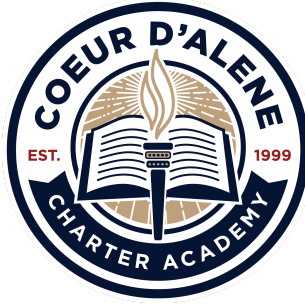


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# POLICY MANUAL



# COEUR D'ALENE CHARTER ACADEMY BOARD POLICY MANUAL

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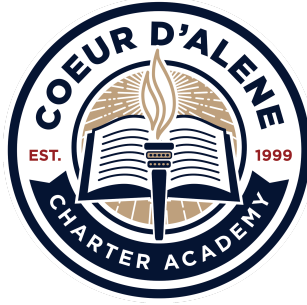
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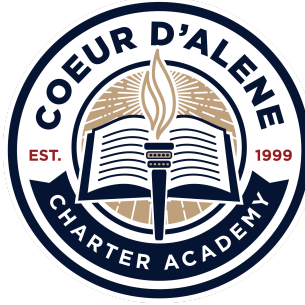
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### INSTRUCTION

#### Dual Enrollment Provisions

**Policy #:** B-1 (2435)

**Adopted:** January 3, 2003

**Revised:** April 9, 2003; April 10, 2007; February 21, 2012; March 23, 2015

Dual enrollment is defined as taking classes for credit, including onsite, online or independent study courses, at or through another accredited learning institution while enrolled as a full time student at the Academy. To be classified as a full time high school student, a student must take more than 3 credits per semester at the Charter Academy. Junior and senior students may maintain full-time status through a combination of credits at the Charter Academy and an accredited post secondary institution.

Dual enrollment courses may be taken through another accredited high school or through a post secondary institution. The parents are responsible for all tuition and fees incurred for dual enrollment courses taken at post-secondary and private secondary schools.

It is the intent of the Academy to remain true to the mission statement and deliver the curriculum through highly skilled professional instructors. We will maintain a standard of academic excellence so that a diploma earned at the Academy has significant value. Therefore, classes taken through dual enrollment must meet the Academy standards for rigor and content.

#### **Courses taken through another high school.**

Full-time Charter Academy students may take dual enrollment high school courses through another accredited high school during grades 9 through 12.

In most cases, courses taken at another high school while the student is enrolled full time at the Academy, including summer school courses, will not be accepted to meet core graduation requirements and will earn only elective credit at the Charter Academy. At the principal's discretion, the Academy may award credit for a core requirement if the class is needed to graduate and cannot be scheduled at the Academy.

All dual enrollment high school courses must meet the following requirements:

1. The course is offered by a provider accredited by the organization that accredits Idaho high schools, or an organization whose accreditation of providers is recognized by the organization that accredits Idaho high schools;
2. The state department of education has verified that the teacher is certificated by the state of Idaho and is qualified to teach the course;
3. The parent or guardian registers the student for the course through the Charter Academy's normal registration process and the student's parent or guardian makes such enrollment requests no later than 30 days prior to the end of the term immediately previous to the one for which the student is enrolling, or no later than the end of the school year, in the case of a term ending at the end of the school year.

Unless previously approved, all grades earned and credits received for dual enrollment high school courses will be included on the Charter Academy transcript as elective credits.

**Courses taken through an accredited post secondary institution.**

The privilege of dual enrollment through an accredited post secondary institute may only be extended to students who have at least junior standing with a weighted cumulative G.P.A. of 2.5 or higher.

The student must apply to the principal or designee on the approved form signed by the student and parent one month prior to the required enrollment deadline at the other institution. To assist in completing the master schedule, students will notify the principal by the completion of school (approximately June 15) of their intent to dual enroll the following fall.

All full time students are required to complete at least one core requirement at the Charter Academy during their junior and senior years (core requirements include any courses in English, social studies, math, or science which meet graduation requirements). All dual credit courses must be approved by the principal or counselor with designated dual credits courses required to meet specific Charter Academy graduation requirements.

For every semester credit earned at or through a post secondary institution, the student will earn half a credit at the Academy (e.g. four college semester credits equals two Academy credits). All classes taken outside the Academy will be designated as such on the student's transcript, and grades received by dual enrollment will ~~not~~ be included in the student's grade point average. It is the student's responsibility to provide the registrar with documentation of all earned dual enrolled credit in the academic year it is obtained. Seniors must provide this documentation by the end of May to ensure credits are in order for graduation.

