c) Academic purpose for the tour;
   d) Student Safety considerations; and
   e) Any information and/or documentation requested by the Head of School in the administrative review of the proposed trip.

When seeking Board advanced approval, the individual/entity/organization sponsoring/proposing and/or seeking approval for such tour shall provide to the Board of Directors a copy of any and all fliers and/or promotional materials sought to be used by the school and/or tour sponsor associated with the trip.

The individual/entity/organization sponsoring/proposing and/or seeking approval for such tour shall not expect the Board of Directors to approve such plans during the first presentation to the Board and shall plan a timeline accordingly.

The Board of Directors may request additional information associated with the request for its review and potential approval.

Adopted: December 2019
Amended: August 2020

510.0 SCHOOL TEXTING POLICY

ITCA school staff and administration may communicate with enrolled or enrolling adult students, parents, guardians, and/or Learning Coaches using text messaging under the following conditions.

- The parent/guardian or adult student has not submitted a texting opt out form.
- Texting minor students is prohibited. If a minor student texts a school staff member, the staff member will not reply to the text and will email the student through the school system where the parent/guardian is included in the communication.

- The communication is strictly related to school business.
- Staff may text using only school-provided equipment and/or platforms.
- Staff initiated text messages will be kept to a minimum.
- Staff may not send mass text messages.
- Texting may not occur between the hours of 8 pm and 6 am Mountain Time.
- Employees must promptly report any inappropriate messages they might receive to their immediate supervisor.
- Mandated reporting applies to text messages as well as all other communications and observations.
- Upon request from administration, an employee must provide copies of text messages sent to students, parents, guardians, and/or Learning Coaches.

ITCA school staff and administration are required to use text messaging in a way that abides by relevant rules, such as Family Educational Rights and Privacy Act (FERPA), Open Records Laws/FOIA, and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014 (Idaho Data Accountability Act).

Adopted: October 2020
Updated: October 2022
Amended: July 2024

SECTION 600

601.0 HIGH SCHOOL COURSES: FAILING GRADE POLICY

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

Adopted: April 2014
Amended: August 2020

601.1 TEACHER/STUDENT CONTACT FREQUENCY POLICY

The Idaho Technical Career Academy believes that consistent contact between the student and the teacher is critical to the success of the ITCA program. In keeping with this philosophy, ITCA teachers are required to offer regular classes to all students. Teachers and advisors are required to communicate with parents and students on a regular basis with the goal being no less than one individual communication every thirty (30) days. Teachers are also required to participate in "out of office" activities where they will interact with students and families. Out of office activities may include, but are not limited to, proctoring of tests, academic workshops (face-to-face or Virtual Classroom), social outings (face-to-face or Virtual Classroom), etc.

The above-stated goals shall be considered to be minimum goals. In addition, either a teacher, student, and/or parent/guardian may desire additional interaction to address specific needs of students. In such

situations, and to the extent reasonably practicable, the teacher will respond accordingly. Further, individual student IEPs may modify this goal to meet the individual needs of the student.

Adopted: April 2014
Amended: July 2015
Amended: August 2020

601.2 TEACHER RESPONSIBILITY POLICY

ITCA teachers are responsible for carrying out job duties as described in the related current ITCA teacher job description and as outlined in the Certified Employee Handbook.

Adopted: April 2014
Amended: August 2020

602.0 CREDIT PROFICIENCY POLICY

In relation to High School Graduation Requirements:

In lieu of the credit requirements for graduation for High School, as provided for in School Policy 911.0, and Idaho Code 33-6404, a high school student may request credit for a course by demonstrating understanding of a subject area and content standards. Students will work closely with their assigned counselor to determine the best method to demonstrate understanding of a subject area and content standards to earn a high school credit. Students may earn a high school credit by taking an assessment/performance-based assessment, completing a presentation, completing a project, completing a paper/essay, creating a portfolio, or other methods as determined by student, teacher, administrator, and counselor.

A student may demonstrate understanding of a subject area and content standards to earn a high school credit by completing one or more of the following:

- **Assessment/Performance Assessment:** The assessment must include content standards for the course, the assessment will be scored by administrator and/or teacher, the assessment must be proctored and may be completed virtually or in-person. A student must pass the assessment with a score or 80% or higher. A student may only attempt to take the designated test to obtain credit via "testing out" of a class on two (2) separate occasions. For a student to be given the opportunity to take a test to obtain mastery credit on a second occasion, the student must demonstrate, at the judgment of the school's administration, a reasonable ability to pass the test to obtain credit on a second attempt. (For example, if the test requires an 80% passing grade, the student shall be required to score at least 70% on the student's first attempt to take the test a second time.)
- **Presentation, Project, Paper/Essay, or Portfolio:** Presentation, project, paper/essay, and portfolio expectations will be outlined in collaboration with teachers and administrators. All presentations, projects, papers/essays, and portfolios must demonstrate an understanding of the subject area and content standards. A rubric will be aligned to the subject area and will measure understanding of content standards. Students must score 80% or higher to earn a high school credit.
- **Other:** Other methods independent of instructional time and credit hours will be considered. Any method will be determined in collaboration with the student, parent, teacher, counselor, and administrator. Any other method will have a rubric that is aligned to and measures

understanding of subject area and content standards. Students must score 80% or higher to earn a high school credit.

- **Extended Learning Opportunities:** Idaho Code 33-6402 allows a student to request a credit for an extended learning opportunity by contacting their counselor. An extended learning opportunity may be completed by working with a nonprofit organization, business, trade association, the United States armed forces, etc. An extended learning opportunity may count for core or elective graduation requirements. A student will collaborate with their counselor and administrator to outline all expectations. The expectations will outline how the student will demonstrate understanding of required skills or standards to earn a core or elective credit. Credits earned outside of school via extended learning opportunities may not be used to calculate average daily attendance or enrollment for school funding purposes.

The grading scale for this policy is pass/fail. All credits earned via this policy will be posted to a student's high school transcript. There will be no appeal process for a student who disagrees with the outcome, or score obtained by any method selected to demonstrate understanding of subject area or content standards.

Adopted: April 2014
Amended: May 2017
Amended: August 2020
Amended: April 2022

605.0 HIGH SCHOOL ADVANCED OPPORTUNITIES

The Technical Career Academy offers several Advanced Placement or College Credit opportunities for students. Per Idaho Code 33-4602, every student who attends an Idaho public school will be allotted $4,125.00 to use in grades 7-12 through the Advanced Opportunities program. These funds can be used to pay for dual credit, overload courses, and college-credit-bearing/career technical exams, career technical certificate examinations, career technical education workforce training courses, college entrance examinations, and preliminary college entrance examinations

Students can utilize their funds of $4,125.00 in the following ways:

- Dual credits: Dual credit courses are offered by various colleges and universities around the state. These courses may be taken on a college/university campus or online. The Advanced Opportunities program will pay up to $75.00 per credit. Fast Forward Funds do not cover the cost of books or additional fees associated with the course.
- **Overload courses:** In many instances, students are choosing to take high school courses in excess of their regular school day, either online or over the summer. Students can use these funds to cover up to $225.00 per course to cover course costs associated with overload courses.
- **Examinations:** Students can utilize these funds to pay for college-credit-bearing and career technical examinations. These include Advanced Placement, International Baccalaureate, College Level Examination Program, and Career Technical Certification Exams.
- **CTE Courses:** CTE workforce training courses, such as federally registered apprenticeships, the distribution of which may not exceed five hundred ($500) per course and one thousand dollars ($1,000) per year.

Other benefits of the law allow public schools to exert flexibility for students in meeting graduation requirements by creating metrics by which students can test out of a course for high school credit. All students who graduate at least a full year early will be eligible for the Early Graduation Scholarship that can be used at any Idaho public post-secondary institution, equaling roughly $1,500. The State's Advanced Opportunities program can provide funding for students who participate in Advanced Opportunities.

ELIGIBILITY REQUIREMENTS FOR ADVANCED OPPORTUNITIES

- Students must complete an Advanced Opportunities Participation Form and submit it to school staff.
- Currently enrolled or homeschool students must complete all required state and school testing.
- Home/private school students who are dual enrolling with ITCA for the purpose of using Advanced Opportunities funds, and who are not intending to graduate with ITCA, must meet the following eligibility requirements:
    - Must complete and sign ITCA's Homeschool Advanced Opportunities form during enrollment and prior to utilizing Advanced Opportunities Funds.
    - Must successfully complete a full semester course load consisting of ITCA high school level curriculum.
        - Students enrolling in college-level courses must meet all requirements outlined by the college and ITCA for high school officials to verify (i.e., GPA requirements, age). ITCA will not be able to verify requirements outlined by the college for students until a student has successfully completed a full semester with ITCA.
- To qualify for the Early Graduation Scholarship, students must complete an application online within the Idaho State Department of Education's Advanced Opportunities portal. Failure to apply will result in ineligibility of funds.
- Students are responsible for creating a student account and applying for Advanced Opportunity Funds within the State Department of Education's Advanced Opportunities portal. The school will give final approval of all student funds.
- Advanced Opportunity funding is available until the end of a student's expected cohort graduation date and is available for students in grades 7-12. Any student who extends graduation to a 13th school year will not be eligible for Advanced Opportunity funding.

A student who has earned fifteen (15) post-secondary credits using the Advanced Opportunities program and wishes to earn additional credits must first identify their post-secondary goals. Advisors shall counsel any student who wishes to take dual credit courses that the student should ascertain for themselves whether the particular postsecondary institution the student desires to attend will accept the transfer of coursework, credits, and/or grades under this program.

Adopted: May 2017
Amended: June 2017
Amended: August 2018
Amended: July 2019
Amended: August 2020
Amended: May 2021
Amended: November 2021
Amended: May 2022

605.1 TRANSCRIBING DUAL COLLEGE CREDIT COURSES

The Idaho Technical Career Academy offers several college credit opportunities for students. In accordance with Idaho Statute 33-5109, a school shall grant academic or career technical credit, as applicable to the course, to pupils enrolled in a course for secondary credit if the pupil successfully completes the course. Four (4) semester college credits equal at least one (1) full year (two [2] semester credits) of high school credit in that subject. Fewer college credits may be prorated.

- College Credits will be transcribed as a high school class at half the credit value.

Adopted: August 2018
Amended: August 2020

605.2 FLEXIBLE SCHEDULE

Idaho Statute Chapter 61 Title 33-6102 establishes provisions regarding Flexible Schedules for certain students. Under this statute, the Board of Idaho Technical Career Academy establishes the following criteria for student participation in a Flexible Schedule.

1. An ITCA student is eligible to take a Flexible Schedule if s/he:
    - Is 16 years or older
    - Has maintained a GPA of 3.5 or higher prior to seeking approval for Flexible Schedule participation
    - Has parent permission (if the student is under the age of 18 years)
    - Has achieved a college and career readiness score
    - Notifies the school of a desire to utilize a Flexible Schedule, seeking approval for the same through this process.
    - Submits a participation portfolio
        - A participation portfolio will include a description of a student's nonacademic and cocurricular activities including, but not limited to, student government, sports, music ensembles, theater, clubs, organizations, work, internships, and volunteering. A participation portfolio should also include any leadership positions a student holds in nonacademic activities.
    - Submits a one (1) page or longer essay explaining why s/he wishes to have a Flexible Schedule and outlining the student's future plans using the Flexible Schedule
    - Completes Economics (1 credit), Government (2 credits), and Senior Project (1 credit) and the Civics Test. Senior Project *may* describe the student's experience in achieving a college and career readiness score and include a detailed explanation of the student's future plans.

2. A student who has received approval for Flexible Schedule participation may be relieved from completing any remaining state high school graduation requirements. Such student may have flexibility in his/her schedule to:
    - Take elective courses, CTE programs, or core courses available at the school
    - Participate in apprenticeships or internships
    - Act as a tutor at any grade level
    - Engage in other activities as identified by the State Board of Education

Adopted: August 2019
Amended: August 2020

605.3 FLEXIBLE SCHEDULES AND ADVANCED OPPORTUNITIES FUNDING

Idaho Statute Title 33, Chapter 61, 33-6103 provides for certain funding available to students with Flexible Schedules. A student who opts for a Flexible Schedule under the provisions of Idaho Code Section 33-6102 may use the student's allotment of Advanced Opportunities funds (see ITCA Board Policy 609.5) for activities identified in part two (2) of ITCA Board Policy 609.7 Flexible Schedules.

Adopted: August 2019

605.4 EARLY GRADUATION

Idaho Statute Title 33, Chapter 61. Section 33-6104 establishes provisions regarding Early Graduation. Under this statute, the Board of Idaho Technical Career Academy establishes the following criteria for student participation in Early Graduation.

1. An ITCA student is eligible to graduate early if he/she:
    - Is 16 years or older
    - Has maintained a cumulative GPA of 3.5 or higher
    - Has parent permission (if the student is under the age of 18)
    - Has achieved a college and career readiness score
    - Notifies the school of intent to graduate early
    - Submits a participation portfolio
        - A participation portfolio will include a description of a student's nonacademic and cocurricular activities including, but not limited to, student government, sports, music ensembles, theater, clubs, organizations, work, internships, and volunteering. A participation portfolio should also include any leadership positions a student holds in nonacademic activities.
    - Submits a one (1) page or longer essay explaining why s/he wishes to graduate early and outlining the student's future education or training plans if the student graduates early.
    - Completes Economics (1 credit), Government (2 credits), and Senior Project (1 credit), and the Civics Test. Senior Project *may* describe the student's experience in achieving a college and career readiness score and include a detailed explanation of the student's future plans.

2. An eligible student may, at the student's option and upon notification of the student's school, be relieved from completing any remaining high school graduation requirements and graduate early.

3. Idaho Technical Career Academy will grant high school diplomas to students who are eligible and opt for early graduation pursuant to Idaho Code, Section 33-6104 and ITCA Board Policy.

Adopted: August 2019

607.0 CLASS SIZE

Class size is a factor in the management of school programs for Idaho Technical Career Academy's regular program. Student-teacher ratios are determined by program type, grade level, content area, and budget limitations. The Head of School will approve all class size and regulations for the implementation of this policy.

Adopted: May 2017

608.0 HIGH SCHOOL GRADE LEVEL PLACEMENT

ITCA student grade level designations are as follows.

- A student's 9th grade or Freshman year begins in the first term of the school year in which the student enrolls in an accredited public high school.
- A student's 10th grade or Sophomore year begins in the first term of the school year that is one year after the student's Freshman year.
- A student's 11th grade or Junior year begins in the first term of the school year that is two school years after the student's Freshman year.
- A student's 12th grade or Senior year begins in the first term of the school year that is three school years after the student's Freshman year.
- Students enrolling in ITCA for the purpose of utilizing Advanced Opportunity Funds will be placed according to their Age-Appropriate Grade Level (AAG).

Adopted: June 2021

SECTION 700

701.0 EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION IN THE WORK ENVIRONMENT

It is the policy of the ITCA Board of Directors, that so long as the individual is otherwise able to perform the essential functions of the job position, with or without reasonable accommodations, the school shall provide equal employment opportunities to all individuals, regardless of their age, race, color, religion, national origin, ancestry, creed, sex, marital status, gender identity and expression, sexual orientation, military status, disability, pregnancy, handicap or disability status, and/or any other federally or state protected classification.

The school shall make reasonable accommodations for an individual with a disability as provided by applicable state and federal law unless the accommodation would impose an undue hardship upon the school.

Inquiries regarding equal opportunity employment and discrimination should be directed to the ITCA Non-Discrimination Coordinator or Human Resources Manager. Written complaints may be filed with the Non-Discrimination Coordinator through utilization of the Uniform Grievance Procedure of the School (Policy 505.0).

Proper notification of the Non-Discrimination Coordinator shall be made on an annual basis. Such notification will include the name and contact information for the Coordinator.

Adopted: December 2015

702.0 CERTIFICATED EMPLOYEES

A certificated employee will be considered to be any instructional or administrative employee holding and required to hold proper certification/endorsement as provided for in the Idaho Code and State Board of Education Rules.

Every person employed by ITCA in a position requiring certification as required by Idaho Code and State Board of Education Rules, shall have and maintain a current certificate or provisional certificate issued under the authority of the State Board of Education.

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

Each certificated employee must provide the Human Resources Department a copy of their current and original certification prior to beginning service. Upon renewal of a certificate, the employee shall provide a copy of their renewed certification to Human Resources. If an employee has new endorsements added to their certification, a copy of the updated certification shall be provided to Human Resources.

Each certificated employee must have completed the renewal process by no later than October fifteenth (15th) of the year of expiration of their then current teaching certificate. ITCA encourages employees to complete the process prior to the commencement of the school year.

Failure to have proper certification and/or timely renewal of certification on or before September first (1st) may result in a declaration by the Board of Directors that the Certificated Employee's contract is void due to the failure to meet an essential contract term of having and maintaining a valid certification/endorsement and/or termination of the employee for Breach of Contract and/or pursuant to the applicable provisions of the Idaho Code and Idaho State Board of Education Rules.

Adopted: April 2014
Amended: August 2020

702.1 EMPLOYMENT VERIFICATION

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

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

- The School's Administration shall notify the applicant that the School is required, pursuant to Idaho law, to not only conduct the fingerprint/background check but also to conduct a prior employment verification and educational verification.
- The Applicant shall be advised that if they are untruthful in their disclosures, including by omission, with regard to prior employment and/or educational achievement, such will be grounds for dismissal.
- Certificated Applicants shall further be advised that if they are untruthful in their disclosures, including by omission, such action may also be a violation of the Code of Ethics for Idaho Professional Educators, Principle IV(b), ". . . Unethical conduct includes but is not limited to: falsifying or deliberately misrepresenting professional qualifications, degrees,

academic awards and related employment history when applying for employment . . .” and that should the School’s Administration become aware of such untruthfulness, the Administrator is obligated to report this action to the Idaho Professional Standards Commission.

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

Inquiry shall be made as to:

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

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

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

Inquiry shall be made as to:

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

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

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

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

Adopted: April 2014
Amended: August 2020

702.2 EMPLOYEES PROVIDING PROFESSIONAL SERVICES OUTSIDE THE LEA

ITCA employees are compensated for the completion of their professional duties. Professional duties include, but are not limited to: being present during the scheduled work/school day; planning and providing instruction; grading and evaluating student progress, supervision of students; communicating frequently with colleagues, parents, and students; participating in faculty meetings and professional development activities; and contributing to school improvement activities. The definition of the workday is contracted days between, but not limited to, the hours of 8:30am and 4:00pm in the employee's time zone. We do recognize that many, if not most, professional employees engage in job related duties and activities during hours which may be outside of the workday.

The LEA recognizes that from time to time, employees may offer their professional services to other professional entities, including academic institutions. The LEA does not object to this providing the following:

- The offering of said services does not violate the definition of a compensated workday as described in the first paragraph of this policy and does not interfere with the employee's performance of duties for the LEA;
- The employee does not use equipment, materials, or intellectual property that is considered the sole property of the LEA or its education and management services provider, K12, Inc.;
- The actions of the employee are not attributed to the school but rather to the other professional entity and/or academic institution; and
- The employee's actions remain consistent with the provisions of the Code of Ethics for Idaho Professional Educators, including but not limited to the unauthorized solicitation of students or parents of students to purchase equipment, supplies or services from the educator, who will directly benefit (IDAPA 08.02.02.076.07.a).
- The employee's outside work does not interfere with the employee's job duties or responsibilities for ITCA or otherwise serve as a conflict of interest with ITCA employment.
- An employee must notify his/her supervisor and Human Resources of any outside jobs and any time outside job status changes if the timeframe is within the employee's ITCA contract dates or stipend contract dates. Any employee desiring to take an outside position with another professional entity and/or academic institution, or is currently working for said type of entity or institution, is required to fill out the Request to Work Outside the LEA form and submit it for approval to Human Resources. Human Resources will present the request to the Board of Directors for their approval. An employee must notify his/her supervisor of any change in his/her Board approved "employment outside of the LEA" status.
- If it is determined by the ITCA Board of Directors that the employee's outside the LEA's work is inappropriate, conflicts or interferes with the employee's performance, safety, availability or the ability of the employee to meet the job requirements of his or her position with the LEA, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she desires to remain with Idaho Technical Career Academy.

Adopted: March 2018
Amended: August 2020

702.3 USE OF RECRUITING EXPENSES

The LEA values its employees and is always open to the recruitment of new employees, providing there are appropriate, budgeted staff openings. The LEA's Human Resources Department/Manager, as a part

of its/his normal expectation of duties and working in concert with the Head of School and pertinent Department Heads, is charged with the recruitment and the recommendation for hiring to the Board of the LEA's employees. To that end, the Human Resources Department/Manager may, from time to time and when appropriate, participate in job fairs, advertise for needed positions, and otherwise use the appropriate and budgeted means to seek out and recruit needed employees for the LEA. The Human Resources Department/Manager will always consult with the Head of School before the expenditure of any monetary resources in this endeavor.

Adopted: March 2017
Amended: August 2020

702.4 STATE RESIDENCY – NO EMPLOYEE REIMBURSEMENT OF RELOCATION COSTS

With the realization of the following:

- It is the policy of the Board of Directors, that when hiring new employees, it will only hire those employees who are currently residing within the state of Idaho or who, upon their date of employment, will reside within the state of Idaho and will continue to reside in the state of Idaho while employed with the school;
- That most, if not all, academic and instructional positions with the LEA are "in home office" positions and the duties assigned to those positions can be performed in an employee's current in-state location; and
- That there is only a specific number of professional classified office positions that require an employee to be located in such a way that he/she can perform his/her daily duties at the Central Office located in Meridian.

The LEA does not provide reimbursements to employees for relocation costs.

Adopted: March 2017
Amended: May 2020

702.5 ASSIGNMENT AND TRANSFER OF CERTIFICATED EMPLOYEES

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

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

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

Adopted: April 2014

702.6 CERTIFICATED EMPLOYEE CONTRACTS

New certificated employees, hired by the LEA, will be employed on a written contract that complies with Idaho Code.

The terms of such contract will be in accordance with the provisions of the written contract and applicable provisions of the Idaho Code, which may include including issues of duration, renewability, existence of property rights and notice provisions.

Adopted: April 2015
Amended: April 2021

702.7 RESIGNATION AND RELEASE FROM CONTRACT OF CERTIFICATED EMPLOYEES

Resignation and/or Non-Return to the School

Certificated employees will notify the Board of Directors of the Idaho Technical Career Academy in writing, as soon as possible, if he/she does not intend to return to LEA #489 for the next school year. The school would appreciate notice prior to June 1 if the employee is aware of the intention not to return as such notice may impact the existence of a job for one of the employee's fellow teachers.

When the Board has issued contracts for the next ensuing school year, any person in receipt of such contract has a period of ten (10) calendar days to return such signed and accepted contract to the school. If such is not returned to school within the ten (10) day time frame, or as otherwise extended for all certificated personnel in any given year by the Board of Directors, or should a person in receipt of such contract willfully refuse to acknowledge receipt of the contract, the Board has delegated to the Administration the authority to declare the position vacant and start the process for recruiting a replacement.

Post-Issuance Resignation/Request for Contract Release

A certificated employee wishing to submit a resignation or a request for release from contract after the contract has been signed will present a written request to the Head of School. The certificated employee is not released from such contract until the Board takes action allowing for such release.

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

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

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

Adopted: April 2014Amended: August 2020

702.8 INFORMAL REVIEW OF CERTIFICATED EMPLOYEES

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

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

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

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

- The Board may set a reasonable time limitation for each presentation
- The Board may receive documentary evidence from the Administration and the affected employee. What weight any such documentary evidence is given is solely within the discretion of the Board.
- The Board will allow the employee and the Administration to have representation at any informal review.

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

Adopted: April 2014
Amended: August 2020

703.0 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) REGARDING EMPLOYEES WITH DISABILITIES AND REASONABLE ACCOMMODATIONS

EMPLOYEES WITH DISABILITIES

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

A person with a disability is one who:

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

REASONABLE ACCOMMODATIONS

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

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

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

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

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

REQUESTING ACCOMMODATIONS

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

PRIVACY CONSIDERATIONS

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

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

ASSIST/SERVICE ANIMALS

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

Should any complaint or grievance arise that in any manner associated with this policy the LEA's Non-Discrimination Coordinator shall be notified and, as appropriate, engage in an investigation or aid in resolution of such dispute.

Adopted: April 2014
Amended: December 2015

704.0 IDAHO STATE VETERAN EMPLOYMENT PREFERENCE

APPLICANTS ELIGIBLE FOR VETERANS' PREFERENCE

In all employment of any kind (excluding "key employees" and temporary employees), the school shall give preference to eligible veterans and qualifying spouse/widow/widower as addressed herein.

Such preference shall include but not necessarily be limited as follows:

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

Preference consideration shall be consistent with applicable state and federal law as such may be amended from time to time.

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

NOTICE OF PREFERENCE

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

EMERGENCY HIRING

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

PROMOTION, TRANSFER, OR REASSIGNMENT

This policy applies only for the purpose of an initial hire by LEA #489. Veterans' preference and any benefits set forth in this policy for eligible veterans, is not relevant to and will not be considered whenever personnel decisions are made relative to an employee's promotion, transfer, or reassignment within LEA #489.

APPEAL RIGHTS/COMPLAINT AND INVESTIGATION PROCESS

A veteran who believes he/she has been denied a right or benefit under these provisions shall communicate with the LEA's Non-Discrimination Coordinator in an effort to resolve the situation.

The Non-Discrimination Coordinator (or designee) shall have the authority to review the entirety of the hiring situation and the allegations of denial of rights.

Should the Non-Discrimination Coordinator find that a veteran's preference right has been denied, the Non-Discrimination Coordinator shall communicate directly with the Head of School and the applicant in an effort to correct the denial of right or benefits under this policy and applicable law.

Should the Non-Discrimination Coordinator find that the applicant was not denied any right or benefit under this policy or applicable Idaho law, the Non-Discrimination Coordinator shall notify the Head of School and applicant of such finding, in writing.

Should resolution not be reached through this process, a veteran who believes he/she has been denied a right or benefit under these provisions may file an appeal with the board of trustees within thirty-five (35) calendar days of the alleged denial of preference. Such request must include the applicant/employee's full name and mailing address, a request for either a telephonic or face to face hearing (if telephonic, the telephone number where such hearing may be conducted must be included), the position applied for (if applicable), a brief statement of the applicant's or employee's basis of eligibility for a preference, a brief statement of the issues the applicant or employee proposes to raise, and any dates or times they cannot be available for a hearing.

If such a hearing occurs, the Board shall be the presiding officer at the hearing and shall cause a notice to be issued at least seven (7) days before such hearing detailing:

1. Whether the hearing shall be via phone/electronic or in person.
2. The location of the meeting if it will be held in person. In-person meetings may only be held in the city where the position is located unless the parties agree otherwise.
3. The address to which relevant documents must be sent.

The hearing shall be held within thirty-five (35) days of receipt of the request unless good cause to extend the hearing is shown by the Board or by the applicant/employee, in which case the hearing must be held within seventy (70) days.

Prior to the hearing, each side shall notify the other of the witnesses they intend to call and provide one another with copies of any documents to be presented. Evidence may be considered or rejected in accordance with IDAPA 21.01.06.103.03.

The applicant or employee may be represented by an attorney, at their own expense, if they so choose.

The Board shall issue a written order reflecting its decision on the matter within thirty-five (35) days of the hearing. The order shall include:

1. Specific findings on all major facts at issue;
2. A reasoned statement in support of the decision;
3. All other findings and recommendations of the Board;
4. A preliminary decision finding that a preference was or was not applied by the public employer as required by Idaho Law; and
5. The procedure and time limits for filing an appeal to the district court under section 65-506, Idaho Code.

DEFINITIONS

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

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

For a listing of Wars, Campaigns, and Expeditions of the Armed Forces that qualify for veterans' preference, go to: http://www.opm.gov/veterana/html/vgmedal2.htm.

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

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

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

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

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

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

Adopted: April 2014
Amended: December 2015
Amended: August 2020

705.0 REDUCTION IN FORCE

The Board of Directors has the obligation to discontinue programs and reduce staff (including reduction of Full Time Equivalents [FTEs], in whole or in part) to operate within the constraints of its financial capabilities. The decision to continue or discontinue programs and services, with corresponding staff reductions, shall be made by the Board of Directors on recommendation from the Head of School and administrative staff.

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

Adopted: April 2014
Amended: August 2020

705.1 REDUCTION IN PERSONNEL

PROCEDURE FOR REDUCTION OF TEACHING STAFF

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

1. Determination of Vacant Positions: The school will determine, as accurately as possible, the total number of certificated staff members leaving the school for reasons of retirement, family transfer, normal resignations, discharge or non-renewal, etc., and these vacancies will be considered in determining the number of layoffs required.
2. Certification: To ensure that the certificated staff member recommended for retention will be qualified to implement the educational program determined by the Board of Directors, all certificated staff members must possess a current valid Idaho State Certificate as may be required for the position available.
3. Employment Categories: The following categories and specialties are established to ensure the qualifications of personnel assigned to retained positions:

a. Secondary certificated staff members (9-12) will be considered for retention in subject matter areas or departments for which they are properly credentialed and endorsed. Each subject matter area or department is a category defined by but not limited to, one of the following: science, math, social studies, language arts, individual language, music, and art. Such a staff member may be considered for retention in more than one area should the individual hold multiple endorsements.
b. Other non-supervisory certificated staff members will be considered for retention according to their specialties as endorsed on their certificates:
    i. Special Education Personnel

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

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

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

   In the event an instructional program or service is entirely discontinued by the Board of Directors and the person(s) employed therein is/are not currently certificated to work in another position, then by necessity, that/those person(s) will be reduced or contract non-renewed regardless of seniority within the school.
5. Selection Within Employment Categories: Certificated staff members shall be considered for retention in available positions within the categories or specialties for which they qualify. In the event that there are more qualified staff members than available positions in a given category or specialty, the following criteria shall be used to determine which staff members shall be recommended for retention.
   a. Retention recommendations will be based upon the employee the administration deems as the most qualified based upon previous performance appraisals.
   b. Should two employees be deemed equally qualified, based upon previous performance appraisals, each of the following considerations will also be evaluated in determining which staff members shall be recommended for retention:
       i. Degree status/level of education and credits completed by such employee;
       ii. Number of areas for which a teacher is Highly Qualified;
       iii. National Board Certification;
       iv. Prior Disciplinary Actions;
       v. Prior awards and honors.

   No single one of the above criteria in subsection (b) will have greater or lesser weight than any other but rather will be viewed as an overall judgment consideration of the administration in the recommendation process and of the Board in making a final decision.
6. Action by the Head of School: The provisions above shall be implemented as soon as possible after the identification of the need for a reduced educational program.

Adopted: April 2014
Amended: August 2020

705.2 NON-RE-EMPLOYMENT DISCHARGE OF CERTIFICATED EMPLOYEES

In regards to the non-re-employment/discharge of certificated employees, Idaho Technical Career Academy will comply with Idaho Code as dictated in 33-5206, or other Idaho Code which may be established, whichever is applicable to the situation and the employee.

Retired Contract

Certificated personnel receiving retirement benefits from the public employee retirement system of Idaho (PERSI), except those who received benefits under the early retirement program previously provided by the state, are hired on a standard retired contract, which is an at-will contract.

Interim Certificate Holder

A certificated employee who holds an interim certificate while they pursue an alternate route to certification must complete at least nine (9) semester credits annually toward the completion of their alternate route to certification and must meet their annual progress goals toward the completion of their alternate route. The school may take action to terminate or non-renew a teacher with an Interim Certificate who fails to meet these requirements. Such termination or non-renewal shall be carried out in accordance with the applicable state law and administrative rule.

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

Adopted: April 2014
Amended: June 2021

706.0 CERTIFIED EMPLOYEE BENEFITS

706.1 HEALTH, DENTAL, VISION BENEFITS AND WORKMAN'S COMPENSATION

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

Employees may make changes to their insurance plans as per the agreement with the Insurance Company, currently Blue Cross of Idaho. The addition of dependents may be made only during the open enrollment (September 1 through September 30th of each year) or within thirty (30) days of a qualifying

event. Employees may drop dependent coverage at any time during the year, but having done so, may have to wait until the next open enrollment period to be added to the coverage.

All individuals employed by the school are covered by Workman's Compensation Insurance for bodily injury, disease, or death caused by accident arising out of and in the course of their employment. The Charter School is required by law to obtain this insurance through the State Insurance Fund. Any and all premiums for this insurance coverage are paid by the school.

In case of an injury or other qualifying event, notice of the injury or event shall be reported to the school's main office, Human Resources Department, at the earliest possible opportunity.

A claim for compensation must be prepared by the employee and submitted to the School's Office. The School's HR Director or designee will forward the claim to the State Insurance Fund for processing.

Claim forms are available at the school's office or on the school's website.

Adopted: September 2015
Amended: July 2016
Amended: August 2020

706.2 PERSI BENEFITS

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

Adopted: September 2015

707.0 CERTIFIED EMPLOYEE LEAVE PROCEDURES

707.1 FLEX LEAVE

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

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

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

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

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

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

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

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

BEREAVEMENT LEAVE

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

LEAVES OF ABSENCE

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

- No loss of accumulated benefits of sick leave and time with the school.
- The teacher's participation in the school's group insurance while on leave, with the teacher paying the premiums.
- Upon return from a board approved leave of absence, the teacher will be assigned to an equivalent position in his/her area of certification.
- The employee will not receive credit toward years of employment, seniority or other related benefits for the period or year of leave taken.
- If a position is not available upon a teacher's return due to a Reduction in Force, procedures outlined in Policies 705.0 and 705.1 will be followed.
- Upon approval of the Board, leaves can be extended beyond one (1) year with a written request from the teacher on leave prior to April 1 of the year the leave would have ended.

PROFESSIONAL LEAVE

Professional leave with or without pay may be authorized by the LEA for attending educational conferences or for other purposes related to the teacher's assignments. Such leave shall be determined by the Head of School through the teacher's direct supervisor.

SICK LEAVE

At the beginning of the employment year, all fulltime employees of ITCA under contract will be entitled to sick leave of (1) day for each month of service, or a major portion thereof, as projected for the employment year. If the employee works less than fulltime, the sick leave will be pro-rated. In addition,

certified or non-certified employees who are employed in one of the following categories: 1) temporary fulltime, 2) temporary part-time, or 3) permanent part-time employees, will not be granted sick leave.

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

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

Sick Leave may be used for:

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

MATERNITY/PARENT LEAVE

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

An employee of ITCA has the right to apply for an unpaid leave of absence within the current school year for the purpose of maternity/paternity/childcare/or adoption.

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

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

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

SICK LEAVE BANK

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

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

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

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

- Have been a contributor to the Bank.
- Have been absent continuously from work due to illness or accident for all of her/his accumulated sick leave days plus three (3) days where her/his salary has been reduced in full.
- Make application for five (5) or more days. Requests for less than five (5) days will not be considered.
- Must have demonstrated judicious use of sick leave in accordance with the Sick Leave Bank Committee's Guidelines.
- All sick leave days, including flex leave must be exhausted before sick leave bank days will be granted

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

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

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

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

COBRA LEAVE

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

LEAVE WITHOUT PAY

A written request must be submitted to the Head of School for any leave without pay. This applies to a request for a single day of leave without pay as well as to extended absences. Leave without pay without approval from the Head of School may be considered a breach of contract. Requests for any leave without pay shall set out the anticipated date when the staff member plans on returning to work, subject to possible change.

Adopted: April 2014
Amended: August 2016
Amended: August 2020

707.2 FAMILY MEDICAL LEAVE ACT (FMLA)

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

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

BASIS FOR TAKING FMLA

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

- To care for the employee's child after birth or placement of a child with the employees for adoption or foster care;
- To provide care for the employee's spouse, child, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

FMLA may also be applicable in some military caregiver circumstances.

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

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

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

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

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

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

Adopted: April 2014

707.3 UNIFORMED SERVICE LEAVE

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

GENERAL POLICY

All ITCA employees, certificated and non-certificated, other than those employed on a temporary status who are not qualifying temporary employees, are entitled to Uniformed Service Leave of Absence/military leave when:

1. Ordered to active duty for training as members of the Idaho National Guard or any component of the U.S. Armed Forces; or
2. Ordered by the governor, adjutant general, or other lawful authority to active duty, training, or other duty as members of the National Guard/State-recognized militia of the State of Idaho or any other state.

Employees shall be entitled to reinstatement to their former positions or comparable positions:

1. They volunteer, are drafted, or are ordered to extended active duty with any component of the U.S. Armed Forces; or
2. They are ordered to National Guard/State-recognized militia service as described above; and if the right is exercised in a timely manner as described below.

The Charter School shall notify each employee entitled to rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA) or under IC 33-527 of their rights, benefits, and obligations under USERRA or under IC 33-527 and those of the school.

NOTICE OF DUTY

Any employee called to duty should provide notice of upcoming Uniformed Service obligations as soon as such individual receives notice of this obligation. The employee, spouse or family member of an employee or an appropriate officer of the branch of Uniformed Service in which the employee will serve may provide the notice to the school. Employees who are ordered for such duty shall provide one copy of their orders or other official documentation from the appropriate military authority to the Executive Director. Notice of leave for military training shall include date of departure and date of return for purposes of military service 90 days prior to the date of departure. The Executive Director shall authorize the employee's military leave when the employee submits a copy of this documentation. Such leave shall begin on the date of departure indicated on the documentation.

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

Military Leave for Training or Duty

Employees who are required to attend active duty, inactive-duty training, funeral honors duty, or field or coast defense training as a Reserve of the armed forces or member of the National Guard shall not suffer any loss of salary, seniority, or efficiency rating during the first 15 workdays of such absence in any fiscal year. Leave will be without loss of benefits.

In the case of a part-time employee, military leave for training or short-term duty shall accrue at a rate of 15 days per year multiplied by a percentage determined by dividing by 40 the number of hours in the regularly scheduled workweek of that employee during that fiscal year. Unused leave shall accumulate until it totals 15 days.

Completion of Military Training

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

Benefits for Uniformed Service Personnel on Active Duty

Compensation

Any employee who is a member of the uniformed services, the reserve components, or the National Guard/State recognized militia of this state or any other state, and who is ordered to active duty, training, or other performance of duty requiring absence from work shall be entitled to ten days of paid military leave each school year.

Any employee with available annual or vacation leave may take this leave concurrently with any unpaid military leave.

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 90 days or fewer. If the employee has been absent for military service for 91 days or more, the Charter 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 30 days or fewer is not required to pay more than the normal employee share of any health premium. If the employee's military service is for 31 days to 24 months, the health plan will offer continuous coverage. An employee on military leave may elect to continue health care coverage through the Charter School for up to 24 months after the military leave begins or for the period of military service, whichever is shorter. The Charter School's obligation to provide health benefits ends once an employee's military leave exceeds 24 months. When the employee is reinstated, a waiting period or exclusion cannot be imposed if health coverage would have been provided to the employee had they not been absent for military service.

Reporting to Charter 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 Charter 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 14 days after completion of service in the armed forces. If the 14th day falls on a day when the Charter 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 90 days after completion of military service. If the 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 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 conditions that disqualify an employee from exercising their 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; and
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 are called to active duty for extended periods will be placed on "Military Leave of Absence" upon written application and will 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
2. They must report to claim reinstatement within the timelines specified under "Reporting to Charter School Once Military Leave is Complete" above.

After an employee has been absent for 31 days or more of military service, the Charter 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-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, the Charter School will make reasonable efforts to accommodate the disability.

Legal References: Description
38 USC §§ 4301–35: Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)
5 USC § 6323: Military Leave; Reserves and National Guardsmen
IC § 33-5216: Military Leave
IC § 46-224: Militia and Military Affairs/Entitled to Restoration of Position After Leave of Absence for Military Training
IC § 46-225: Militia and Military Affairs/Vacation, Sick Leave, Bonus and Advancement Unaffected by Leave
IC § 46-407: Militia and Military Affairs/Reemployment Right

Adopted: April 2014
Amended: August 2020
Amended: July 2024

708.0 SUBSTITUTE TEACHERS

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

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

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

PROCEDURES

Each substitute teacher will be assigned a staff member for resource.

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

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

Long- and short-term substitute duties will be in accordance with the ITCA teacher job description.
Adopted: April 2014
Amended: July 2015
Amended: May 2017
Amended: August 2020

709.0 EVALUATION & PROBATION OF CERTIFICATED EMPLOYEES

EVALUATION

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

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

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

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

Adopted: April 2014
Amended: July 2015
Amended: August 2020

709.1 EVALUATION PROCESS AND CONTENTS FOR CERTIFICATED EMPLOYEES AND PUPIL PERSONNEL CERTIFICATE HOLDERS

The Idaho Technical Career Academy Board 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 evaluation is to assist personnel in professional development and in achieving school goals. This policy applies to certificated personnel and pupil personnel certificate holders.

The Superintendent 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, district evaluation policies, and the pupil service staff's applicable national standards.

Each certificated staff member shall receive at least one (1) written evaluation to be completed 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* domains and components. The evaluation of instructional personnel shall annually include a minimum of two (2) documented observations, one (1) of which shall be completed prior to January 1st.

The evaluation of each certificated employee will be in writing, based upon observations of the employee's performance and other relevant factors, and will reflect whether or not the employee is performing satisfactorily. Employees will be ranked in a fair and consistent manner as outlined in the evaluation system. The evaluation system rankings will have a minimum of three rankings consistent with the requirements of the Idaho Code and State Board Rule. Upon completion of the evaluation, the employee's performance will be discussed with the employee and a signed copy of the written evaluation will be placed in the employee's confidential personnel file. After reviewing the evaluation, the employee may file a rebuttal statement to the evaluation. An employee receiving a ranking of "unsatisfactory" may be put on an improvement plan and monitored by his or her supervisor in order to remediate deficiencies. If the terms of the improvement plan are not met, and the employee's performance does not improve, the Board may prescribe probation as defined in Policy 709.2. The Board reserves the right to prescribe probation as defined in Policy 709.4 without an employee improvement plan being in place beforehand.

All evaluation records will be kept confidential within the parameters identified in federal and state regulations regarding the right to privacy. A copy of the employee's evaluation will be included in the employee's personnel file and will be addressed consistent with the requirements of section 33-1210, Idaho Code.

Rankings will be reported to the Idaho State Department of Education in accordance with the process and procedures that the Department sets.

Professional Practice

A majority of the evaluation of instructional personnel will be based upon the Professional Practice and 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 performance evaluation system 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 Resources;
    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.

Additionally, student input will be utilized to inform professional practice for all certificated staff members.

Student Achievement

Part of the evaluation of instructional personnel will be based on growth in student achievement as defined in Section 33-1001, Idaho Code, as 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 the immediate past year's data and may use one (1) or both years' data. Growth in student achievement may be considered as an optional measure for all other school-based staff, as determined by the local board of trustees.

A written formal evaluation for all certified staff is to be prepared by the principal and submitted to the Superintendent of Schools on or before June 1 of each year. All evaluation forms are to be dated and signed by the principal and the teacher during the conference held to review the evaluation.

When any matter of a nature that could cause dismissal or non-renewal of a contract for a teacher is brought to the attention of the teacher, the principal shall assist the teacher toward correcting the situation.

Individualizing Teacher Evaluation Rating System
The Professional Practice rating and the Student Achievement rating will be combined for an individual evaluation rating system that will include a four (4) rankings used to differentiate performance including:

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

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

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

The procedure for conducting evaluations is outlined in the *ITCA Teacher Evaluation and Development Process Calendar*. Annual training for certificated staff and pupil personnel certificate holders on the

evaluation system and tools will be conducted and funded through school professional development funds or the general fund. Input from staff on the school's teacher evaluation plan will be gathered through specific questioning in the annual ITCA Teacher Needs Assessment survey. Parents will have the opportunity to provide input on the school's teacher evaluation plan when it is reviewed with them at the annual Back to School meeting.

Responsibility

The Superintendent, or the Superintendent's 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 forms in a timely manner;

2. Ensuring completed forms are returned for filing by a specified date;
3. Reviewing forms for completeness;
4. Identifying discrepancies;
5. Ensuring proper safeguards and filing of completed forms;
6. Creating and implementing a plan for ongoing training for evaluators and certificated personnel on ITCA's evaluation standards, forms, and process and a plan for collecting and using data gathered from evaluation forms. The plan will include identification of the actions, if any, available to ITCA as a result of the evaluation as well as the procedure(s) for implementing each action;
7. Creating a plan for ongoing review of ITCA'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 plan 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 teachers and pupil personnel certificate holders including: unsatisfactory being equal to a rating of 1; basic being equal to a rating of 2; and proficient being equal to a rating of 3.

The Immediate Supervisor (Evaluator) 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 instructional 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 Evaluation Forms as required; and
4. Completing training on ITCA's Performance Evaluation Program. The individuals assigned this responsibility shall have received training in conducting evaluations based on the statewide framework for evaluations within the immediate previous five (5) years of conducting any evaluations.

Adopted: April 2014
Amended: July 2015
Amended: September 2015

Amended: February 2018
Amended: August 2020

709.2 PROBATION FOR CERTIFICATED EMPLOYEES AND PLACING A CERTIFICATED EMPLOYEE ON PROBATION

Charter Contract Employees:

Certificated employees hired under a charter school contract as dictated by Idaho Code 33-5206, are not entitled to a period of probation prior to the Board making a decision regarding their employment for the next subsequent school year. Likewise, there is no obligation for any informal improvement plan. However, the Administration may determine that said employee(s) may receive a probationary period as a matter of good practice. That determination will be at the sole discretion of the Administration.

Board Action:

The consideration and decision to place an employee on probation may be held in executive session pursuant to Section 74-206, 33-5206 and any other applicable Idaho Code.

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

Adopted: April 2014
Amended: July 2015
Amended: June 2021

709.3 EVALUATION OF SCHOOL PRINCIPALS

The Idaho Technical Career Academy Board 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 evaluation is to assist personnel in professional development and in achieving school goals. This policy applies to principals.

The school will conduct an annual evaluation of its school principals as required by Idaho Code. Principals will be evaluated by the Head of School. The Head of School shall have received training in conducting evaluations based on the statewide framework for evaluations within the immediate previous five (5) years of conducting any evaluations.

Each principal shall receive at least one (1) written evaluation to be completed no later than June 1st for each annual contract year of employment and shall be aligned to state minimum standards based on the Interstate School Leaders Licensure Consortium (ISLLC) standards and include proof of proficiency in conducting teacher evaluation using the state's adopted model, the *Charlotte Danielson Framework for Teaching, Second Edition*. The evaluation of principals shall annually include a minimum of two (2) documented observations, one (1) of which shall be completed prior to January 1st.

The evaluation of each principal will be in writing, based upon observations of the employee's performance and other relevant factors, and will reflect whether or not the employee is performing

satisfactorily. Employees will be ranked in a fair and consistent manner as outlined in the evaluation system.

The evaluation system rankings will have a minimum of three (3) rankings consistent with the requirements of the Idaho Code and State Board Rule. Upon completion of the evaluation, the employee's performance will be discussed with the employee, and a signed copy of the written evaluation will be placed in the employee's confidential personnel file. After reviewing the evaluation, the employee may file a rebuttal statement to the evaluation. An employee receiving a ranking of "unsatisfactory" may be put on an improvement plan and monitored by the Head of School in order to remediate deficiencies. If the terms of the improvement plan are not met and the employee's performance does not improve, the Board may prescribe probation. The Board reserves the right to prescribe probation as defined in Policy 709.2 without an employee improvement plan being in place beforehand.

Upon requirement of Idaho Code, principals will receive an evaluation in which the majority of the evaluation results are based on Professional Practice. The measures included within the Professional Practice portion of the evaluation shall include a minimum of two (2) documented observations annually, with at least one (1) observation being completed by January 1 of each year. Each evaluation will also include at least one of the following as a measure to inform the Professional Practice portion of all certificated employee evaluations: Parent/guardian input, student input, and/or portfolios.

Part of the evaluation of principals will be based on growth in student achievement as defined in Section 33-1001, Idaho Code. This portion of the evaluation may be calculated using current and/or the immediate past year's data and may use one (1) or both years' data.

All evaluation records will be kept confidential within the parameters identified in federal and state regulations regarding the right to privacy. A copy of the employee's evaluation will be included in the employee's personnel file and will be addressed consistent with the requirements of Section 33-1210, Idaho Code.

Individualizing Principal Evaluation Rating System
The Professional Practice rating and the Student Achievement rating will be combined for an individual evaluation rating system that will include four (4) rankings used to differentiate performance including:

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

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

The procedure for conducting evaluations is outlined in the *ITCA Administrator Evaluation and Development Process Calendar*. Annual training for principals on the evaluation system and tools will be conducted and funded through school professional development funds or the general fund. Input from staff on the school's principal evaluation plan will be gathered through specific questioning in the annual ITCA Teacher Needs Assessment survey. Parents will have the opportunity to provide input on the school's principal evaluation plan when it is reviewed with them at the annual Back to School meeting.

Adopted: July 2015
Amended: September 2015

Amended: February 2018
Amended: August 2020

709.4 RELEASE TIME FOR CERTIFICATED PERSONNEL

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

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

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

Adopted: April 2014
Amended: August 2020

710.0 HARASSMENT (INCLUDING SEXUAL HARASSMENT)

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

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

LEA #489 employees are:

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

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

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

DEFINITION OF HARASSMENT (INCLUDING SEXUAL HARASSMENT)

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

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

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

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

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

REPORTING A COMPLAINT

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

The individual should report the complaint to the Non-Discrimination Coordinator. If the Non-Discrimination Coordinator resolves the complaint in an informal manner, a confidential and formal report will be made to the Head of School and Human Resource Manager about the complaint and resolution so that the LEA may determine if any pattern of harassment by any particular individual exists. Upon receipt of the informal complaint, the school may offer supportive measures, further defined below.

Formal complaints must be completed using the Title IX Formal Complaint Form and sent to the Non-Discrimination Coordinator. Once a formal complaint is filed an investigation will begin. The investigation process is further outlined below.

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

Reporting is mandatory. Employees who believe that they have been discriminated against or subjected to unlawful harassment or ethnic, racial, discriminatory, or sexually oriented joking, or who have been exposed to such conduct, have the right to have such activity terminated immediately. All employees who learn of possible harassment of employees, whether or not there has been a written or formal complaint, must immediately notify the Non-Discrimination Coordinator. Should the Non-Discrimination Coordinator be the individual associated with the alleged discrimination, reporting should instead be directed to the Head of School or the Human Resources Manager for the LEA.

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

SUPPORTIVE MEASURES

Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Idaho Technical Career Academy's Education Programs or Activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Idaho Technical Career Academy's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the property, and other similar measures.

PROTECTION AGAINST RETALIATION

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

assist individuals who believe they have been subjected to harassment or who assist or participate in a harassment investigation are also protected from retaliation.

INVESTIGATION OF A HARASSMENT COMPLAINT

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

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

The LEA's Non-Discrimination Coordinator, who is also the Title IX Investigator will investigate complaints. If the Non-Discrimination Coordinator is the subject matter of the complaint, the investigation shall be conducted by the Head of School or the Human Resources Manager of the LEA or a designee.

The Title IX Investigator will review the complaint including evidence related to allegations and provide written notice to all parties within 10 days. The Title IX Investigator will complete an investigative report at the end of the 10 days. Once the investigative report is developed, all parties will have an opportunity to review the investigative report and provide written response within 10 days.

Informal resolutions can occur at any time following a formal complaint and prior to a finding of responsibility unless respondent is an employee and complainant is a student.

Upon completion of the investigation of a harassment complaint, the investigator will communicate his/her findings to the Title IX Decision Maker, who is also the Head of School. If complaint in any manner involves the Head of School, the investigator's findings will be submitted directly to the Human Resources Manager or the Appellate Decision Maker.

If there is insufficient evidence to support the allegations, no record will be made of the allegation in the accused employee's personnel file. If the findings of the investigation determine that harassment has occurred the Head of School, in consultation with the Human Resources Manager shall make a determination as to what disciplinary action and/or corrective actions, up to and including possible termination, shall be recommended and/or implemented.

Except in a situation where a recommendation for personnel action is going to be advanced to the Board, upon completion of an investigation, the Non-Discrimination Coordinator may make a quarterly report to the LEA's Board as to general activities by the Non-Discrimination Coordinator in compliance with this policy and the general job descriptions of this employee.

DISCIPLINARY ACTIONS

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

ACKNOWLEDGEMENT OF POLICY

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

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

Adopted: April 2014
Amended: December 2015
Amended: August 2020
Amended: March 2021

711.0 SOCIAL NETWORKING/BLOGGING

No ITCA-owned computer, software, hardware or other property shall be used by any ITCA staff member to access, interact, use, or view any social networking site or any internet blog with the exception of legitimate work purposes. Such sites include, but are not limited, to Facebook, Myspace, Match.com, Xanga, Twitter, Snapchat, and Instagram. In other words, no ITCA-owned computer, software, hardware or other property shall be used for access, interaction, use, or viewing of any personal social networking site or internet blog.

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

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

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

IDAPA 08.02.02.076.03. f. and h.

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

Additionally, the Code of Ethics for Idaho Professional Educators addresses confidentiality. The provisions of the Code are actually broader than the prohibitions found in the FERPA and state, in relevant part:

Principle VII – Confidentiality
A professional educator complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law. Unethical conduct includes, but is not limited to:

- Sharing of confidential information concerning student academic and disciplinary records, personnel confidences, health and medical information, family status or income, and assessment or testing results with appropriate individuals or entities.
- Sharing of confidential information about colleagues obtained through employment practices with inappropriate individuals or entities.

With such Code of Ethics requirements in mind, it is also critical that teachers of ITCA exercise and engage in appropriate interactions with students as well as all other individuals via electronic and social media communications so as to not divulge confidential student and or personnel information. Further, in the situation of a social media communication with a student, a teacher may become aware of facts that would lead the teacher to be in a mandatory reportable situation (e.g., a situation where an employee learns of facts that relate to abuse, abandonment or neglect or potential suicidal ideation).

The provisions of the Code of Ethics are applicable regardless of whether the interaction occurs through use of school-owned technology/internet equipment or the employee's privately held computer/internet activities.

Adopted: April 2014
Amended: October 2017
Amended: March 2018
Amended: August 2020

712.0 DRUG AND ALCOHOL POLICY

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

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

DEFINITIONS

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

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

Under the Influence: As used in this policy, "under the influence" does not require a meeting or exceeding of legal limits of use (i.e., a blood alcohol content [BAC] of .80), but rather is a state or condition whereby a person has used or consumed a substance and that such use or consumption

impairs the person's performance or, to a lesser extent, is ascertainable by individuals interacting with the individual. Such indicia could include, but are not limited to: slurring of words, instability in standing or walking, a smell of alcohol on or about the person or the person's breath, bloodshot eyes, glassy eyes, etc.

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

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

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

DISTRIBUTION OF POLICY

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

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

Any employee who operates a school-owned motor vehicle shall report a DUI charge within three (3) days of receipt of the same.

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

DISCIPLINARY ACTION

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

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

LEGAL REFERENCE:
Idaho Code Sections
- 23-105
- 23-1001
- 33-513
- 33-517
- 37-2701

41 USC § 702, et. seq.

Adopted: April 2014
Amended: August 2020

712.1 DRUG AND ALCOHOL TESTING POLICY

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

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

REASONABLE SUSPICION TESTING

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

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

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

REQUIREMENTS FOR SAMPLE COLLECTION AND TESTING

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

The entity, which collects the samples, may be a medical facility or laboratory. A trained individual will explain the drug and/or alcohol screening procedure to the employee, obtain authorization for the testing, assist the employee in completing any necessary forms, and monitor the sample collection,

documentation, and storage for transportation. All employees subject to testing are required to sign any documents necessary to authorize the testing and disclose information to the Head of School or designee. The collection site will notify the Head of School or designee if the employee refused to be tested, alters or attempts to alter the sample, or otherwise obstructs the collection of the sample.

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

- The collection of samples shall be performed under reasonable and sanitary conditions.
- The individual employed by the collection site or laboratory who is responsible for the collecting the sample will be instructed as to the proper methods of collection.
- Samples shall be collected and tested, with due regard to the privacy of the individual being tested and, in a manner, reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.
- Sample collection shall be documented and the documentation procedure shall include: a) labeling of samples so as to reasonably preclude the possibility of misidentification of the person tested in relation to the test result provided, and b) handling of samples in accordance with reasonable chain-of-custody and confidentiality procedures.
- Sample collection, storage, and transportation to the testing laboratory shall be performed so as to reasonably preclude the possibility of sample contamination and/or adulteration.
- Sample testing shall conform to scientifically accepted analytical methods and procedures.

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

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

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

RIGHT TO EXPLAIN POSITIVE TEST RESULTS AND REQUEST RETEST

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

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

VIOLATIONS OF THIS POLICY

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

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

DISCIPLINARY ACTIONS

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

NOTIFICATION OF POLICY

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

CONFIDENTIALITY

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

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

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

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

TESTING COSTS

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

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

LEGAL REFERENCE:
Idaho Code Sections
72-1701, et seq.
37-2701
23-105
23-1001
42 U.S.C. § 12101
49 CFR, Part 40

Adopted: April 2014
Amended: August 2020

713.0 CODE OF ETHICS FOR CERTIFICATED EMPLOYEES

It is the policy of this LEA that all certified personnel shall adhere to the Code of Ethics of the Idaho Teaching Profession, as set forth in the Idaho Administrative Procedures Act, as such may be amended from time to time.

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

Adopted: April 2014
Amended: August 2020

713.1 SUSPENSION OF TEACHING CERTIFICATE/ ADMINISTRATIVE LEAVE OF TEACHER

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

Any certificated employee on an annual or renewable contract whose teaching certificate has been suspended by court order, or by the Professional Standards Commission, is in violation of the terms of the standard teaching contract and/or cannot perform the duties and responsibilities of their teaching

or administrative position. Such individual's employment may be terminated by the Board pursuant to appropriate due process procedures which are required for each specific employee.

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

1. Where there is a criminal court order preventing the employee from being in the presence of minors or students, preventing the employee from being in the presence of any other adult individual employed at the school or detaining the employee in prison or jail, the employee's involuntary leave of absence shall be without pay due to the employee's inability to perform the essential functions of the employee's position. Without such a condition or situation, the involuntary leave of absence shall be with pay and the employee shall receive their usual pay and benefits.
2. In the unique situation where an employee qualifies for a period of involuntary unpaid leave of absence, the salary of the employee shall be maintained in a school managed account. Should the employee return to the district for active employment subsequent to the removal or dismissal of the court order, acquittal or adjudication of innocence, the district shall remit the salary funds, less the cost incurred by the school for the substitute hired to replace the employee. Further, should the employee return to the school under the provisions established in this subsection, the school shall arrange to have the employee credited with PERSI for the employee's time away from work during the period of leave of absence. During the period of involuntary leave of absence, regardless of whether such status is with pay or without pay, the school shall continue to pay the school's portion of monthly costs associated with the employee's health insurance benefit. The assumption of this payment by the school shall not alter the employee's financial obligation, if any, under the policy. Accordingly, if an employee is responsible for a portion of their benefits and/or pays for dependent care coverage, the employee remains responsible for such payments.

Should there be dual orders preventing more than one (1) employee from being in the presence of one (1) or more other employees, all employees subject to the court order shall be excluded from the school pursuant to this policy and applicable provisions of the Idaho Code.

If the period of involuntary leave of absence is due to the school's need to conduct an investigation into the conduct of the employee, and there are no related criminal investigation(s) and/or criminal charges of any nature pending, the administration shall complete its investigation within a period of sixty (60) working days. On or before the sixtieth (60^{th}) working day, the administrative leave shall either cease and the employee shall be returned to his position of employment or the administration shall advance a personnel recommendation to the board of trustees. If a recommendation is advanced, the involuntary leave of absence shall continue until such time as the Board has made a decision with regard to the personnel recommendation, with such decision effectively concluding the involuntary leave of absence. If a related criminal investigation is occurring and/or criminal charges pending, the school shall not be bound to any limitation as to the duration of the involuntarily leave of absence.

Any timelines associated with leave of absence may be waived or modified by mutual agreement.

Adopted: April 2014

714.0 AIDING AND ABETTING SEXUAL ABUSE

Any individual who is an employee, contractor, or agent of this LEA is prohibited from assisting an employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

EXCEPTION. — The requirements of this policy shall not apply if the information giving rise to probable cause —

(1) (A) has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and

(B) has been properly reported to any other authorities as required by Federal, State, or local law, including Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.) and the regulations implementing such title under Part 106 of Title 34, Code of Federal Regulations, or any succeeding regulations; and

(2) (A) the matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law;

(B) the school employee, contractor, or agent has been charged with and acquitted or otherwise exonerated of the alleged misconduct; or

(C) the case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within four (4) years of the date on which the information was reported to a law enforcement agency.

Adopted: May 2019
Amended: July 2020

SECTION 800 – N0N-CERTIFICATED EMPLOYEES

801.0 EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION IN THE WORK ENVIRONMENT

It is the policy of the ITCA Board of Directors, that so long as the individual is otherwise able to perform the essential functions of the job position, with or without reasonable accommodations, the school shall provide equal employment opportunities to all individuals, regardless of their age, race, color, religion, national origin, ancestry, creed, sex, marital status, gender identity and expression, sexual orientation,

military status, disability, pregnancy, handicap or disability status and/or any other federally or state protected classification.

The school shall make reasonable accommodations for an individual with a disability as provided by applicable state and federal law unless the accommodation would impose an undue hardship upon the school.

Inquiries regarding equal opportunity employment and discrimination should be directed to the ITCA Non-Discrimination Coordinator or Human Resources Manager. Written complaints may be filed with the Non-Discrimination Coordinator through utilization of the Uniform Grievance Procedure of the School (Policy 505.0).

Proper notification of the Non-Discrimination Coordinator shall be made on an annual basis. Such notification will include the name and contact information for the Coordinator.

Adopted: December 2015

801.1 DEFINITION OF NON-CERTIFICATED EMPLOYEES

Non-certificated personnel are those individuals employed by the Idaho Technical Career Academy, LEA #489, who are not required to have a teaching certificate to qualify for the position. Non-certificated personnel include, but are not to be limited to, the following:

- Educational Assistants
- Custodial and maintenance employees
- Clerical employees
- Enrollment specialists

QUALIFICATIONS AND JOB DESCRIPTIONS

Minimum qualifications and job descriptions will be established by the LEA's Administrative staff. The qualifications and job descriptions shall be in writing and made available to LEA employees and other persons seeking employment through the local employment office. In addition, the LEA may advertise non-certificated positions as necessary to attract qualified employees.

Adopted: April 2014

801.2 NON-CERTIFICATED EMPLOYEES, AT-WILL EMPLOYMENT

The administration will periodically review and determine its staffing needs for non-certificated employees.

The Idaho Technical Career Academy Board of Directors authorizes the Head of School or designee to hire employees to fill open, non-certificated positions as needed, and to create new positions when an emergency arises or as needed. Non-certificated personnel will be hired based upon their qualifications for the position. Further, the ITCA's Board of Directors authorizes the Head of School or designee to terminate and/or lay off employees filling non-certificated positions, as needed. Upon the Head of School hiring or terminating the employment of any non-certificated employee, a report shall be made to the Board during the next scheduled Regular Board Meeting.

Non-certificated personnel are at-will employees. Such employees do not have and are not entitled to any expectations of future employment with the Idaho Technical Career Academy. The only exception to the at-will employment status may be in individual situations where the Board has entered into an express contractual relationship for a definite period of time with a non-certificated employee. The administrative personnel of the school and individual board members do not have any authority to enter into such an express contractual relationship or enter into any employment relationship other than at-will relationships with non-certificated personnel. No oral statement, either by the Board or an administrator, may alter the at-will employment relationship.

Definition of "At-will" Employment: At-will is defined as an employment relationship in which either party can break the relationship with no liability. Thus, the employer may terminate the employment relationship at any time, with or without cause, so long as the reason for the termination is not in violation of an applicable law. Likewise, the employee may terminate the employment relationship at any time.

At the time of initial employment, all non-certificated employees will receive a letter of work agreement. The work agreement does not alter the employee's at-will employment status. The work agreement is intended to set forth the non-certificated employee's work schedule, rate of pay, and other benefits; notify the non-certificated employee of the LEA's requirement that he/she will comply with LEA policy; and notify the employee that the employment is at-will.

Adopted: April 2014
Amended: August 2020

801.3 GROUP HEALTH INSURANCE FOR NON-CERTIFICATED EMPLOYEES AND WORKMAN'S COMPENSATION

All classified employees working thirty (30) hours or more a week are eligible for medical, dental, and vision insurance benefits as determined in Policy 706.1.

All individuals employed by the school are covered by Workman's Compensation Insurance for bodily injury, disease or death caused by accident arising out of and in the course of their employment. The Charter School is required by law to obtain this insurance through the State Insurance Fund. Any and all premiums for this insurance coverage are paid by the school.

The board of trustees shall provide the same group health insurance benefits to all noncertificated employees who work twenty (20) hours or more per week, as provided to certificated employees.

In case of an injury or other qualifying event, notice of the injury or event shall be reported to the school's main office, Human Resources Department, at the earlies possible opportunity.

A claim for compensation must be prepared by the employee and submitted to the School's Office. The School's HR Director or designee will forward the claim to the State Insurance Fund for processing.

Claim forms are available at the school's office or on the school's website.

Adopted: April 2014
Amended: September 2015
Amended: July 2016
Amended: August 2020

801.4 PERSI BENEFITS

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

Adopted: September 2015

801.5 NON-CERTIFICATED EMPLOYEES: EVALUATION, PERSONNEL FILES, AND GRIEVANCE RIGHTS

EVALUATION

The Head of School and/or his/her designee will be responsible for the continuous evaluation of the LEA's non-certificated employees. In no event will an evaluation change the at-will status of non-certificated employees, nor will an evaluation be required pursuant to or prior to any discharge.

Non-certificated employees will be evaluated not less than one (1) time per year by the employee's Direct Supervisor. The Supervisor will review the evaluation with the employee and discuss issues of both satisfactory and non-satisfactory performance. The Supervisor will submit written evaluations of each employee to the Head of School in such manner and at such times as may be determined the Head of School and/or the Board of Directors. All such evaluations will be placed into the employee's personnel file with the school.

As is the case for any item placed into an employee's personnel file, the employee will have the opportunity to file a rebuttal to the evaluation. The school expects such rebuttal to be filed within fourteen (14) working days. Any submitted rebuttal will be attached to the employee's evaluation

In the event that the evaluation demonstrates that the employee's performance is unsatisfactory, the Head of School may take disciplinary action, including, but not limited to, dismissal. As all non-certificated employees are at-will employees, the Idaho Technical Career Academy is not required to provide a non-certificated employee a probationary period for unsatisfactory performance. The Head of School has the discretion to use performance improvement plans in lieu of termination on a case-by-case basis. Use of such action in any given individual situation shall not be reason to require or expect such to be required in any other individual situation and in no manner alters the at-will employment status.

If the evaluation should demonstrate that the employee has met and/or exceeded the expectations of the job description of his/her position, the Board of Directors authorizes the Head of School to utilize discretion for the possible award of a financial bonus as stipulated in the employee's work agreement only when such is in accordance with budgetary requirements and limitations.

PERSONNEL FILES

As required by Idaho Code, which may be amended from time to time, the Idaho Technical Career Academy will establish personnel files for each school employee. All materials related to the evaluation of that employee will be placed in the personnel file within a timely manner. Employees will be provided timely notice that material has been placed in the file and afforded the opportunity to attach a rebuttal to such material. The school expects such rebuttal documentation to be filed within fourteen (14) working days.

GRIEVANCE PROCEDURES

The Idaho Technical Career Academy's grievance procedure for non-certificated employees shall be the process as is defined in Section 33-517(2), Idaho Code, as may be amended from time to time.

Adopted: April 2014
Amended: September 2015
Amended: August 2020

802.0 CLASSIFIED EMPLOYEE LEAVE

Where appropriate, all classified employees of Idaho Technical Career Academy will follow the leave procedures as outlined in the classified employees' leave section of the Board Policy Manual, their employee manuals and their current individual work agreements. These will include the following sections:

1) Flex Leave
2) Sick Leave
3) Professional leave
4) Maternity/Parent leave
5) Sick leave bank
6) COBRA Leave
7) Vacation Time
8) Bereavement Leave
9) Holiday Paid Time Off (PTO)
10) Spring Break, Thanksgiving Break and Winter Break
11) Any other Paid Time Off not covered here.

All eligible classified employees of Idaho Technical Career Academy are also covered under the following policies as outlined in the certified section of the Board Policy Manual:

1) Policy 707.3 Family Medical Leave Act
2) Policy 707.4 Uniformed Service leave

LEAVE WITHOUT PAY

A written request must be submitted to the Head of School for any leave without pay. This applies to a request for a single day of leave without pay as well as to extended absences. Leave without pay without approval from the Head of School may subject the employee to possible disciplinary action up to and including possible termination. Requests for any leave without pay shall set out the anticipated date when the staff member plans on returning to work, subject to change.

Adopted: August 2016
Amended: August 2020

802.1 EMPLOYEES PROVIDING PROFESSIONAL SERVICES OUTSIDE THE LEA

Fulltime and permanent part-time classified employees of the LEA will follow the same procedures for this policy as outlined in Policy 702.2.

Adopted: July 2018

802.2 USE OF RECRUITING EXPENSES

The policy for the use of recruiting expenses, as outlined in Policy 702.3 applies equally as well to the recruitment of classified, hourly, and seasonal employees.

Adopted: July 2018

802.3 EMPLOYEE REIMBURSEMENT OF RELOCATION COSTS

The policy regarding reimbursement of relocation costs, as outlined in Policy 702.9, applies equally as well for all classified employees.

Adopted: July 2018

SECTION 900

901.0 EQUALITY IN EDUCATION, NON-DISCRIMINATION AND SEX EQUITY IN THE SCHOOL SETTING

It is the policy of the ITCA Board of Directors that equal educational opportunities, including but not limited to access to programs, activities, services, benefits, extra or co-curricular activities, shall be available to all students of the school without regard to race, color, ethnicity, national origin, sex, gender identity or sexual orientation, age, religion, handicap or disability status, social or socioeconomic condition, homeless status, age, language barrier, or any other federally or state recognized protected classification.

ITCA will provide equal access to all youth groups to the extent that such is applicable in the school's virtual setting.

Any student, or any parent on behalf of such student, may file a discrimination complaint with the school through the use of the Uniform Grievance Policy (Policy 505.0). Any individual having such a complaint and any inquiry regarding discrimination shall also communicate with the ITCA Non-Discrimination Coordinator.

The school shall notify annually all students, parents, staff and patrons of this policy and the designated Non-Discrimination Coordinator to receive inquiries. This notification shall include information as to the identity and contact information for the ITCA Non-Discrimination Coordinator.

The School will not tolerate inappropriate treatment including, but not limited to hostile or abusive conduct, derogatory remarks, acts or threats of violence, or other negative interactions because of the protected classification of any student, staff or volunteer. The school considers such conduct to be, at a minimum, bullying and harassment and, depending upon the circumstances and conditions, may constitute discrimination on the basis of the individual's protected classification. Such conduct will be addressed through the school's administrative personnel and board as appropriate, which could lead to a student suspension or expulsion or an employee's termination from employment.

Adopted: December 2015

901.1 ITCA McKINNEY-VENTO HOMELESS EDUCATION POLICY

It is the policy of the Board to ensure that homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging state of Idaho academic standards, are not segregated on the basis of their status as homeless, and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness as defined under the McKinney-Vento Homeless Education Act as currently stated, and as such may be amended or superseded by enactment of subsequent law.

Definitions:

Homeless children and youth are those who lack "fixed, regular, and adequate nighttime residence."

- **Fixed nighttime residence** is stationary, permanent, and not subject to change.
- **Regular nighttime residence** is used on a predictable, routine, or consistent basis.
- **Adequate nighttime residence** sufficiently meets the physical and psychological needs typically met in home environments.

1. This definition includes those who are:
    a) sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
    b) living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
    c) living in emergency or transitional shelters; or
    d) abandoned in hospitals.
2. Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described above.

The Local Education Liaison for Homeless Children and Youth coordinates services to ensure that homeless children and youth enroll in school and can succeed academically. Liaisons ensure that:

1. homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies.
2. homeless children and youths are enrolled in and have a full and equal opportunity to succeed in, schools of that local educational agency.
3. homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the local educational agency.
4. homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.
5. the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
6. public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied

youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths.

7. enrollment disputes are mediated in accordance with this law.
8. the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation.
9. school personnel providing services under this law receive professional development and other support.
10. unaccompanied youths
    a. are enrolled in school;
    b. have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth, including through implementation of partial credit procedures; and
    c. are informed of their status as independent students and are able to obtain assistance from the local educational agency liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid (FAFSA)

*The above was cited from the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) in Title IX, Part A.

School Selection

Each child and youth in transition has the right to remain at his or her school of origin or to attend any school that housed students who live in the attendance area in which the child or youth is actually living are eligible to attend. Therefore, in selecting a school, children and youth in transition will remain at their schools of origin to the extent feasible, unless that is against the parent or youth's wishes. Students may remain at their schools of origin the entire time they are in transition and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing between academic years.

Feasibility will be a child-centered determination, based on the needs and interests of the particular student and the parent or youth's wishes. Potential feasibility considerations include:

- The age of the child or youth
- The distance of a commute and the impact it may have on the student's education
- Personal safety issues
- A student's need for special instruction (e.g., special education and related services)
- The length of anticipated stay in a temporary shelter or other temporary location
- The time remaining in the school year

Enrollment

Once students are identified as experiencing homelessness and parents have determined that enrolling at ITCA is in the best interests of their child(ren), ITCA will immediately enroll the student, even if the child or youth lacks records normally required for enrollment. Records will immediately be requested from the previous school.

Identification and Supports

In collaboration with school personnel and community organizations, the local liaison will identify children and youth in transition. Information regarding rights and supports available to eligible students is accessible throughout the enrollment process, on the school's website, in school newsletters, and visibly posted onsite at the administrative offices and other relevant locations. Children and youth experiencing homelessness are identified a number of ways, including, but not limited to, enrollment and onboarding procedures, face-to-face orientation and other events, and through staff and parent education and referral. Staff are trained to assess for signs that students may be in transition, and in such cases, to make referrals to the local liaison.

The local liaison will assess for related barriers to the school's education programs. Supports will be offered to accommodate students who lack access to a stable internet connection, basic school supplies required for their classes, and for transportation to and from required school testing sites. If there are other unmet needs, students are offered student support services, which can include social-emotional and case management support.

Comparable Services

Each homeless child or youth shall be offered services comparable to services offered to other students in ITCA such as:

- Transportation services, if necessary, for academics (as applicable in a virtual environment)
- Educational services for which the child or youth meets eligibility criteria, such as English as a Second Language (ESL) or special education programs
- Programs for At-Risk students
- Programs for gifted and talented students
- Title I services
- Before and After school program, if applicable
- Access to the Federal Free Lunch Program is not applicable in our virtual setting

Examples of Comparable Services which may be offered in a virtual school:

- Computer paper and/or printer ink
- School supplies
- Bus passes to/from State testing
- Wireless internet card
- Increased flexibility in teacher availability for support
- Phone cards to contact teacher and/or administration
- Pre-paid postage for any mailings necessary for the school

Progress Monitoring

The local liaison will keep data on the number of children and youth in transition in the district; where they are living; their academic achievement (including performance on state and school assessments); and the reasons for any enrollment delays, interruptions in their education, or school transfers.

McKinney-Vento Homeless Education College and Career Advising Policy

It is the policy of ITCA that all students, regardless of homeless status, have equal access to counseling and college and career supports. All students, including those who are in a situation of homelessness, will be included in their respective grade-specific intervention(s), such as informational emails, phone calls, and live class sessions. Items of relevance for those who are homeless will be outlined in

communications, where appropriate, such as unaccompanied homeless youths' right to file as independent on the FASFA.

McKinney-Vento Homeless Education Prior School Credit Policy

ITCA strives to ensure that homeless students receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school. ITCA will request the student's report card and/or transcript from the previous school immediately upon enrollment. Previous grades and/or progress will be provided to the Principal and teacher(s).

- Students enrolling in grades 9-12 will begin working in the curriculum in the same place as their peers. Students in grades 9-12 are expected to meet credit hour requirements in order to fulfill graduation requirements. All students, including students who are in a situation of homelessness, will have their transcripts reviewed by a High School Counselor during enrollment. Students will be placed according to their current high school transcript, and a review of current academic progress in their previous school will be completed to determine whether or not partial or full credit can be awarded per state credit requirements. All students will be given the opportunity to recover credits should this be needed.

Staff Training

The local liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating homelessness to the local liaison. The local liaison will also instruct school registrars and secretaries to inquire about possible homelessness upon the enrollment and withdrawal of every student and to forward information indicating homelessness to the local liaison. Annual training is offered at required all-staff professional development events and throughout the schoolyear where needed or requested.

McKinney-Vento Homeless Education Dispute Resolution Policy

1. The child or youth "shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute" [42 U.S.C. § 11432(g)(3)(E)(i)]. In disputes involving unaccompanied homeless youth, the local liaison will ensure that unaccompanied homeless youth are immediately enrolled in school [42 U.S.C. § 11432 (g)(3)(E)(iv)].
2. While disputes are pending, students have the right to participate fully in school and receive all services which they would normally receive. This includes transportation services, as indicated by the Non-Regulatory Guidance: The McKinney-Vento Act's transportation requirements apply while disputes are being resolved [2004, H-5].

3. The parent, guardian, or unaccompanied youth will be provided with a written explanation of the school's decision regarding school selection or enrollment, including the right of the parent, guardian, or youth to appeal the decision any time the student is denied enrollment in a requested school [42 U.S.C. § 11432(g)(3)(E)(ii)]. In the case of an unaccompanied homeless youth, the notice explaining the decision and the right to appeal are provided directly to the youth [42 U.S.C. § 11432(g)(3)(B)(iii)]. Notices shall be written in the preferred language of the parent/guardian/unaccompanied minor.

4. The child, youth, parent, or guardian will be referred to the local liaison, who will carry out the dispute resolution process as quickly as possible [42 U.S.C. § 11432(g)(3)(E)(iii)]. The local liaison must be familiar with the state's McKinney-Vento dispute resolution process and follow all procedures outlined therein. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes to determine whether particular issues or schools are delaying or denying the enrollment of children and youth in transition repeatedly.

5. If all the parties cannot reach consensus regarding educational placement and/or enrollment, the LEA shall consult the State Coordinator of Homeless Education at the Idaho State Department of Education. Per the State dispute resolution process, the State Coordinator will inform all parties of the determination in writing, and the State's decision will serve as final resolution.

Adopted: April 2014
Amended: July 2017
Amended: August 2020

901.2 STUDENT RESIDENCY REQUIREMENT

For a student to be validly enrolled as a student at the Idaho Technical Career Academy, the student must maintain residency within the state of Idaho. Idaho residency status must be maintained for the entirety of the school year. Administrative procedures shall be maintained to verify student residency at the time of enrollment.

If a student's residency changed from Idaho to any other state during the course of the school year, the student will be deemed to have voluntarily withdrawn from the Idaho Technical Career Academy and the Administrative Staff shall commence the reclamation process and schooling activities through ITCA will cease.

Adopted: April 2015
Amended: August 2020

901.3 MILITARY COMPACT WAIVER

The state of Idaho is a member of the Interstate Compact on Educational Opportunity for Military Children. As a public school within the state of Idaho, subject to the laws of the state of Idaho, the school will follow the requirements of the Compact for students who enroll at ITCA for whom the Compact applies.

Purpose

The purpose of the Interstate Compact on Educational Opportunity for Military Children is to remove barriers to educational success for children of military families due to frequent relocation and deployment of their parents. The Compact facilitates educational success by addressing timely student enrollment, student placement, qualification and eligibility for programs (curricular, co-curricular and extra-curricular), timely graduation and the facilitation of cooperation and communication between various member states' schools.

Applicability

This compact applies only to children of:

1. Active duty members of the uniformed services, including members of the National Guard or Reserve on active duty orders;
    - For application of this section the parent must be on full time duty status in the Army, Navy, Air Force, Marine Corps, Coast Guard, or the commissioned corps of the National Oceanic and Atmospheric Administration and Public Health Services
2. Veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

Educational Records and Enrollment

1. Hand Carried/Unofficial Educational Records

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, ITCA shall enroll and appropriately place the student based upon the information ITCA personnel receive in the unofficial educational records, pending validation by the official records, as soon as possible.

2. Official Educational Records/Transcripts

At the time of enrollment and conditional placement of a qualifying student at the school, ITCA shall request the student's official educational records from the student's last school of attendance.

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

3. Immunizations

ITCA shall provide a period of thirty (30) days from the date of enrollment, or such other time frame as determined by the rules of the Interstate Commission, within which students may obtain any immunizations required by ITCA. Where ITCA's requirements include a series of immunizations, initial vaccinations must be obtained within thirty (30) days, or within the timeline determined to be reasonable by the Interstate Commission.

Placement and Attendance

1. Course Placement

Upon transfer of a qualifying student, the ITCA 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 ITCA from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

2. Educational Program Placement

ITCA 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 ESL. This requirement does not preclude the school from performing subsequent evaluations to ensure appropriate placement of the student.

3. Special Education Services

In compliance with the federal requirements of the IDEA, ITCA, as the receiving school, shall initially provide comparable services to a student with disabilities based on his or her current IEP.

In compliance with Section 504 of the Rehabilitation Act and with Title II of the ADA, ITCA, 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 ITCA, as the receiving school, from performing subsequent evaluations to ensure appropriate placement and/or accommodations are made for the student.

4. Placement Flexibility

ITCA's Administration shall have the flexibility to waive course/program prerequisites or other preconditions for placement in courses/programs offered by ITCA.

5. Absences relating to Deployment Activities

A student whose parent or legal guardian is an active duty member of the uniformed services has been called to duty for, is on leave from, or immediately returned from deployment in a combat zone or combat support position, shall be granted additional excused absences at the discretion of the Head of School to visit with his or her parent or legal guardian relative for such leave or deployment of the parent or guardian.

<u>Eligibility</u>

1. **Eligibility for Enrollment**

   A Special Power of Attorney pertaining to the guardianship of a student of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

   ITCA shall not charge tuition to a transitioning military student placed in the care of a noncustodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent.

   A transitioning military student, placed in the care of a noncustodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which he or she was enrolled when residing with the custodial parent.

2. **Eligibility for Extra-Curricular Activity Participation**

   ITCA 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, ITCA shall incorporate the following procedure:

Graduation Course Requirements - Waiver

ITCA's Administration, through the Head of School or designee, shall waive specific courses that are required for graduation if similar coursework has been satisfactorily completed at another school.

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

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

1. **Exit Exams**

   In lieu of testing requirements required for graduation at ITCA, ITCA and the state of Idaho shall accept any or all of the following:

   - Exit exams or end-of-course exams required for graduation from the sending school;
   - National norm-referenced achievement tests; or
   - Alternative testing

In the event the above alternatives cannot be accommodated by ITCA for a student transferring during his or her senior year, Subsection 2, below, shall apply.

2. Transfer During Senior Year of High School

Should a military student transferring at the beginning of or during the senior year be ineligible to graduate from ITCA after all alternatives have been considered, the sending school and ITCA 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 school policies that conflict with this policy and/or 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 District/school inquiries relating to a student who is covered by the Compact.

Adopted: July 2015
Amended: August 2020

902.0 TRACKING ATTENDANCE FOR STATE REPORTING

As allowable in Idaho Statute 33-5208(10)(a), for funding calculations, ITCA shall utilize the percentage of coursework completed, up to the maximum of one (1) full-time equivalent student in State reporting calculations. ITCA reserves the right under Statute 33-5208(10)(a) to utilize actual hours of attendance in our public virtual school on a flexible schedule, up to the maximum of one (1) full-time equivalent student when this calculation is more advantageous to the school. Refer to the Calculating Attendance for State Reporting document for specific calculation information.

Adopted: July 2015

902.1 ATTENDANCE AND TRUANCY

Idaho Technical Career Academy, as a public school, follows Idaho Codes #33-202, #33-205, #33-206, and #33-207 pertaining to public school attendance. Parents must understand that ITCA is a public school of choice, and as part of the public school system; ITCA is required to account for the attendance and progress of each individual student. Failure to meet the school's attendance requirements may result in declaration of habitual truancy, expulsion, and/or denial of student enrollment.

Delegation of Expulsion/Denial of Enrollment Power. The Board of Directors of Idaho Technical Career Academy hereby grants authority to declare habitual truancy, expulsion, and/or denial of enrollment with or without condition, to an Attendance Review Committee under the direction of an assigned administrator.

The composition of the Attendance Review Committee will include a school administrator and two additional staff. Members assigned to the Attendance Review Committee will not have any underlying involvement with the student. The actual committee members will change depending on the student and will be selected by the Operations Manager or his/her designee.

The Attendance Review Committee, acting on behalf of the Board of Trustees, may deny enrollment or expel a student and thus deny attendance of that student to Idaho Technical Career Academy. It is also hereby noted that the Attendance Review Committee's decision will be implemented immediately, but the parents of the student have the right to appeal that decision to the Board, in writing, within five (5) school days.

Attendance Review Committee Responsibilities. The Attendance Review Committee will conduct all habitual truancy and expulsion hearings on behalf of the Board. The review committee's decision will be binding; therefore, administrators will not be given the right to recommend expulsion to the Board if the review committee determines that expulsion is not warranted.

Only appeals of the Attendance Review Committee's decisions to deny enrollment or expel for truancy will be presented to the Idaho Technical Career Academy Board of Directors and will be conducted as a de novo hearing, with the Directors having access to the review committee's determination.

As the Board has delegated this authority to the Attendance Review Committee, the process before the committee is a mandatory condition prior to any appeal of such Committee's decision to the Board of Directors: thus, there cannot be any request by students/families that the Attendance Review Committee hearing be waived and the matter to go directly to the Board.

1. The Attendance Review Committee is hereby delegated the authority to impose such disciplinary measures as deemed necessary, such as behavior contracts, conditions for probation, etc.
2. The ~~Head of School~~ Executive Director or other designee, unrelated to the underlying recommendation to deny enrollment or expel a student, shall serve as the Hearing Officer for the Attendance Review Committee. The Operations Manager or designee will serve as the Hearing Facilitator. The Chairman of the ITCA Board or designee has the authority to serve as hearing officer for any appeal to the Board of any decision of the Attendance Review Committee. Such individual likewise shall not have any involvement with regard to the underlying recommendation to deny enrollment or expel a student.

3. If the Attendance Review Committee finds the student to be habitually truant, and as a result, it is recommended to the board that the student be expelled, a notification will be provided to the prosecuting attorney in the county in which the student resides.

The procedures by which students can be suspended, denied enrollment, expelled and reenrolled, as well as the appeal process are delineated in the student handbooks.

Attendance Defined: daily curriculum completion as outlined by the daily plan and/or weekly work schedule, daily logins, and live class connect attendance.

Refer to the student handbooks for specific examples, definitions and procedures.

These attendance regulations, as established by the Board, are subject to modification in the instance of an individual student's IEP or Section 504 Plan.

Adopted: April 2014
Amended: July 2015
Amended: August 2016
Amended: August 2020
Amended: March 2026

902.2 DENIAL OF ENROLLMENT – STUDENTS SEEKING ITCA ENROLLMENT

Pursuant to Idaho Code § 33-205, ITCA may deny enrollment and attendance to any student who has been expelled from a public school district (LEA) within the state of Idaho or any other state.

Habitually Truant Students

ITCA will follow the process of denying enrollment for students who are habitually truant as is allowable by Idaho Code § 33-205.

ITCA Administration will consider a Student Support Services referral for any student approved for enrollment who was expelled and deemed a habitual truant by another public school.

Adopted: April 2014
Amended: August 2020

902.3 DUAL ENROLLMENT

Idaho Technical Career Academy allows for dual enrollment provided for by Idaho Code § 33-203. For the purposes of the policy, a dually enrolled student is one who resides in Idaho and attends ITCA while concurrently attending either: a) another publicly funded school in Idaho (including public charter school), b) a private school in Idaho, or c) a home school in Idaho. Dual Enrollment seats will be limited to no more than 10% of the total student population.

Priority for enrollment with ITCA will be given to students who are enrolled in ITCA full-time, with upper grade levels having first choice over lower-level grades. Should the total number of Dual Enrollments applied for exceed the allowable cap, such requests may be brought to the Executive Director for consideration.

All students requesting dual enrollment must complete a Dual Enrollment Form

The basis of dual enrollment will follow the State funding model which fractionalizes funding when two school districts/LEAs claim the same student. "Single Course" Dual Enrollment is defined as a student attending ITCA for one course. ITCA may invoice the other district based on the agreed upon Dual Enrollment Single Course fee.

State testing will be administered by the school in which the specific testing subject course is attended.

Part-time enrollment students may not be provided with a computer, internet service subsidy or printer.

Students enrolled full-time in other education programs, private, public, or home based will not be allowed to enroll full-time with ITCA. A student cannot be doubly enrolled.

Dually enrolled students shall reapply for dual enrollment on an annual basis. The academic performance of dual enrolled students will be reviewed each semester. Students must maintain a 2.0 GPA each semester to remain eligible for dual enrollment with ITCA. The parent/legal guardian of a dual enrolled student who is in danger of losing dual enrollment eligibility will be notified prior to the end of the semester. Exceptions to the academic performance requirements may be made by the Executive Director.

Adopted: April 2014
Amended: July 2015
Amended: May 2017
Amended: August 2017
Amended: May 2018
Amended: August 2020
Amended: October 2023

902.4 REQUIRED STUDENT ENROLLMENT ORIENTATION

Students and their parents/guardians must complete the assigned ITCA orientation process prior to the student's official enrollment with ITCA. This is the final step in ITCA's official enrollment process. Parents/Guardians and students will be notified of the enrollment orientation process, the required tasks, and the due dates/deadlines. It is the parent's/guardian's or adult student's obligation to communicate with school staff if additional assistance above what is offered in the orientation process is needed. All new students and their parents/guardians will be assigned to the ITCA enrollment orientation process. Returning students and their parents/guardians may be assigned to the ITCA enrollment orientation process. Students and parents/guardians who have left ITCA and seek to re-enroll may be assigned to the ITCA enrollment orientation process.

Parents/Guardians of students who do not complete all required tasks of their assigned ITCA enrollment orientation process will receive notification via email, and the student will be considered to have not completed the enrollment process to become a student at ITCA. Any student seeking to enroll with ITCA within the same school year after having the opportunity but not completing the required orientation component of the enrollment process must submit a written request within five (5) calendar days of receiving notification of failure to complete the enrollment process to the principal. The request will be reviewed by an administrative committee. A conference will be held with the parent/legal guardian regarding the reason for the failed enrollment process, the commitment that is necessary to succeed with virtual education, and whether or not this is the best educational setting for the student. Requests submitted after the five (5) days will not be reviewed. Exceptions may be made by the Head of School.

Any student seeking to enroll with ITCA in subsequent school years shall be given the opportunity to enroll and complete the required orientation.

Adopted: December 2015
Amended: May 2018
Amended: August 2020

902.5 ENROLLMENT CAP POLICY

<u>Maximum Enrollment</u>

If necessary, the maximum number of students who may be enrolled in the school will be determined by the Board each school year no later than the annual meeting prior to that school year. The Board may also establish an enrollment deadline(s). The Charter Board may establish different enrollment caps and/or enrollment deadlines for the general program, specific grade levels or programs, the special education program. The enrollment caps and/or deadlines must be publicly posted as soon as reasonably possible after the Board makes its annual determination and remain posted for the remainder of the affected school year. Once enrollment caps and/or deadlines have been established, students shall be enrolled until the cap or deadline is reached, whichever occurs first. Thereafter, student applications will be accepted for enrollment during the following school year.

Preference for positions in any class will be the following:

1. Pupils returning to the Idaho Technical Career Academy in the second or any subsequent year of its operation;
2. Siblings of pupils already enrolled in the Idaho Technical Career Academy;
3. An equitable selection by lottery or other random method.

Only when necessary, a lottery will be held for each school year on a date determined by the Board of Directors, if there are more applications than available student positions to be filled in any grade or program. The lottery will dictate the order of placement of the students. Open positions will be filled by the first name in the lottery for that grade/program and continue on down the list for that grade/program until all positions are filled. Once the class is filled, the waiting list will be composed of those students whose names remaining on the list for that grade/program.

If during the school year there are more open positions than students to fill them, then positions will be filled on a first come, first served basis.

Adopted: April 2014
Amended: July 2015
Amended: August 2020

902.6 PREVIOUSLY ENROLLED HABITUALLY TRUANT STUDENTS SEEKING RE-ENROLLMENT

Any student who has previously been enrolled with ITCA, left and thereafter seeks to re-enroll with the school is required to disclose this information at the commencement of the re-enrollment process. If this is not disclosed, the Board reserves the right to implement the provisions of this policy when such information is disclosed or otherwise learned.

Any student who is seeking re-enrollment at ITCA who was not in compliance with the school's attendance policy and who had been deemed a habitual truant at the time of any previous enrollment is required to comply with this policy prior to any re-enrollment at the school. Such request for re-enrollment, as well as the processing of the below detailed hearing to consider allowance for enrollment, shall be completed prior to the open enrollment period. If such is not completed prior to this time, the consideration for re-enrollment will be with regard to the next subsequent open enrollment period.

Any student is deemed to be a habitual truant if, in the judgment of the Board or a designee of the Board, student has been determined to have repeatedly been in violation of ITCA's attendance policies. A child who is a habitual truant is under the purview of the juvenile corrections act if he or she was within the age of compulsory attendance at the time of the violation.

The Board of ITCA may deny enrollment of any student who is a habitual truant.

ITCA Administration will consider a Student Support Services referral for any student who was deemed a habitual truant in a previous enrollment with ITCA who applies and is approved for re-enrollment with ITCA.

If a student seeks to enroll at ITCA who has previously been deemed, either by the Board or the designee of the Board, to be a habitual truant, the Board of ITCA has the option to deny enrollment to such student.

In such a circumstance, the parent/guardian will be notified of the procedure, and, if the parent/guardian still wishes to apply for the student's re-enrollment, the administration will send written notice to the parent/legal guardian which states the grounds for the proposed denial of enrollment and a time and place where the parent or guardian may appear to contest the action of the board to deny school attendance. This notice shall also state:

- The pupil's right to be represented by counsel;
- The pupil's right to produce witnesses, and submit evidence on his own behalf; and
- The pupil's right to question any adult witness who may appear against the enrollment.

This notice shall also state a date for the student and the parent/legal guardian a full and fair hearing on the proposed denial of enrollment. There shall be a reasonable period of time between the date of the notice and the scheduled hearing so as to allow for preparation for the hearing.

Should the Board, subsequent to the hearing, allow a habitually truant student to re-enroll, the Board may impose reasonable conditions upon the student to permit the student's attendance. Should a student violate any of those conditions, the student will be returned to the Board for reconsideration of the permission for enrollment and/or possible expulsion from school.

Legal Reference: Idaho Code 33-205
Idaho Code 33-206

Adopted: April 2014
Amended: May 2018
Amended: August 2020

903.0 STUDENT RECORDS

DEFINITIONS

For the purpose of this policy, the following definitions apply:

"Parent" is defined as a natural parent, legal parent, legal guardian, or individual legally authorized to be acting in the absence of a parent or guardian, authorized to address student educational issues.

"Eligible Student" is defined as a student over the age of eighteen (18), legally emancipated student, or a student attending a post-secondary institution.

"Educational Record" is defined as those records directly related to a student, collected and maintained by LEA #489 or by a party acting on behalf of ITCA as determined by the FERPA and as defined herein.

"School Official" is defined as any person employed by LEA #489in administrative, counseling, supervisory, academic, student support services, or research positions, any support person to those positions, and any person employed by or under contract with LEA #489 to perform a special task.

ANNUAL NOTIFICATION REQUIREMENTS

FERPA has specified that student Educational Records are confidential, with some exceptions. ITCA will provide Parents and Eligible Students annual notification of their rights under FERPA. The annual notice will contain information regarding the right to inspect their children's Educational Records, the right to seek an amendment of an Educational Record, the right to consent to disclosures of personally identifiable information, with certain exceptions, and the right to file a complaint with the U.S. Department of Education.

RIGHT TO INSPECT EDUCATIONAL RECORDS

Parents or Eligible Students may inspect and review Educational Records. ITCA will comply with a request for access to Educational Records within a reasonable period of time, but in event more than forty-five (45) calendar days after it has received the request. ITCA will respond to reasonable requests for explanations and interpretations of the Educational Records. A copy of the Educational Records will be given to the Parent or Eligible Student upon request if failure to do so would prevent the Parent or Eligible Student from exercising the right to inspect and review the records. ITCA may charge the Parent or Eligible Student the actual costs for copying the Educational Records unless payment of such cost is determined to effectively preclude the Parent or Eligible Student from having access to the Educational Records.

LEA #489 will not destroy requested Educational Records if there is an outstanding request to inspect and review those records.

DISCLOSURE OF EDUCATIONAL RECORDS TO NONCUSTODIAL PARENT

Unless otherwise prohibited by law or court order, a noncustodial parent's access to Educational Records and information pertaining to his or her minor child will not be denied solely because the parent is not the child's custodial parent. However, information concerning a minor child's home address will be deleted from all Educational Records supplied to a noncustodial parent if the custodial parent has advised ITCA in writing to do so.

DEFINITION OF EDUCATIONAL RECORDS

Educational Records are defined as those records directly related to a student, collected and maintained by ITCA or by a party acting on behalf of ITCA. Educational Records include, but are not limited to, the cumulative file, special educational records, medical and health records, personally identifiable information (i.e., social security number, student number, photo identification) and disciplinary records.

Educational Records do not include records that are kept in the sole possession of the maker of the record, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

PERSONALLY IDENTIFIABLE INFORMATION

Personally Identifiable Information will not be released from an educational record without the prior written consent of the parent or eligible student, except under specific circumstances. "Personally Identifiable Information" includes, but is not limited to:

1) The student's name,
2) The name of the student's parent or other family member,
3) The address of the student or student's family,
4) A personal identifier such as the student's social security number or student number,
5) A list of personal characteristics that would make the student's identification easily traceable, and/or
6) Other information that would make the student's identity easily traceable.

RELEASE OF INFORMATION WITHOUT PRIOR CONSENT

Personally Identifiable Information will be released without prior consent of the Parent or Eligible Student only under the following conditions:

1) The disclosure is to School Officials who have a legitimate educational interest. *School Officials are instructional, supervisory, administrative, and ancillary personnel acting on behalf of ITCA in any official capacity, temporarily or permanently, whether with or without compensation, or under contract with ITCA, including a person employed by or under contract to LEA #489 to perform a special task, such as an attorney, auditor, medical consultant, or therapist. A legitimate educational interest includes performing educational or discipline related tasks in connection with a student, providing educational services to a student or a student's family, or performing administrative or other educational responsibilities prescribed by ITCA:*
2) The disclosure is to officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll.
3) The disclosure is to specific federal, state, and local educational authorities with an educational need,
4) The disclosure is in connection with financial aid for which the student has applied or for which the student has received.
5) The disclosure is to organizations conducting studies for, or on behalf of, ITCA to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction.
    a) When information is disclosed to such organizations, the study must be conducted in such a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization.
    b) The information must be destroyed when no longer needed for the purpose for which the study was conducted;
    c) If it is determined by the U.S. Department of Education that an organization has violated the requirement to destroy the information when it is no longer needed, LEA #489 will not allow that third party access to personally identifiable information from Educational Records for at least five (5) years.
6) The disclosure is to an accrediting organization to carry out its accrediting function.
7) The disclosure is to Parents of a dependent Eligible Student as defined by the Internal Revenue Code.
8) The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that ITCA makes a reasonable effort to notify the Parents or Eligible Student of the order or subpoena in advance of compliance.

a) The prior notification requirement does not apply where the subpoena is issued by a federal grand jury or for any law enforcement purpose and the issuing court or agency has ordered that the existence and contents of the subpoena not be disclosed.
b) A student's relevant Educational Records can be disclosed without a subpoena if ITCA initiates legal action against a Parent or student, or if a Parent or student initiates legal action against ITCA;

9) The disclosure is in connection with a health or safety emergency.
10) The disclosure is information that ITCA has designated as "Directory Information."
11) The disclosure is to the Parent or Eligible Student.

ACCESS LOG

ITCA will maintain a record of each request for access to and each disclosure of Personally Identifiable Information from the Educational Record of each student. This access log will be maintained with the student's Educational Records for as long as the Educational Records are maintained. The access log will specify the individuals who have requested or received Personally Identifiable Information from the Educational Records and the legitimate educational interests the parties had in requesting or obtaining the information. If the information was released without prior parental consent, the specific exception for such consent will also be set forth. A record will not be kept of access to a student's record by the Parent or Eligible Student, a School Official with legitimate educational interest, when written consent has been received from the Parent or Eligible Student, a request is received for Directory Information only, or ITCA is ordered to not disclose the request for records.

DIRECTORY INFORMATION

Directory Information is defined as information contained in an Educational Record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:

1. Student name;
2. Region and/or city and/or town or residency within the state of Idaho;
3. Address of student o*nly to the extent authorized for use by the family in a student and/or parent directory;*
4. Telephone listing *of student or parent only to the extent authorized for use by the family in a student and/or parent directory;*
5. Email address *of student or parent only to the extent authorized for use by the family in a student and/or parent directory;*
6. Photographs *of the student used by ITCA only for recognition of student achievement and community relations, including, but not limited to, publications in ITCA's or teachers' newsletters, in the school setting and on the ITCA's website;*
7. Age/Grade of attendance;
8. Major field of study;
9. Participation in officially recognized activities such as outings;
10. Dates of attendance, degrees, and awards/honors received;
11. The most recent previous school, school district or institution attended.

RELEASE OF DIRECTORY INFORMATION

Directory Information can be released to the public through appropriate procedures. Directory Information may be released without prior consent after ITCA gives annual notice to Parents of students or Eligible Students. The notices shall identify the types of information considered to be Directory Information and the ITCA's option to release such information and the requirements that ITCA must, by law, release secondary students' names, addresses, and telephone numbers to military recruiters and/or institutions of higher education, unless Parents or Eligible Students request ITCA to withhold this information. Such notice will be given prior to release of Directory Information.

Exclusions from any or all directory categories named as Directory Information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the Parent or Eligible Student within fifteen (15) days of annual public notices.

Directory Information shall be released with only administrative direction.

Directory Information considered by ITCA to be detrimental will not be released.

Information will not be given over the telephone except in the case of health and safety emergencies.

At no point will a student's Social Security number or student identification number be considered Directory Information.

PROCEDURE TO AMEND RECORDS

If a Parent or Eligible Student believes that the Educational Records relating to the student contain information that is inaccurate, misleading, or in violation of the student's right of privacy, they may seek to amend the Educational Record. The right to seek amendment cannot be used to challenge a grade or an individual's opinion (unless the grade or the opinion has been inaccurately recorded) or ITCA's decision to create or maintain particular or Educational Records. When a request to amend Educational Records is received, *it shall be reduced to writing and* the following procedure will be followed:

REVIEW PROCESS

1. *Within thirty (30) days* of receiving a request to amend the Educational Record, ITCA through its designees, will determine whether the information contained in an Educational Record is inaccurate, misleading, or in violation of the student's right of privacy. If ITCA determines that the requested amendment is appropriate, it will correct the record and provide written notice of the changes to the Parent or the Eligible Student.

2. If ITCA determines that the information is not inaccurate, misleading, or in violation of the student's right of privacy, it will inform the Parent or Eligible Student, *in writing,* of its decision, *reasons why it denied the request to amend the record,* and the right to a hearing.

HEARING PROCESS

1. The Parent or Eligible Student, on request, has an opportunity for a hearing to challenge the contents of the student's Educational Records on the grounds that the information contained therein is inaccurate, misleading, or in violation of the privacy rights of the student.

2. ITCA will hold the requested hearing within thirty (30) days after it receives a request for the hearing. Notice of the date, time, and place will be given to the Parent or Eligible Student within a reasonable amount of time prior to the hearing. Because of the geographical makeup of ITCA's student body, the hearing may be held via electronic means.

3. The Head of School or his/her designee, including an employee of ITCA who does not have a direct interest in its outcome, may conduct the hearing. The Parent or Eligible Student will be given full and fair opportunity to present evidence relevant to the issues raised at the hearing. The Parent or Eligible Student may, at their own expense, be assisted or represented by an individual of their own choice, including an attorney.

4. The Head of School or his/her designee conducting the hearing is not bound by common law or by the rules of evidence. Evidence will be admitted and given weight only if it is the kind of evidence which reasonable persons are accustomed to rely on in the conduct of serious affairs.

5. The Head of School or his/her designee will make his/her decision in writing within fourteen (14) days after the close of the hearing. The decision will be based solely on the evidence of presented at the hearing and will include a summary of the evidence and the reasons for the decision. The hearing officer's decision will be the final decision of this LEA.

6. If the Head of School or his/her designee concludes that the information being contested is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, ITCA will amend the Educational Records at issue and inform the Parent or Eligible Student of the amendment in writing.

7. If the Head of School or his/her designee concludes that the information in the Educational Record is not inaccurate, misleading, or in violation of the privacy rights of the student, ITCA will inform the Parent or the Eligible Student of the right to place a statement in the Educational Record commenting on the contested information or stating why he or she disagrees with ITCA's decision, or both. If such a statement is received by ITCA, it will remain as part of the Educational Record for as long as the student's Educational Record is maintained and the statement will be disclosed whenever ITCA discloses the portion of the Educational Record to which the statement is related.

EDUCATIONAL RECORDS OF STUDENTS WITH DISABILITES

ITCA will allow parents of students with disabilities and eligible students with disabilities the right to inspect and review any Educational Records relating to the student that are collected, maintained, and/or used by ITCA consistent with the provisions of this policy and provisions of the IDEA.

ITCA will also comply with a request to inspect and review such records without unnecessary delay, and in no event more than forty-five (45) calendar days after the request had been made, in these situations:

1. Before any meeting regarding the student's IEP);

2. Before any hearing relating to the identification, evaluation, or educational placement of the student; or

3. Before any hearing relating to the provisions of a Free Appropriate Public Education to the student.

ITCA will inform the Parent or Eligible Student when the Personally Identifiable Information collected, maintained, or used by ITCA is no longer needed to provide educational services to the student. The information must be destroyed at the request of the parent or eligible student. However, ITCA may maintain a permanent record of the student's name, address, and phone number, his/her grades, attendance records, classes attended, grade level completed, and year completed without time limitation.

Adopted: April 2014
Amended: July 2015
Amended: August 2020

903.1 RETENTION OF STUDENT EDUCATIONAL RECORDS

The General Education Provisions Act and the federal regulations for State-Administered Programs both require that records be retained for at least five (5) years. With the exception of permanent student educational records, and special education records, student educational records will only be kept for a period of five (5) years after the student graduates from high school or withdraws from Idaho Technical Career Academy. In accordance with State Department of Education Policy, 34 CFR §80.42 and 2 CFR 200.333, and 34 CFR §76.731, regarding recipients of IDEA Part B funds, special education records will be kept for a period of five (5) years, plus one (1) audit year, which is a total of six (6) years after the student graduates from high school or withdraws from Idaho Technical Career Academy.

Adopted: July 2015
Amended: May 2016
Amended: August 2020

903.2 PERMANENT STUDENT EDUCATIONAL RECORD

Idaho Technical Career Academy personnel will maintain for five (5) years the educational record of students not currently enrolled. ITCA shall maintain a permanent educational record for each student that shall contain information, including but not limited to, the following:

1. Student's name
2. Grades
3. Entrance and withdrawal record
4. Birth Certificate
5. Immunization Records
6. Student identification number
7. Transcripts
8. Educational assessment data

The permanent education record of each student is maintained at the administrative office.

Adopted: July 2015
Amended: June 2020

903.3 COURT ORDER FOR RECORDS/SUBPOENAS

When any Court Order for Records/Subpoenas is received by school personnel, it shall be immediately directed to the school's Operations Manager. Should the individual who was initially in receipt of the Subpoena/Court Order receive any questions about the Subpoena/Court Order, the individual making such inquiry should be advised that it has been forwarded to the school's Central Office. If they have further questions, they will be directed to the school's Operation Manager.

The school's Operations Manager will handle any Court Order for Records/Subpoena as outlined in the school's Operations Manual and consistent with the requirements of FERPA as well as any other state or federal law(s) impacting upon such records.

Adopted: April 2014
Amended: August 2020

903.4 ITCA STUDENT DATA PRIVACY AND SECURITY POLICY

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and state laws, including FERPA and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014 (Idaho Data Accountability Act).

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions, and the Department of Labor.[1]

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, each school district and public charter school shall adopt, implement, and electronically post this policy. It is intended to provide guidance regarding the collection, access, security, and use of education data to protect student privacy. This policy is consistent with the DMC's policies regarding the access, security, and use of data maintained within the SLDS.[2] Violation of the Idaho Data Accountability Act may result in civil penalties.[3]

[1] Data Management Council
[2] Data Management Council Policies and Procedures
[3] Idaho Code Title 33, § 133

Defined Terms

Administrative Security consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

Aggregate Data is collected or reported at a group, cohort or institutional level and does not contain PII.

Data Breach is the unauthorized acquisition of Personally Identifiable Information.

Logical Security consists of software safeguards for an organization's systems, including user identification and password access, authenticating, access rights, and authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

Personally Identifiable Information includes: a student's name; the name of a student's family; the student's address; the students' social security number; a student's education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth, or mother's maiden name; and other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student.

Physical Security describes security measures designed to deny unauthorized access to facilities or equipment.

Student Data means data collected at the student level and included in a student's educational records.

Unauthorized Data Disclosure is the intentional or unintentional release of Personally Identifiable Information to an unauthorized person or untrusted environment.

Collection

- Idaho Technical Career Academy shall follow applicable state and federal laws related to student privacy in the collection of student data.

Access

- Unless prohibited by law or court order, Idaho Technical Career Academy shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.
- The Superintendent, administrator, or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.
- Access to Personally Identifiable Information maintained by Idaho Technical Career Academy shall be restricted to: (1) the authorized staff of the public charter school who require access to perform their assigned duties, (2) authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties, and (3) vendors who require access to perform their assigned duties.

Security

- Idaho Technical Career Academy shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure.
- Idaho Technical Career Academy shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of Public Instruction in the case of a confirmed Data Breach or confirmed Unauthorized Data Disclosure. Idaho Technical Career Academy shall notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

Use

- Publicly released reports shall not include Personally Identifiable Information and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.
- Contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:
  - Requirement that the vendor agree to comply with all applicable state and federal laws;
  - Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
  - Requirement that the vendor restrict access to Personally Identifiable Information to the authorized staff of the vendor who require such access to perform their assigned duties;
  - Prohibition against the vendor's secondary use of Personally Identifiable Information including sales, marketing or advertising;
  - Requirement for data destruction and an associated timeframe; and
  - Penalties for non-compliance with the above provisions.
  - Directory information is defined in ITCA Board Policy 903.0
  - If Idaho Technical Career Academy chooses to publish directory information which includes Personally Identifiable Information, parents must be notified annually in writing and given an opportunity to opt out of the directory. If a parent does not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

LEGAL REFERENCE:
Idaho Code § 33-133

Adopted: July 2015
Amended: August 2020

903.5 TRANSFERRING STUDENT RECORDS

Incoming Transferred Students
Idaho Technical Career Academy is required by Idaho law to request the records of a transfer student from the former school within fourteen (14) days of the student's enrollment. Idaho Technical Career Academy's enrollment date is the student's first day of school as indicated by the student's "school enrollment date."

Incoming Out-of-State Students
According to Idaho Law, *the parent or guardian of a student transferring from out-of-state to Idaho Technical Career Academy is required, if requested, to furnish the school accurate copies of the student's school records, including records containing information concerning violent or disruptive behavior or disciplinary action involving the student. This information will be contained in a sealed envelope, marked to indicate the confidential nature of the contents, and addressed to the principal or other administrative officer of the school.*

Failure of the parent or guardian to furnish the required records, or failure to request of the administration of the previous school to provide the required records, will constitute adequate grounds to deny enrollment to the transferring student or to suspend or expel the student if already enrolled.

Outgoing Transferring Students:
Idaho Technical Career Academy shall comply within ten (10) days of receipt of a records request from the student's new school and will forward a copy of a transferred student's record.

If records have been "flagged," the copy of records shall not be forwarded to the new school. If a "flagged" record is requested, the school must notify law enforcement of the request for the "flagged" record. Upon notification by law enforcement of the returned child, Idaho Technical Career Academy can remove the "flag" from the record.

Transferring Disciplinary Records
Idaho Technical Career Academy is required to transfer disciplinary records with the timelines set forth above*. When a school record contains information concerning violent or disruptive behavior or disciplinary action of a student, this information shall be contained in a sealed envelope, marked to indicate the confidential nature of its contents, and addressed to the principal or other administrative officer of the school.*

LEGAL REFERENCE:
Idaho Code Sections
33-209
33-603
18-4511

Adopted: July 2015
Amended: August 2020

903.6 NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The federal PPRA affords parents certain rights regarding the conduct of surveys and collection and use of information for marketing purposes. These include, but are not limited to, the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

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 student's parent; or
8. Income, other than as required by law to determine program eligibility.

·*Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of 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.)

·*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Idaho Technical Career Academy (ITCA) will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ITCA will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. ITCA will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. ITCA will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

The right to file a complaint with the U.S. Department of Education concerning alleged violation by ITCA to comply with the requirements of PPRA.

The name and address of the Office that administers PPRA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Adopted: June 2020

904.0 EDUCATION AND DISCIPLINE

904.1 STUDENT CODE OF CONDUCT

Students are subject to the rules and restrictions implemented by Idaho Technical Career Academy AND the Student Code of Conduct and Acceptable Use Guidelines which is provided in the Board approved Student Handbooks.

Adopted: April 2014
Amended: August 2020

904.2 STUDENT SUSPENSION

The Head of School or designee may temporarily suspend any pupil for disciplinary reasons or for other conduct disruptive of good order or of the instructional effectiveness of the school. Suspension procedures are outlined in the student handbooks and consistent with the provisions of Idaho Code § 33-205.

Adopted: April 2014
Amended: July 2015

904.3 EXPULSIONS AND DENIAL OF ATTENDANCE OF ENROLLED ITCA STUDENTS

Pursuant to Idaho Code § 33-205, the Board of Directors may deny enrollment or expel a student who is:

1) Who is a habitual truant;
2) Who is incorrigible;
3) Whose conduct, in the judgment of the board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school; or
4) Whose presence in a public school is detrimental to the health and safety of other pupils, or who has been expelled from another school district in this state or any other state.

Provided however, the board shall expel from school for a period of not less than one (1) year, twelve (12) calendar months, or may deny enrollment to, a student who has been found to have carried a weapon or firearm on school property in this state or any other state, except that the Board may modify the expulsion or denial of enrollment order on a case-by-case basis. Discipline of students with disabilities shall be in accordance with the requirements of Federal Law, Part B of the IDEA and Section 504 of the Rehabilitation Act. An authorized representative of the board shall report such student and incident to the appropriate law enforcement agency.

Adopted: April 2014
Amended: July 2015
Amended: May 2017
Amended: August 2020

905.0 STUDENT WELFARE AND SAFE ENVIRONMENT

905.1 USE OF MEDICAL INHALERS OR EPINEPHRINE AUTO-INJECTORS

It is the policy of the Idaho Technical Career Academy, LEA #489, to allow for the self-administration of medication and possession of such medication administered by way of a meter-dosed inhaler or dry-powder inhaler, prescribed by a physician and having an individual label, by a pupil for asthma or other potentially life-threatening respiratory illness or by way of an epinephrine auto-injector for severe allergic reaction.

This policy covers students who are participating in school-sponsored outings, testing activities, or other school-sponsored events. LEA #489 reserves the right to designate what is or is not a school-sponsored activity or event.

Should any student possess any qualifying medication, disclosure of such shall be made to the Head of School and the teacher supervising the school-sponsored activity. Where appropriate, a school health care plan will be developed.

Adopted: April 2014

905.2 RELATIONSHIP ABUSE AND SEXUAL ASSAULT PREVENTION AND RESPONSE

The school and its personnel will endeavor to prevent and/or respond to known instances of relationship abuse and/or sexual assault involving our students. Such conduct on or in relation to the school's property or school events is strictly prohibited. Such prohibition includes instances where the conduct occurs off of the school's property but has an impact upon the school related activity.

Relationship abuse is defined to include: the intentional use of physical, secular, verbal or emotional abuse or violence by a person to harm, threaten, intimidate, control, or otherwise negatively impact upon the life of another individual in an existing, past, or desired future dating relationship.

Any student who is found to have engaged in conduct in violation of this policy will be subject to discipline, up to and including possible expulsion from the school. A third party whose behavior is found to be in violation of this policy is likewise subject to possible negative consequences and sanctions as determined and/or imposed by the Head of School or school's Board.

In addition to school-related consequences, the individuals involved in such action may also be referred to law enforcement officials or the Idaho Department of Health and Welfare. The school and its employees shall further comply with mandatory reporting requirements pursuant to the Child Protective Act under Section 16-1605, Idaho Code in the situation where such conduct amounts to or would lead to the reasonable suspicion of the abuse, abandonment, or neglect of a minor child under the age of eighteen (18) years of age.

The Non-Discrimination Coordinator, in conjunction with the Head of School or designee, is directed to develop necessary and appropriate procedures to implement this policy. Such procedures shall include the description of prohibited conduct, reporting and investigation procedures, prevention and response procedures and provisions to endure that students and families are aware of this policy and procedure through inclusion in the Student Handbook.

Any allegation or grievance asserting the school's failure to follow the provisions of this policy shall be directed to the school's Non-Discrimination Coordinator consistent with the provisions of Policy 505.0, Uniform Grievance Policy.

The Board shall review this policy annually.

Adopted: July 2015
Amended: December 2015
Amended: August 2020

905.3 PROHIBITION OF TOBACCO USE OR POSSESSION

The Board acknowledges that tobacco use by students not only presents a health and safety concern which may have lifelong consequences to both the user and non-users in the school setting but further that the possession, receipt, purchase, selling, distribution, use, or consuming of tobacco products or electronic cigarettes by a minor is unlawful pursuant to Section 39-5703, Idaho Code.

Accordingly, the Board prohibits the use/consumption, possession, distribution/sale, or receipt of tobacco products or electronic cigarettes or any vaping instrument or product by students at any time in a school building, on school property or at a school-sponsored activity held off of school property. For the purpose of this policy, tobacco use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco in any form, electronic cigarettes, electronic nicotine delivery system, or vaporizer smoking devices as well as any related "look-alike" or synthetic products.

If a student is found in violation of this policy, the school may initiate discipline in accordance with the school's discipline policy and further may report such conduct to law enforcement officials in accordance with the aforementioned provision of the Idaho Code.

Adopted: July 2015
Amended: August 2020

905.4 PROHIBITION OF HARASSMENT, INTIMIDATION, BULLYING, HAZING AND/OR INITIATION

The Idaho Technical Career Academy Board of Directors and administration are committed to providing a safe and secure educational environment free from any form of harassment, intimidation, or bullying, for all students and employees in the educational environment. No act of harassment, intimidation, bullying, and/or hazing will be tolerated by Idaho Technical Career Academy. Such actions will result in disciplinary actions.

Idaho Code 18-917A indicates that a student may be guilty of a criminal infraction for engaging in acts of harassment, intimidation, or bullying and states:

1) No student or minor present on school property shall intentionally commit, or conspire to commit, any act of harassment, intimidation, or bullying against another student.
2) Harassment, intimidation, and bullying means any intentional gesture or any intentional written, verbal, or physical act or threat by a student that:
    a) A reasonable person under the circumstances should know will have the effect of:
        i) Harming a student; or
        ii) Damaging a student's property; or
        iii) Placing a student in reasonable fear of damage to his or her person; or
        iv) Placing a student in reasonable fear of damage to his or her property; or
    b) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

An act of harassment, intimidation, or bullying may also be committed through the use of a landline, , or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

"Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device, or personal digital assistant. "Inappropriate Online

Behavior" means any online communication by a student that harasses, threatens, or bullies a public school employee, student, parent/guardian, volunteer, or other person and includes communications containing obscene or discriminatory content or communications that harm a person's reputation, dignity, or safety, as provided in Idaho Code §33-512E.

Harassment, intimidation, and/or bullying can include any intentional written, verbal, or physical act including, but not limited to, one determined to be motivated by any characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability. Other distinguishing characteristics can include, but are not limited to, physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status.

Nothing in this section requires the affected person to actually possess a characteristic that is a basis for the harassment, intimidation, bullying, hazing or initiation.

For the purpose of this policy, the definition of harassment, intimidation and/or bullying shall also include conduct of initiation or hazing of another student.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment or amount to an improper use of school property/equipment as detailed herein. Many behaviors that do not rise to the level of harassment, intimidation, and/or bullying may still be prohibited by other ITCA Board policies or program procedures.

This policy applies to harassment, intimidation, bullying, hazing, initiation, cyberbullying, and inappropriate online behavior that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased, or used by a school for a school-sponsored activity, function, program, instruction, or training.
2. Takes place in a school online class or other session.
3. Takes place at any school-sponsored event, activity, function, program, instruction, or training.
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy’s definition of bullying.
5. Takes place through the use of the school’s equipment, computers, network, servers, email or other school technology, regardless of time of day or whether or not such communication is “school-related.”
6. Occurs through online communications directed toward students, employees, volunteers, or parents/guardians when the conduct substantially impacts the school environment, interferes with a student's educational opportunities, threatens school safety, or otherwise falls within the scope of Idaho Code §33-512E.

Reporting

Harassment, intimidation, and/or bullying or suspected harassment, intimidation, and/or bullying is reportable in person or in writing (including anonymously) to school personnel.

- School staff are required to report incidents of harassment, intimidation, and/or bullying to a school administrator.
- Students who have **been** harassed, intimidated, and/or bullied or are aware of such incidents are strongly encouraged to report this behavior to a staff member or school administrator.
- Parents and other adults who are aware of incidents of harassment, intimidation, bullying, and/or hazing are encouraged to report this behavior to a staff member or school administrator.

- Acts of reprisal or retaliation against any person who reports an incident of harassment, intimidation, and/or bullying are prohibited. Any student who is determined to have falsely accused another of harassment, intimidation, and/or bullying, shall be subject to disciplinary consequences.
- In accordance with Idaho Code §33-1631, when an allegation of harassment, intimidation, or bullying results in suspension of a student, the school shall promptly notify the parent or legal guardian of both the alleged perpetrator and the alleged victim, consistent with federal and state student privacy laws.

Responding

The school principal or Executive Director designee will:

A. Promptly investigate and respond to allegations of harassment, intimidation, and/or bullying;
B. Keep written documentation of all allegations of said behavior and outcomes of the investigations, and report substantiated incidents to the Executive Director;
C. Apply disciplinary actions which may include, but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school principals or Executive Director designees should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:
    1. Meeting with the student and the student's parents;
    2. Reflective activities, such as requiring the student to write an essay about their misbehavior;
    3. Mediation, but only when there is mutual ather than one-way negative behavior, and both parties voluntarily choose this option;
    4. Counseling;
    5. Participation in skills-building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing; and
    6. School suspension.
D. Remediate any substantiated incident of harassment, intimidation, bullying, hazing and initiation to counter the negative impact and reduce the risk of future incidents, which may include referring the victim, perpetrator, or other involved persons to counseling or other appropriate services;
E. Communicate with the parent or legal guardian of students involved in substantiated incidents of harassment, intimidation, bullying, hazing, initiation, cyberbullying, or inappropriate online behavior regarding the outcome of the investigation, measures being taken to ensure student safety, and actions being implemented to prevent further incidents, consistent with applicable privacy laws.;
F. Communicate with a local or state law enforcement agency if the Executive Director believes that the pursuit of criminal charges or a civil action may be appropriate; and
G. Notify parents, guardians, and students of the right to appeal a decision of the school Principal or Executive Director designee related to taking or not taking disciplinary action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the School Board and may include an appeal to the Executive Director.
H. When a student is found, following investigation, to have engaged in inappropriate online behavior as defined by Idaho Code §33-512E, meet with the student and the student's parent or legal guardian to discuss disciplinary measures. Such disciplinary measures shall be appropriate and proportional to the conduct involved.

Assignment of Responsibility

The Executive Director is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parents, administrators, teachers, and school staff.
2. Posting this policy and related procedures on the school's publicly accessible website.
3. Including in student handbooks a section that addresses in detail this policy and related procedures.
4. Oversight, implementation, and enforcement of this policy.
5. Designating a School Principal or other school personnel to administer the policies at the school level.
6. Developing procedures to implement the requirements for reporting and responding to harassment, intimidation, and/or bullying or delegating that responsibility to principals or designees.
7. Ensuring that any contractor, visitor, or volunteer who engages in harassment, intimidation, and/or bullying is barred from school grounds until the Executive Director is assured that the person will comply with the policies of the School Board.
8. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school.
9. Providing professional development and staff training in the best practices in prevention of harassment, intimidation, and/or bullying and implementation of this policy.

Develop and maintain procedures for documenting, investigating, and responding to reports of inappropriate online behavior, including training staff to distinguish prohibited conduct from protected speech.Annually reporting harassment, intimidation, and/or bullying incidents to the State Department of Education in a format set forth in rule by the State Board.

Adopted: October 2015
Amended: May 2020
Amended: August 2025
Amended: August 2026

905.5 STUDENT SUICIDE PREVENTION INTERVENTION AND RESPONSE

Scope:
This policy covers actions that take place in the virtual school platforms, on school property, at school-sponsored functions and activities, and at school sponsored out-of-school events where school staff are present.

Prevention:
The LEA Board of Directors directs the Head of School to develop procedures relating to suicide prevention. Such procedures shall address the following:

- LEA Policy Implementation
  - A school level suicide prevention coordinator shall be designated by the Head of School. This person will be a certified mental health professional, such as a school counselor. The LEA suicide prevention coordinator will be responsible for planning and coordinating implementation of this policy for the school. Any teacher with direct evidence of a student's suicidal tendencies shall report this knowledge to the suicide prevention coordinator. If any staff member believes a student is at elevated risk; they are encouraged to report this belief to the designated individual.
- Staff Professional Development:

- All staff/staff who work closely with students will receive professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention. The professional development will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders; those who engage in self-harm or have attempted suicide; those in out-of-home settings; those experiencing homelessness; American Indian/Alaska Native students; lesbian, gay, bisexual, transgender, and queer/questioning (LGBTQ) students; students bereaved by suicide; and those with medical conditions or certain types of disabilities, suicide prevention, intervention and postvention. Such training shall be provided annually.

- Youth Suicide Prevention Programing:
  - Developmentally appropriate, student-centered education materials on suicide prevention will be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials may include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, and 3) help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. In addition, schools may provide supplemental small group suicide prevention programming for students.
- Publication and Distribution:
  - This policy will be distributed annually and included in all student and teacher handbooks and on the school website.
- Assessment and Referral:
  - When a student is identified by a staff person as potentially suicidal, e.g., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be immediately referred to a school employed mental health professional within the same school day to assess risk and facilitate referral. If there is no mental health professional available, a school staff member will contact a school administrator for further direction and support.
- For youth at risk:
  - School staff will implement the Crisis Call Protocol to ensure the at-risk youth's safety until their care is transferred to parents/guardians or emergency services.
  - An administrator and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
  - The school-employed mental health professional or administrator will contact the student's parent or guardian, as described in the Parental Notification and Involvement section, and will assist the family with urgent referral. When appropriate, this may include calling the Idaho Suicide Prevention Hotline (1-208-398-4357) or emergency services, bringing the student to the local Emergency Department, or setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.
  - Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

Face-to-Face School Activity Suicide Attempts:

- In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

- First aid will be rendered until professional medical treatment and/or transportation can be received, following school emergency medical procedures.
- School staff will supervise the student and attempt to ensure their safety, provided doing so does not threaten the safety of the staff member or others.
- Staff will move all other students out of the immediate area as soon as possible.
- If appropriate, staff will immediately request a mental health assessment for the youth.
- The school employed mental health professional or administrator will contact the student's parent or guardian, as described in the Parental Notification and Involvement section.
- Staff will immediately notify the Head of School or school suicide prevention coordinator regarding face-to-face school activity suicide attempts.
- The school may engage, as necessary, the crisis team to assess whether additional steps should be taken to ensure student safety and wellbeing

- Re-entry Procedures: For students returning to school after a mental health crisis (i.e., suicide attempt or psychiatric hospitalization), a school employed mental health professional, an administrator, or designee will meet with the student's parent or guardian and, if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.
  - A school-employed mental health professional or other designee will be identified to coordinate with the student, their parent or guardian, and any outside mental health care providers.
  - The school staff will request the parent or guardian provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others. A signed release of information will be requested from the student's guardian(s) to facilitate a safe and coordinated reentry.
  - The administration will disclose to the student's teachers and other relevant staff (without sharing specific details of mental health struggles) that the student is returning after hospitalization/medical treatment and may need adjusted deadlines for assignments. The school-employed mental health professional will also be available to teachers to discuss any concerns they have regarding the student after re-entry.
  - The school-employed mental health professional will check in with the student and their parents/guardians every week either on the phone or in person, or on a mutually agreed upon interval and communication modality for three (3) months following re-entry to ensure the student and their parents are supported in the transition , to help the student readjust to school, and to address any ongoing concerns, including academic or social issues.

Out of School Suicide Attempts:

- If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will make reasonable efforts to:
  - Call the police and/or emergency medical services, such as 911.
  - Inform the student's parent or guardian.
  - Inform the school suicide prevention coordinator and an administrator. If the student contacts the staff member and expresses suicidal ideation, the staff member shall make a reasonable effort to maintain contact with the student (either in person, online, or on the phone). The staff member can then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student. Refer to the Crisis Call Protocol.

Parental Notification and Involvement:

- In situations where a student is assessed as at risk for suicide or has made a suicide attempt, the student's parent or guardian will be informed as soon as practicable by the Head of School, designee, or mental health professional. Staff should provide outside mental health resources to the parents or guardians to support their child. If the student has exhibited any kind of suicidal behavior, the parent or guardian should be counseled on "means restriction" (i.e., limiting the child's access to mechanisms for carrying out a suicide attempt). Means restriction counseling should include discussing the following:
    - Firearms
        - Recommend that parents store all guns away from home while their child is having problems (i.e., store their guns with a relative, gun shop, or police).
        - Discuss parents' concerns and help problem-solve around offsite storage of firearms. Avoid a negative attitude about guns; accept parents where they are, but let them know offsite storage is an effective, immediate way to protect their child.
        - Explain that in-home locking is not as safe. Kids sometimes find the keys or get past the locks.

          <u>If there are no guns at home:</u>
        - Ask about guns in other residences (i.e., joint custody situation).

          <u>If a parent won't or can't store offsite:</u>
        - The next safest option is to unload guns, lock them in a gun safe, lock ammunition separately (or don't keep ammo at home for now).
        - If guns are already locked, ask parents to consider changing the combination or key location. Parents can be unaware that kids know their "hiding" places.
    - Medications
        - Recommend locking up all medications (except rescue meds like inhalers) with a traditional lock box or a daily pill dispenser.
        - Recommend disposing of expired and unneeded medicines, especially prescription pain pills.

          If parent won't or can't lock all:
        - Advise they prioritize the following and seek specific guidance from a doctor or pharmacist:
            - Prescriptions, especially for pain
            - Over-the-counter pain pills
            - Over-the-counter sleeping pills
    - Mental Health Assessment
        - Through discussion with the student, the Head of School or school-employed mental health professional will assess whether there is further risk of harm due to parent or guardian notification. If the Head of School, designee, or mental health professional believes, in their professional capacity, that contacting the parent or guardian would endanger the health or wellbeing of the student, they may delay such contact as appropriate while identifying appropriate resources for the student such as law enforcement or child protective services. If contact is delayed, the reasons for the delay shall be documented.

Postvention:
The LEA Board of Directors directs the Head of School to develop procedures relating to postvention following a death by suicide in the school. Such procedures shall address:

- Development and Implementation of an Action Plan
  - The crisis team will develop an action plan to guide school response following a death by suicide that has a significant impact on the school community. A meeting of the crisis team to implement the Action Plan will take place immediately following news of the suicide death. If the death has not yet been confirmed to be a suicide, the team should still meet while this is being confirmed.
  - The Action Plan may include the following steps:
    - *Verify the death*. Staff will confirm the death and determine the cause of death through communication with a coroner's office, local hospital, the student's parent or guardian, or police department. Even when a case is perceived as being an obvious instance of suicide, it shall not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent or guardian will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.
    - *Alert the State Department of Education (SDE)*. Alert the Director of Student Engagement, Career & Technical Readiness about the death as the SDE tracks student suicides throughout the state and can leverage resources (counselors, guidance, scripts) as well as asserting flexibility around SDE program monitoring activity, SDE trainings, and other SDE reporting requirements so school staff can focus on student/staff grieving.
    - *Assess the situation.* The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide. If the death occurred during a school vacation, the need for, or scale of postvention activities may be reduced.
    - *Share information*. Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents/guardians with an acknowledgement that its cause is unknown. If appropriate, the crisis team will write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. Announcements via school-wide assemblies should be avoided. The crisis team may prepare an email (with the input and permission from the student's parent or guardian) to send that includes facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.
    - *Avoid suicide contagion*. It shall be explained to staff that one purpose of trying to identify and give services to other high-risk students is to prevent another death. The crisis team will work with staff to identify students who are most likely to be significantly affected by the death. The crisis team will review with staff suicide warning signs and procedures for reporting students who generate concern.
    - *Initiate support services*. Students identified as being more likely to be affected by the death will be assessed by a mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of individual and small group counseling, as needed. In concert with parents or guardians, crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing

mental health needs. School administration will monitor crisis team members for signs of 'compassion fatigue' and provide additional supports for staff as needed.

- *Develop memorial plans*. The school will avoid creating physical memorials (e.g., photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. Avoid canceling school for the funeral. Any school-based memorials (e.g., small gatherings) will include a focus on how to prevent future suicides, prevention resources available, and healthy coping mechanisms.

- External Communication
  - The Head of School or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:
    - Keep the school suicide prevention coordinator informed of school actions relating to the death.
    - Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.
    - Answer all media inquiries. If a suicide is to be reported by news media, the spokesperson can encourage reporters to follow safe messaging guidelines (e.g., not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase "suicide epidemic") as this may elevate the risk of suicide contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available including the Idaho Suicide Prevention Hotline number.

Adopted: February 2020
Amended: August 2020

905.6 RESTRAINT & SECLUSION

It is the priority of Idaho Technical Career Academy, LEA #489, to promote a safe learning environment for all students and staff. The board recognizes that there may be emergency situations where it becomes necessary for a staff member to physically restrain or place a student in seclusion when the student's behavior poses an imminent risk of serious physical harm to self or others. The purpose of this policy is to ensure that all students and staff are safe in school and that any student who may have a behavior crisis is free from the inappropriate use of physical restraint or seclusion.

The Board does not condone the use of restraint or seclusion when responding to student behavior and prohibits the use of corporal punishment and unreasonable use of physical force against a student as forms of discipline or methods of classroom governance. The Board recognizes, however, that it may be necessary to use reasonable and appropriate physical restraint and/or seclusion when it is the least restrictive intervention and when the student's behavior poses imminent danger of serious physical harm to self or others. The Board supports school-wide programs and services that promote positive student behavior to improve overall school safety and create an environment that is conducive to learning, while also minimizing the need for the use of physical restraint and seclusion and ensuring that they are only used as a last resort in an emergency.

DEFINITIONS

“Aversive technique” means physical, emotional, or mental distress as a method of redirecting or controlling behavior.

“Chemical Restraint” means using drugs or medication to control behavior; not including those prescribed by and administered in accordance with the directions of a qualified health professional.

“Crisis intervention” means implementation of a predetermined strategy to mitigate immediate harm to students or staff in a behavioral crisis.

“Corporal punishment” means knowingly and purposely inflicting physical pain on a student as a disciplinary measure.

“De-escalate” means utilizing strategically employed verbal or non-verbal interventions to reduce the intensity of threatening behavior before a crisis situation occurs.

“Emergency” means a situation in which a student’s conduct creates a reasonable belief in another person that the student’s conduct has placed the student or a third person in imminent danger of serious physical harm. An emergency requires an immediate intervention.

“Functional behavioral assessment (FBA)” means the evaluation process of gathering information that can be used to hypothesize about the function of student behavior to develop a behavior intervention plan (BIP) for those students demonstrating, or at risk for demonstrating, challenging behavior.

“Imminent” means likely to happen right away or within a matter of minutes.

“Mechanical Restraint” means the use of any device or equipment to restrict a student’s freedom of movement. This term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports

Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle Restraints for medical immobilization; or

Orthopedically prescribed devices that permit a student to participate in activities without risk of harm

“Physical escort” means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. In addition, physical restraint does not include behavioral interventions used as a response to calm and comfort (e.g., proximity control, verbal soothing) an upset student.

“Physical Restraint” means personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort.

“Life-threatening physical restraint” 1) restricts airflow to a student’s lungs, whether by compressing the student’s chest or otherwise, or 2) immobilizes or reduces a prone student’s ability to freely move his or her arms, legs, or head. The use of prone (i.e., lying face down) physical restraints should be avoided.

"Positive behavioral interventions and supports" means application of a broad range of systematic and individualized strategies for achieving important social and learning outcomes, while preventing challenging behaviors by making them irrelevant, inefficient, and ineffective.

"Seclusion" means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

PROHIBITED PRACTICES
The following are prohibited under all circumstances, including emergency situations:

1. The use of restraint and seclusion, and corporal punishment, as a form of discipline, punishment, or as a method of managing classroom behavior.
2. The use of chemical restraints (i.e., drugs or medication) to control behavior or restrict freedom of movement unless it is (1) prescribed by a qualified health professional, and (2) administered as prescribed by the qualified health professional.
3. School employees may not use a life-threatening physical restraint on a student.
4. The use of physical restraint or seclusion procedures when a known psychiatric, medical or physical condition of the student would make physical restraint or seclusion dangerous for that student. For example, seclusion is inappropriate for students who are severely self-injurious or suicidal.

APPROPRIATE USE OF PHYSICAL RESTRAINT OR SECLUSION
Restraint or seclusion will only be implemented in situations where a student's behavior poses imminent danger of serious bodily harm to self or others and not as a routine strategy to address classroom management or inappropriate behavior. School staff will implement positive behavioral interventions and supports, functional behavioral assessments and related behavior and crisis plans, and utilize constructive methods to de-escalate potentially dangerous situations.

Staff members are authorized to restrain a student or place a student in seclusion when an emergency exists or when a student's individualized education program (IEP), behavioral intervention plan (BIP), or crisis plan describes the specific behaviors and circumstances in which restraint and seclusion may be used as a response to imminent danger of serious physical harm to self or others.

The following applies to the use of physical restraint or seclusion:

1. Staff members will take reasonable efforts to prevent the need for the use of physical restraint or seclusion by implementing positive behavioral interventions and supports.
2. Staff members will only use physical restraint or seclusion in situations where (1) the student's behavior poses imminent danger of serious bodily harm to self or others, **and** (2) efforts at de-escalation or interventions are ineffective.
3. Staff members will utilize the least restrictive technique necessary to end the threat of imminent danger of serious bodily harm.
4. Any behavioral intervention used by staff members must be consistent with the child's rights to dignity and to be free from abuse.
5. Staff members will carefully and continuously visually monitor the student when physical restraint or seclusion is used to ensure the appropriateness of its use and the safety of the student and others.
6. Staff members will immediately terminate the use of physical restraint or seclusion as soon as it is determined the student is no longer in imminent danger of serious bodily harm to self or others or if the student is observed to be in severe distress.

7. Staff members will document in writing each incident requiring physical restraint or incident immediately and no later than 24 hours after the event.
8. All staff members directly assigned to students or classrooms who demonstrate aggressive or dangerous behaviors will receive training in crisis management, de-escalation techniques, classroom behavior management, functional behavior assessment, behavior intervention planning and, when appropriate, the safe use of physical restraint and seclusion. Only trained personnel will employ these interventions whenever possible.
9. Staff members will review and revise behavioral strategies as appropriate to address the underlying cause of the dangerous behavior and to prevent the repeated use of physical restraint or seclusion for managing the dangerous behavior.
10. Parents will be notified verbally regarding physical restraint or seclusion as soon as possible and no later than 24 hours following the restraint or seclusion. (See "Notice to Parent/Guardian" section).

NOTICE TO ADMINISTRATOR

Staff members must notify the principal and, if appropriate, special education academic administrator, immediately when a student is physically restrained or placed in seclusion.

OBSERVATION OF STUDENT

Seclusion will not be used unless a staff member can continuously monitor the student for visual and auditory signs of physiological distress and can communicate with the student. A staff member will maintain continuous, direct visual and auditory contact with the student throughout the duration of any physical restraint or seclusion to ensure the appropriateness of its use and the safety of the student and others.

Students will be permitted to use the restroom upon request and will be escorted to and from the restroom. Students will also be provided with water on request. Students will not be denied access to meals. If the student's level of escalation prevents the student from participating in planned mealtimes, the student will be permitted access to meals immediately as soon as the risk of serious physical danger to self or others has passed. See Time and Duration section below for information on allowable length of seclusion.

Monitoring will be conducted by a staff member who has received the required training to ensure the safety of the student and that procedures are appropriately implemented and documented.

SECLUSION AREA

If seclusion is to be employed by the LEA, a clean and safe seclusion area intended for confining a student without causing or allowing the student to harm him- or herself or others must be designated. The seclusion area will be of reasonable size; adequately lighted, ventilated, and heated/cooled; free from any objects or potential hazards that unreasonably expose the student or others to harm; permit direct, continuous visual and auditory monitoring of the student; must not be locked; and must comply with state and federal fire safety requirements. A push lock may be used with consistent monitoring but may not prevent the student from exiting the area should an emergency arise.

A staff member will visually inspect the seclusion area before and after each use to determine whether the area is clean and safe and address any concerns by cleaning the area and/or reporting the concerns to maintenance staff.

TIME AND DURATION

Physical restraint and seclusion will not be used any longer than necessary to allow a student to regain control of his/her behavior and may not exceed thirty (30) minutes.

If an emergency seclusion lasts longer than thirty (30) minutes, the following are required: additional support (e.g., change of staff, introducing a nurse or specialist, or obtaining additional expertise) and documentation to explain the extension beyond the time limit.

REINTEGRATION INTO THE CLASSROOM

Staff members will follow the steps outlined in the student's Crisis Plan to determine when the student is ready to be reintegrated into the classroom or activities. If no Crisis Plan is in place, staff members (at least two staff members) may make an independent judgment about when the student is ready to rejoin classmates or other activities. Reintegration may occur quickly or may be very gradual and will depend on the circumstances and the emotional state and readiness of the student to return to the normal situation.

INCIDENT REPORTING

Immediately after the student has restored emotional and behavioral control following the use of physical restraint or seclusion, a staff member not involved with the incident will visually examine the student to ascertain if any injury has been sustained during the physical restraint or seclusion.

The staff member(s) involved with the incident will complete a written incident report immediately and no later than 24 hours after the event. The principal or designee will place a copy of the report in the student's education file.

Each staff member involved in an incident will engage in a debriefing session within two (2) days of the incident to determine what could have been done to prevent the need for the use of physical restraint or seclusion for this student specifically and for other students in similar situations.

Incident Report Requirements

The following information will be included in the incident report created after each instance of physical restraint or the use of seclusion:

1. Information about the student (i.e., name, grade, etc.).
2. If the student has a disability (IDEA or Section 504) and the type of disability.
3. The date and start and end times of the restraint or seclusion.
4. The location of the incident.
5. A description of the incident.
6. Possible events that triggered the dangerous behavior that led to restraint or seclusion.
7. Prevention, redirection, or pre-correction strategies that were used during the incident.
8. A description of the dangerous behavior that resulted in the implementation of physical restraint or seclusion.
9. A description of the restraint or seclusion strategies that were used during the incident and a log of the student's behavior during physical restraint or seclusion.
10. A description of any injuries or physical damage that occurred during the incident.

11. How the student was monitored during and after the incident.
12. A description of behaviors displayed demonstrating the student's ability to return to the educational environment.
13. The staff member(s) who participated in the implementation, monitoring, and supervision of physical restraint or seclusion and whether the person(s) had training related to restraint or seclusion.
14. The extent to which the staff member(s) adhered to state and LEA procedural implementation guidelines.
15. The follow-up that will occur to review or develop the student's positive behavioral interventions and supports to avoid the use of restraint or seclusion in the future.
16. The date and time the parent/guardian was notified.

FREQUENT USE OF RESTRAINT OR SECLUSION

Schools must follow these procedures in cases where a student is placed in physical restraint or seclusion four (4) or more times in 20 school days.

In cases where such a student requires, may require, or is being evaluated for special education services or a 504 plan, the student's planning and placement team must meet to (1) conduct or revise the student's functional behavioral assessment and (2) create or revise any applicable behavioral intervention plan, including the student's IEP or 504.

For all other students, a school administrator, at least one of the student's teachers, the student's parent or guardian, and, if any, a mental health professional must meet to (1) conduct or revise the student's behavioral assessment, (2) create or revise any applicable behavioral intervention plan, and (3) determine if the student may require special education services.

NOTICE TO PARENT/GUARDIAN

The principal, special education academic administrator, or designee will verbally notify the parent/guardian of a student requiring physical restraint or seclusion as soon as possible and no later than 24 hours following the incident.

Verbal notice will include a brief summary of the incident and contact information for the staff member who will provide additional information. The delivery of the notice will be documented by the LEA.

Verbal notice will be provided via telephone or in person. In the event a staff member is unable to speak directly to the parent/guardian via telephone, a message will be left on the individual's voicemail, if available. If unable to reach the parent via telephone or leave a message on voicemail, the staff member will send an e-mail to the parent, if the e-mail address is known.

ITCA's *Parent-Student Handbook* will contain a statement regarding the use of restraint and seclusion consistent with this policy and outline reporting procedures. Through the annual distribution of the *Parent-Student Handbook*, parents/guardians will receive written, annual notice about the LEA's policies and procedures for restraint and seclusion. Parents/guardians will be notified within thirty (30) days of any changes to such policies and procedures.

CRISIS INTERVENTION TRAINING

The LEA will provide all staff directly assigned to students or classrooms with annual professional development training regarding positive behavior supports, de-escalation techniques, and classroom behavior management. This training will be recurrent and will be provided to new staff during orientation.

All staff directly serving students or classrooms with students who demonstrate aggressive or dangerous behaviors will receive annual professional development training in crisis management, de-escalation techniques, the correct use of restraints and seclusion when required, and the implementation of functional behavior assessment, behavior intervention plans, and crisis plans. This training will be recurrent and will be provided to new staff during orientation.

Restraint and seclusion techniques will only be utilized by a person who has been trained in crisis intervention. Untrained staff should request assistance from trained staff as soon as possible.

MONITORING AND REPORTING

The executive director or designee will oversee the use of physical restraint and seclusion procedures and ensure compliance with this policy in the LEA. The executive director or designee will comply with all state and federal requirements for reporting incidents of physical restraint or seclusion.
The principal, special education academic administrator, or designee will oversee the use of physical restraint and seclusion procedures and ensure compliance with this policy within the school.

ANNUAL POLICY REVIEW

The LEA will, not less than annually, review this policy and related procedures to determine the efficacy of the policy and procedures; whether modification of the policy or procedures is necessary; and whether selected school staff should receive additional training on positive behavior intervention and supports, or the proper use of restraint, seclusion, and other aversive techniques. The review must include a review of the documentation and reporting of incidents involving physical restraint and seclusion.

In conducting this annual review, the LEA shall also review the reports of all events of seclusion or restraint that occurred with the LEA's students in the past school year. This review will include an analysis as to whether or not the LEA's personnel are following the terms of this policy, whether additional training activities are necessary, or if there is any weakness in the implementation of this policy that can be strengthened.

Annually, the executive director or designee shall submit to the Board a report containing all the following disaggregated data:

a. The total number of incidents of seclusion during the previous school year.
b. The total number of students (i.e. students with and without disabilities) who were involved in incidents of seclusion during the previous school year;
c. The number of students with disabilities who were involved in incidents of seclusion during the previous school year;
d. The number of incidents of physical restraint during the previous school year;
e. The total number of students (i.e. students with and without disabilities) who were involved in incidents of physical restraint during the previous school year; and
f. The number of students with disabilities who were involved in incidents of physical restraint during the previous school year.

Adopted: July 2023
Amended: August 2025

905.7 DISTRACTION FREE LEARNING

In accordance with Idaho Code 33-6802 and Senate Bill 1032 (2025), Idaho Technical Career Academy is dedicated to fostering a distraction-free learning environment during scheduled instructional time. This policy promotes academic focus and maximizes student engagement by restricting the non-educational use of electronic devices during virtual learning sessions.

This policy applies to all students enrolled in Idaho Technical Career Academy. It governs the use, management, and permissible functions of personal electronic devices during synchronous and asynchronous, live and in-person, instructional and assessment sessions.

Definitions
Electronic Communication Devices: Any personal technology—including cell phones, tablets, smart watches, and similar devices—that can transmit or receive electronic data.

Distraction-Free Environment: An instructional setting in which non-educational use of electronic devices is minimized to ensure maximum student focus on academic tasks.

Policy
Restricted Device Use: During designated instructional periods and when students are engaging asynchronously in courses and curriculum, students shall not use personal electronic devices for non-educational purposes. This includes access to social media, texting, or any activities not directly tied to course instruction.

Authorized Educational Use: Electronic devices may be used for educational purposes only when explicitly directed by an instructor or the curriculum. Any use outside of these guidelines shall be considered a violation of this policy.

Emergency and Special Circumstances: Exceptions for legitimate educational or emergency purposes must be documented and approved by school administration.

These requirements are designed to ensure that the virtual environment remains conducive to learning and are consistent with the state-mandated parameters for distraction-free learning.

Enforcement and Disciplinary Measures
Any student found in violation of this policy may be subject to a range of disciplinary actions, including but not limited to:

- A verbal or written warning.
- Parental notification.
- Further disciplinary measures as determined by administration.

This policy not only complies with the requirements of Idaho Code 33-6802 but also reflects our commitment to creating an optimal virtual learning environment.

References
Idaho code 33-6802
Phone Free Learning Act

Adopted: June 2025

905.8 MOMENT OF SILENCE

ITCA shall provide a daily moment of silence of at least sixty (60) seconds at or near the beginning of each school day, during which students may reflect, meditate, pray, or engage in any silent activity of their choice, and no school personnel shall direct the nature of such participation. The moment of silence will be communicated through school announcements and/or the start of instructional activities, and students are expected to observe the period and remain silent without distracting others. ITCA shall provide annual notice to parents and guardians and encourage them to offer guidance to their students regarding this time, in accordance with Idaho Code § 33-1639.

Adopted: August 2026

906.0 STUDENT GENDER IDENTITY AND SEXUAL ORIENTATION (LGBTQ)

As a virtual school program, the issues faced by our students and the interactions of our students/ personnel occur in a unique and different setting. Accordingly, the school's creation and fostering of a safe educational environment free of discrimination for all students, regardless of protected classification, sexual orientation, gender identity, or gender expression, is a situation different from that of a traditional educational setting, though held with the same high regard.

The purpose of this policy is to enhance the safe learning environment for our students, ensure the privacy and confidentiality of our students and to ensure that our students have equal access to all of our school's programs and activities.

Actions by any employee, contrary to the terms and provisions of this policy, will result in an investigation by the Non-Discrimination Coordinator and further may result in discipline, up to and including possible termination. In the instance of a certificated employee, such may also result in the ITCA's report to the Idaho Professional Standards Commission.

Safe School Setting

It is ITCA's responsibility to safeguard all students when in our educational setting. This responsibility includes our LGBTQ+ students.

Discrimination, harassment, sexual-harassment, intimidation, bullying or cyber-bullying complaints involving LGBTQ+ students shall be handled in accordance with this policy as well as the school's applicable discrimination and harassment policies. Such situations will be handled in the same manner as any other situation of alleged discrimination, harassment, sexual harassment, intimidation, bullying, or cyberbullying and shall be investigated by the school's Non-Discrimination Coordinator.

Student Records, Privacy, and Confidentiality

Disclosure of a student's sexual orientation, gender identity, gender expression, or gender assigned at birth, depending upon circumstance, may be a disclosure of confidential information. Any disclosure of this information must be in accordance with ITCA policies and procedures regarding student privacy.

A student's educational record shall, in no instance, include indication of a student's sexual orientation or transgendered status.

ITCA official records are required to use a student's legal name. In instances where law, rule or regulation requires ITCA to use a student's legal name or legal gender, the student's legal name and birth gender shall be utilized. In meeting this requirement, ITCA's personnel will seek to act to avoid the unintentional revelation of a student's transgender status. A student is not required to legally change their name, gender, or official school records as a prerequisite to the school's day-to-day use of a name and the pronouns consistent with the student's identity.

ITCA employees should not disclose a student's transgender status or sexual orientation to other individuals, regardless of setting, including to other school personnel unless there is a legitimate educational need to know or unless the student has approved disclosure.

When contacting the parent/guardian of a transgender student, school personnel should consult with the student and his or her parent/guardian to determine the names and pronouns to be used at school.

Change of Official School Records

ITCA records required to include the student's legal name and/or gender will be changed by ITCA upon the student/parent/legal guardian or former student's presentation of appropriate documentation to the ITCA Office.

Any current or former student may present to the Non-Discrimination Coordinator, Head of School, or designee responsible for student records a copy of a court order or birth certificate identifying a change the student's legal name and/or gender. The student's records will be changed accordingly.

School Activities

ITCA will provide all students the chance to partake in any school-related activities segregated by gender.

To the extent that a transgender student participates, whether with ITCA or any other Idaho Public School through a dual enrollment or other avenue and such activity is under the purview of the Idaho High School Activities Association (IHSAA), the student's participation and/or eligibility for such activity shall be subject to IHSAA rules and regulations, specifically Section 11, Nondiscrimination Policy.

School Trips

In no instance shall a transgender student ever be deprived of the right to partake in an overnight trip because of the student's as transgender status or sexual orientation.

For ITCA school-related overnight trips, students may be assigned a private sleeping room to accommodate their gender identity or sexual orientation. ITCA will work to provide sleeping accommodations in non-private rooms where possible.

Dress Codes

Due to the virtual nature of our educational program, the day – to – day attire of a student is not a matter for which the school addresses. However, in the situation of a school-related activity or event, the school's approach to any individual student's choice of attire shall be gender neutral and shall not give consideration to traditional concepts or stereotypes of what is or is not appropriate clothing through the consideration of gender.

The only limitation with regard to a student's choice of attire shall be that the student's attire shall not be obscene, threatening, lewd, or vulgar, or otherwise a disruption to the educational environment.

School Dances

LGBTQ+ couples shall be entitled to the same consideration and treatment at school dances and school activities as applies to any other couple. LGBTQ+ couples shall in no manner otherwise be singled out for different or negative treatment of any nature.

Staff Professional Development

ITCA, through its Non-Discrimination Coordinator, may conduct Professional Development activities to aid the school's staff in compliance with this policy as well as the identification and prevention of discrimination against LGBTQ+ students in the educational setting.

If the school's Administration determines that Professional Development activities are warranted due to a particular event or a particular student, all confidentiality requirements shall be honored, and the student's name and/or disclosure of the individual student's status shall not be made.

Adopted: December 2015
Amended: August 2020
Amended: February 2023
Amended: April 2023

907.0 STUDENT ORGANIZATIONS

The Board recognized that Extracurricular and Co-curricular Activities are a valid and important part of the total school program.

Student participation in Extracurricular and Co-curricular Activities is a privilege and not a right. As such, the Head of School or designee may impose rules, requirements and discipline to effectively meet the needs of the students and the programs. The school retains the authority to maintain discipline and to protect the health, safety, morals and well-being of students and staff on any school premises or at any school sponsored activity, regardless of location.

Co-Curricular Activities:
Co-curricular Activities are school authorized activities held in conjunction with a credit-bearing class but outside of the regular school day. Such Co-curricular activities may include debate, drama, and music.

Extracurricular Activities:
Extracurricular Activities are school authorized activities which are conducted and take place outside of the regular school day and do not involve class credit. Such Extracurricular Activities may include athletics, eSports, student organizations, student government, and community activities.

Adopted: April 2014
Amended: August 2020

907.1 STUDENT ACTIVITY FUNDS

The Board authorizes the Head of School or designee to establish procedures for the collection and expenditure of Student Activity Funds to promote the general welfare, education, and morale of all students and to finance the normal legitimate co-curricular activities of the school.

These funds are to be maintained as agency funds.

All funds collected by the schools shall be maintained in accounts requiring two (2) authorized signatures for the distribution of funds; one (1) signature shall be by a person designated by the Board as an Assistant Treasurer of the School, and the other signature shall be by a person authorized by the Board to be a designated counter signer. All disbursements from these funds shall be made by regular bank check.

A report of the activity in these funds shall be submitted to the Board each month.

The Head of School or designee shall provide accounting procedures for the receipt, deposit, and withdrawal of funds.

The Business Manager is the person responsible for the proper collection, disbursement, and control of all school activity funds. This includes providing for the safe keeping of monies, proper accounting and administration of the funds, and compliance with Board of Trustees policies and school's procedures.

DEFINITION

Student Activity Fund: an agency fund that is custodial in nature. The fund will control, account for, and report assets, receipts, deposits, expenditures, assets, liabilities, and fund balances for school-related activities such as:

- admission charges for interscholastic activities,
- publications,
- student organizations,
- student activities,
- student fee collections which are used to provide more than one (1) activity or are a benefit to all of the students of a school or school building.

These accounts are generally operated for the benefit of students, are governed by school policy, and are supervised by school staff members and accountable to the Board of Directors.

Adopted: April 2014
Amended: August 2020

908.0 GRADING SCALE AND GRADE POINT AVERAGES

Virtual High School Grading Scale and Grade Point Averages

Grading Scale:

A = 90-100 (4.00)
B = 80-89 (3.00)
C = 70-79 (2.00)
D = 60-69 (1.00)
F = 0-59 (0.00)

High school courses graded as “pass/fail (P/F)” count for elective credit if passed, but do not count into the GPA.

Weighted Grading Scale:

A = 90-100 (5.00)
B = 80-89 (4.00)
C = 70-79 (3.00)
D = 60-69 (2.00)
F = 0-59 (0.00)

Only Advanced Placement and Concurrent or Dual Credit classes will reflect a weighted grade.

Secondary Honor Roll

The following grading scale will be used by the Idaho Technical Career Academy to determine High Honors and Honors students:

3.5 – 4.0 = High Honors
3.0 – 3.49 = Honors

Adopted: April 2014
Amended: August 2020

909.0 VIRTUAL HIGH SCHOOL (VHS) STUDENT SCHEDULES

VHS student schedules will include six (6) courses each semester. Fewer or more courses must be approved by the student’s High School Counselor. Student schedules will be populated with courses based on graduation requirements as a priority.

Adopted: May 2017
Amended: July 2018

909.1 CREDIT ACCEPTANCE FOR TRANSFERRING STUDENTS

Students transferring from schools outside of this LEA will receive credit toward high school graduation as follows:

1. For those classes taken at the previous accredited schools that have been approved by the Idaho State Department of Education.
2. As a Cognia accredited school, ITCA shall accept and classify transfer credits earned or grade placement from schools accredited by a recognized national, regional or state accrediting agency (e.g., Southern Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Accreditation Commission, and Western Association of Schools and Colleges) without further validation based on the school’s policies and procedures governing such offerings.

3. ITCA may accept credits or grade placement from non-accredited schools when validated by one or more of the following procedures: a review of the student's academic record, an analysis of a sending school's curriculum, a review of a portfolio of student work or through an assessment of scholastic performance. Determination as to the acceptance of credits or grade placement from non-accredited schools shall solely be at the discretion of ITCA.

In cases of students transferring from foreign countries, generally, the Idaho Technical Career Academy will follow the guidelines as set down by the State Board of Education and the lists of accrediting agencies that the Board provides. In cases where a student has had to flee a foreign country as a refugee, ITCA will follow accepted guidelines and practices as outlined in the federal Office of Refugee Resettlement (Refugee Act of 1980), and any subsequent versions or modifications of this Act, and will consider these circumstances on an individual case by case situation.

Adopted: April 2014
Amended: July 2015
Amended: August 2020

909.2 HIGH SCHOOL CLASSES—ADDING/DROPPING CLASSES & INCOMPLETES

All ITCA students will be given fifteen (15) school days from the commencement of a course, to drop classes without incurring any penalty.

- ITCA students dropping a course during the semester up until mid-term of the semester will have "W" grades posted to his/her transcript.
- ITCA students dropping a course after mid-term will have "F" grades posted to his/her transcript.

Any additions or changes to a student's original class schedule must be made within the first five (5) days of school.

The Idaho Technical Career Academy recognizes that a student could possibly face unusual circumstances which do not allow him/her to complete a course in the required amount of time. Extensions at the end of the term or retaking the course may be an option for documented illnesses or exceptional circumstances on a case-by-case basis. Students will work with his/her High School Counselor or Student Support Advisor for all unusual circumstances.

If a student finds it necessary to withdraw from Idaho Technical Career Academy, the following transcript withdrawal grades will apply:

- ITCA students withdrawing prior to the last twenty (20) school days in the semester will have withdrawal "W" grades posted to his/her transcript.
- ITCA students withdrawing during the last twenty (20) school days in the semester will have "F" grades posted to his/her transcript.

The Idaho Technical Career Academy recognizes that a student could possibly face unusual circumstances which do not allow him/her to continue enrollment with the Idaho Technical Career Academy. Students will work with their High School Counselor or Student Support Advisor for all unusual circumstances and withdrawal grades will be assigned accordingly.

Adopted: April 2014

Amended: July 2015
Amended: August 2018
Amended: August 2020

910.0 STATEWIDE TESTING

A statewide testing program has been established by the Idaho State Board of Education. LEA #489 is required to participate in the statewide testing program so long as the program is funded by the state of Idaho. The general purpose of the statewide testing program is stated as follows:

1. Providing comparative local and state data regarding the achievement of Idaho students in essential skill areas.
2. Identifying performance trends in student achievement across grade levels tested over time.
3. Providing supplemental information to school districts and LEAs that may be useful in evaluating local curriculum and instructional practice.

All students, in accordance with the provisions of the Idaho Administrative Procedures Act Section 08.02.03.111.04, in Idaho Public Schools grades kindergarten through twelve (K-12) are required to participate in the state's comprehensive assessment program approved by the State Board of Education.

The extent of participation and or allowed accommodation/adaptation in this testing program by students with disabilities will be determined by each student's IEP Team. In no event will a student be denied the right to participate in testing.

Adopted: April 2014
Amended: July 2015

911.0 GRADUATION REQUIREMENTS

High School Graduation Requirements

Idaho Technical Career Academy is accredited by the State of Idaho and Cognia. As a member of these associations, the school must meet the requirements of graduation set up by these organizations, the Idaho State Board of Education, the Idaho State Department of Education, the laws of the state of Idaho and the Idaho Technical Career Academy Board of Trustees.

A. Course Requirements
The Idaho Technical Career Academy will follow the Idaho State Department of Education Graduation requirements, as such may be amended from time to time. In order to be eligible for graduation from Idaho Technical Career Academy, a student must have earned a minimum of twenty-five percent (25%) of his/her high school credits required for graduation from or must complete a minimum of one (1) full school year (at any time during the student's education or a combination of time to equal one [1] full school year) as full-time students of Idaho Technical Career Academy. Exceptions may be approved by the Head of School.

Under the federal McKinney-Vento Homeless Assistance Act, schools are to remove barriers to enrollment for homeless students. Therefore, homeless students are exempted from the *minimum twenty-five percent (25%) of high school credits earned and a minimum of one (1) full school year at ITCA* portions of this policy.

B. State Board of Education Requirements

The Idaho Technical Career Academy will follow the Idaho Board of Education Graduation requirements, as such may be amended from time to time, including participation in and/or specific outcomes on specifically mandated standardized testing. Should students not master the mandated proficiency requirements on any mandatory standardized testing activity, they may be eligible to demonstrate proficiency with an alternate measure, in accordance with the State Board of Education rule and approved by the Board.

C. Alternative Graduation Requirements
Any student who does not satisfy Sections A and B (above) must demonstrate proficiency of the achievement standards through Idaho Technical Career Academy Alternative Path to Graduation.

To be considered to be eligible for an alternative graduation requirement, a student must meet at least one or more of the following criteria:

a. Enrolled in a special education program and have a current IEP.
b. Enrolled in a Limited English Proficient (LEP) program for three (3) academic years or less.
c. Enrolled in the fall semester of the senior year.

Idaho Technical Career Academy's Alternate Path to Graduation will contain multiple measures of student achievement. Students will be required to participate in a college entrance exam, complete their senior project, have a cumulative GPA of 2.0 or higher and show proficiency on standards based on coursework that meets the following alternate plan requirements below:

a. Be aligned at a minimum to tenth (10^{th}) grade Adopted content standards;
b. Be aligned to the Adopted content standards for the subject matter in question;
c. Be valid and reliable;
d. Ninety percent (90%) of the criteria of the measures will be based on academic proficiency and performance.

ITCA will provide notice of the Alternative Graduation Plan to all students who have not met State proficiency and/or growth requirements on the Grade 10 Idaho Standards Achievement Test (ISAT), by the fall semester of the student's junior year.

Adopted: April 2014
Amended: July 2015
Amended: August 2020

911.1 HIGH SCHOOL CLASS RANK

Class rank is a measure of how a student's performance compares to other students in his or her grade level. The Idaho Technical Career Academy has established class ranking for all high school students. All ITCA high school students will be included in his or her grade level class rank. All students will be ranked at the end of his/her sixth (6^{th}), seventh (7^{th}), and eighth (8^{th}) semesters, and rank is based on weighted GPA. Any student enrolling in the Idaho Technical Career Academy but planning to graduate as a homeschool student will be excluded from his or her grade level class rank.

Adopted: October 2017

911.2 GRADUATING WITH HONORS POLICY

Students enrolled in ITCA High School have the opportunity to graduate with honors. Students graduating with a GPA of 3.5-3.749 will graduate with Honors. Students graduating with a GPA of 3.75-3.99 will graduate Cum Laude. Students graduating with a GPA of 4.00-4.24 will graduate Magna Cum Laude. Students with a GPA of 4.25 and above will graduate Suma Cum Laude. There will be no limit on how many students will graduate with Honors, Cum Laude, Magna Cum Laude, or Suma Cum Laude.

Students must be enrolled in ITCA high school for at least two consecutive semesters to be considered for either the valedictorian or salutatorian of their graduating class. Students must graduate within their four-year cohort in order to be eligible for valedictorian or salutatorian status. The ITCA valedictorian is the graduating senior with the highest -weighted GPA figured on the seventh semester GPA. The ITCA salutatorian is the graduating senior with the second -highest weighted GPA figured on the seventh semester GPA. There would only be multiple valedictorian/salutatorians awarded in the event of a tie.

Adopted: April 2014
Amended: July 2015
Amended: September 2017
Amended: August 2020

911.3 PARTICIPATION IN ITCA GRADUATION EXERCISES

ITCA students who have met ITCA Policy 911.0 (Graduation Requirements) may be allowed to participate in the school's graduation exercises that may take place in the spring of the graduating year. Those students who have not fulfilled graduation requirements by senior end-of-term deadline of the graduation year may not participate in graduation exercises that year. ITCA recognizes that unforeseen circumstances, including but not limited to illness or family emergencies, may prevent a student from completing graduation requirements within the established timeframe. Students experiencing such circumstances may submit a request for an exception to this policy to school administration for consideration. School administration reserves the right to grant or deny the exception. The privilege of participating in graduation exercises may also be limited or removed as a disciplinary consequence of student inappropriate conduct.

Adopted: December 2014
Amended: May 2020
Amended: August 2026

911.4 STEM DIPLOMA

In accordance with Idaho Code 33-523, an Idaho Technical Career Academy District #489 student who successfully completes all graduation requirements established by the Idaho State Board of Education may receive a high school diploma designated as a STEM diploma if the student earned at least:

a) Eight (8) credits in mathematics;
b) Eight (8) credits in science; and
c) In addition to the credits listed in paragraphs (a) and (b) of this subsection, five (5) credits in the student's choice of any or all subjects of science, technology, engineering or mathematics.
d) This section does not require a student to complete more than the total credits required to graduate as determined by the state board of education.
e) A student who has completed eight (8) or more credits in mathematics that include Algebra II or a higher-level mathematics class before the student's senior year is not required to take a mathematics class in the student's senior year.

f) Idaho Technical Career Academy will indicate a special STEM designation on the transcript for students who meet the requirements of this section.

Adopted: August 2020

911.5 WORKFORCE READINESS AND CAREER TECHNICAL EDUCATION DIPLOMA

In accordance with Idaho Code 33-526, an Idaho Technical Career Academy District #489 student who successfully completes all graduation requirements established by the state board of education may receive a high school diploma designated as a workforce readiness and career technical education diploma if the student has:

a) Successfully passed a technical skills assessment;
b) Successfully passed the workplace readiness assessment; and
c) Demonstrated competency of career technical education program standards as identified within "skillstack" or a successor program and earned the workforce readiness badge or a relevant industry certification. A list of eligible certificates will be created by the division of career technical education.

This section does not require a student to complete more than the total credits required to graduate as determined by the state board of education.

a) A student may earn the last year of math and English credits through a practical math or technical writing course.
b) A student is encouraged to earn a relevant industry certification.

Idaho Technical Career Academy will indicate a special workforce readiness and career technical education designation for students who meet the requirements of this section.

Adopted: March 2022

SECTION 1000 – SPECIAL EDUCATION

1000.1 SPECIAL EDUCATION – STATE MANUAL

The Board adopts as policy the current Idaho Special Education Manual, as such may be amended or revised from time to time, developed by the Idaho State Department of Education, Special Education Division. The Idaho Special Education Manual shall be the official manual of ITCA for the provision of special education services.

Adopted: April 2014
Amended: July 2015
Amended: August 2020

1000.2 SPECIAL EDUCATION

All school age students with disabling conditions, ages five (5) through the semester the student turns twenty-one (21), will be provided a free appropriate public education, which includes the variety of programs and services available to non-disabled students. ITCA will provide identification, evaluation, placement, and service activities for eligible students. Written IEPs shall be developed for each eligible student placed in special education for a handicapping or disabling condition.

ITCA will have a Child Find system to locate, identify, and evaluate all students with disabilities ages five (5) through the semester the student turns twenty-one (21), who are enrolled in ITCA.

Disability, in this instance, means such conditions such as Autism, Cognitive Impairment, Deaf-Blindness, Deafness, Developmental Delay, Emotional Disturbance, Health Impairment, Hearing Impairment, Learning Disability, Specific Learning Disability, Multiple Disabilities, Orthopedic Impairment, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment including Blindness.

ITCA will comply with all Federal and State mandates requiring the provision of a free appropriate public education regardless of a child's disability.

Adopted: April 2014
Amended: July 2020

1000.3 SECTION 504 OF THE REHABILITATION ACT OF 1973

ITCA will identify and evaluate students in need of special services or programs in order that such students may receive the required free appropriate education pursuant to the provisions of Section 504 of the Rehabilitation Act of 1973**.** No child will be excluded from any educational program or be subject to discrimination because he/she is an individual with a disability, as the term is defined in Section 504 and the ADA. Protected individuals include any person who has a physical or mental impairment that substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such impairment.

Should any complaint or grievance arise that in any manner is associated with Section 504 of the Rehabilitation Act of 1973, whether by an adult or minor child, the LEA's Non-Discrimination Coordinator shall be notified and, as appropriate, engage in an investigation or aid in resolution of such dispute.

Adopted: April 2014
Amended: July 2015
Amended: December 2015

SECTION 1100

1101.0 SELECTION OF CURRICULUM VENDOR

The Board of ITCA will seek to maintain a provider of the curriculum for the ITCA program that creates improved student learning experiences, uses different and innovative teaching methods, utilizes virtual distance learning and online learning, provides expanded educational choices and is aligned with the curriculum requirements of the state of Idaho.

At this time, the Board of Directors of ITCA has selected K12, Inc. to provide educational, administrative, and technological services because K12 has established that they:

- Promote and encourage new methods of effective education; and
- Implement innovative and effective instructional systems in elementary and secondary education.

Adopted: April 2014

1102.0 RELATIONSHIP WITH CURRICULUM VENDOR

ITCA and K12 seek to create an enduring educational relationship whereby the Board of ITCA will govern and oversee the school and K12 will provide educational, administrative, and technological services to the school pursuant to a Services Agreement, to the extent that the provision of such services is allowable by Idaho Law.

ITCA and K12 will coordinate the performance of their respective responsibilities under the Services Agreement and will consult with each other in establishing best practices for completion of responsibilities under the Services Agreement.

The relationship between ITCA and K12 is neither a Partnership nor a Joint Venture.

Neither ITCA nor K12 shall act on behalf of the other beyond any specific provisions identified and enumerated in the Services Agreement.

Adopted: April 2014

1103.0 COMMUNICATION WITH CURRICULUM VENDOR

1103.1 PARTICIPATION AND UPDATES AT BOARD MEETINGS

The K12-employed ITCA-assigned administrative Head of School shall be invited by the Board of Directors of ITCA to provide the Directors with a presentation of information and an update of events and activities, relevant to the ITCA school program, during each regular meeting of the Board of Directors of ITCA. This shall be a standing item on the Agenda of the Board's Regular Monthly meeting.

Such invitation for presentation of information will also extend to any special meeting of the ITCA Board as well as the Annual Meeting of the ITCA Board should the topics for discussion relate to information exchange with K12.

Adopted: April 2014

1103.2 DESIGNATION OF LIAISON FROM BOARD FOR CURRICULUM VENDOR INTERACTIONS

The Board of Trustees of ITCA will designate the Board Chair as the designated liaison for communications between ITCA and K12.

It is intended that this designation will streamline any communications as to concerns or issues between ITCA and K12 and will also for a consistent and continual flow of information directly between the Board and K12.

The designation of a Board Liaison is not intended to be the sole manner and method of communication between ITCA's Board of Directors and K12 as the ITCA Board recognizes that communications do flow on a continual basis from the K12 employee Administrators of ITCA.

Adopted: April 2014
Amended: August 2020

1103.3 REQUESTED LIAISON FROM CURRICULUM VENDOR TO ITCA BOARD

The Head of School for ITCA, a K12-employed administratively assigned employee, shall serve and be designated as a liaison for communications between K12 and ITCA.

The Board also recognizes that in instances of budget and finance, such communications may additionally flow or alternatively flow through ITCA's Business Manager, a K12-employed individual.

Adopted: April 2014

1104.0 EMPLOYEES OF CURRICULUM VENDOR UNDER ADMINISTRATIVE SERVICES AGREEMENT

1104.1 PARTICIPATION IN SELECTION PROCESS

The Board of Directors of ITCA has agreed that unless specifically designated otherwise, Administrative Employees at ITCA are employees of K12, through a Service Agreement. With such an employment status, K12 is solely responsible for the management, compensation, assignment, evaluation, discipline, supervision, dismissal, and transfer of such employees.

The K12-employed administrative employees, in conjunction with the ITCA Board, may identify and select ITCA-employed teaching employees to assume lead teaching positions, with such individuals having supervisory responsibilities.

The Board of Directors is to provide consultation to K12 in the selection of any Head of School and any Business Manager who will serve at ITCA under the terms and provisions of the Services Agreement.

Adopted: April 2014

1104.2 EVALUATION OF PERFORMANCE OF ADMINISTRATIVE PERSONNEL UNDER SERVICES AGREEMENT

At the discretion of the Board of Directors, periodically, a written evaluation of the job performance of the administrative personnel of K12 serving the administrative functions at ITCA pursuant to the Services Agreement, may be performed.

Such evaluation, if chosen to be completed, shall follow the job descriptions and duties for each such designated position.

If such an evaluation is to be performed as to administrative personnel, such evaluation must be performed by the Directors of the Board as a whole and not as an individual board member.

Adopted: April 2014
Amended: August 2020

1104.3 NOTICE TO CURRICULUM PROVIDER OF DISSATISFACTION OF ADMINISTRATIVE PERSONNEL UNDER SERVICES AGREEMENT

If the Board of Directors has any concerns or problems with the performance of any K12 employee, the Board will first discuss the matter with the Head of School, who will, in turn, be responsible for notification to the School Management Division of K12.

If the Board of Directors has any concern with or is not satisfied with the Head of School's performance at ITCA, the Board will provide K12 with official notice outlining the specific issues of deficient performance and a requested action, with supporting documentation.

Any dissatisfaction with the performance of any K12 Administrative Employee assigned to ITCA must be expressed by and on behalf of the Board as an entity and not as a concern or a complaint of a single member of the Directorship.

Adopted: April 2014
Amended: August 2020

1104.4 STAFFING LEVELS

ITCA staffing levels will be according to budget.

Adopted: April 2014
Amended: August 2020

1105.0 CONFLICT OF INTEREST

No member of the Board of Directors of ITCA shall have any interest, pecuniary or otherwise, in the curriculum vendor selected by the ITCA Board for the provision of educational, administrative and technological services.

Neither K12 or its affiliates shall:

- Employ any individual who is a member of the Board of ITCA.
- Employ the spouse of any individual who is a member of the Board of ITCA.
- Employ any individual related to any member of the Board of ITCA, within the second degree of affinity or consanguinity.
- Enter into any contract or any nature or kind which requires or will require the payment or delivery of any funds, money or property to any member of the Board of ITCA, spouse of any member of the Board of ITCA or any individual related to any member of the Board of ITCA, within the second degree of affinity or consanguinity.
- Hold any position upon the Board of Directors of ITCA or hold any voting authority in actions taken by the Board of Directors of ITCA.

Adopted: April 2014
Amended: August 2020