## **INSTRUCTION**

### **Promotion Requirements Grades 6-8, and Freshman Through Senior Standing**

**Policy #:** B-2 (2605, 2610)

**Adopted:** January 3, 2003

**Revised:** August 11, 2009; July 17, 2012

#### **Sixth Grade Promotion**

A student in the sixth grade will not be promoted to the seventh grade until he/she has passed Language Arts and math, and has the recommendation of the teacher.

#### **Seventh Grade Promotion**

A student in the seventh grade will not be promoted to the eighth grade until he or she has successfully completed two of the seventh grade core classes of English, Geography, and Life Science. A seventh-grade student who receives promotion but fails any one of these classes will be required to retake that class in the place of an eighth-grade elective, while taking a full load of eighth-grade core classes. Students failing to gain promotion to eighth grade will not be enrolled in eighth-grade classes, but retake the entire seventh grade schedule.

#### **Eighth Grade Promotion**

A student in the eighth grade will not be promoted to the ninth grade until he or she has successfully completed two of the eighth grade core classes of English, Civics, Earth Science, and Latin I. An eighth-grade student who receives promotion but fails any of these classes will be required to repeat the failed classes. Students failing to gain promotion to ninth grade will not be enrolled in high school classes; rather, they will be required to repeat all eighth grade classes.

#### **Freshman Standing**

A student does not have freshman standing until he or she has successfully completed two of the eighth grade core classes of English, Civics, Earth Science and Latin I, and is on track to graduate in four years. Having failed any one of these classes, a student will be required to retake that class in the place of a ninth grade elective, while taking a full load of ninth-grade core classes.

#### **Sophomore Standing**

A student does not have sophomore standing until he or she has completed all of his or her ninth grade core classes of literature, social studies, science, foreign language, and math, has accumulated at least ten credits, and is on track to graduate in three years.

#### **Junior Standing**

A student does not have junior standing until he or she has successfully completed all of his or her tenth grade core classes of English, social studies, science, foreign language, and at least two credits of high school math, has accumulated at least 22 credits, and is on track to graduate in two years.

#### **Senior Standing**

A student does not have senior standing until he or she has successfully completed all of his or her eleventh grade core classes of English, social studies, science, at least four credits of high school math, one credit of fine arts, two credits of foreign language, has accumulated at least 32 credits, and is on track to graduate by the end of the school year.

## INSTRUCTION

### Homework

**Policy #:** B-3 (2630)

**Adopted:** March 11, 2008

**Revised:** August 19, 2008; June 16, 2009; March 21, 2016; February 22, 2021

Homework at the Academy is considered an extension of learning in the classroom, provides independent practice outside of the classroom, and is considered integral to student success. The number of minutes needed to properly complete required homework assignments varies with individual students' abilities and work habits. The following general guidelines apply:

<b>6<sup>th</sup> Grade</b>	Approximately 45-90 minutes/day
<b>7<sup>th</sup> and 8<sup>th</sup> Grades</b>	Approximately 20 minutes per class
<b>9<sup>th</sup> through 12<sup>th</sup> Grades</b>	Approximately 30 minutes per class
<b>AP Classes</b>	Approximately 45 minutes per class

For homework purposes Friday to Monday is considered one school night. On occasion, students may require additional time to complete homework assignments. However, if parents find that their child is consistently spending time in excess of these guidelines, they should follow the established student grievance process.



## INSTRUCTION

### High School Graduation Requirements

**Policy #:** B-4 (2700)

**Adopted:** April 12, 2000

**Revised:** May 16, 2001; August 1, 2001; January 3, 2003; February 19, 2003; March 11, 2003; March 17, 2004; March 13, 2007; April 10, 2007; August 19, 2008; March 10, 2009; June 21, 2011; February 24, 2020

Credit toward graduation will be awarded to high school students for high school coursework completed with a passing grade.

For students in grades six through eight, credit will be awarded for high school classes completed with a grade of 'C' or better.

High school credit earned in grades six through eight will appear on the student's high school transcript, but will not be calculated into the student's high school grade point average. For the class of 2011 and all subsequent classes, the minimum number of credits required for graduation from high school is forty-six (46) and includes the following:

SUBJECT	CREDITS	DETAILS
<b>Language Arts:</b>	9	Eight (8) English credits (full year each of Ancient Literature and European Literature, and four credits from American Literature, Advanced Placement Literature, Advanced Placement Language, World Literature, or approved college classes) and one (1) communication credit.
<b>Social Studies:</b>	8	One year each of Ancient History, European History, American History, and American Government.
<b>Lab Science:</b>	6	One year each of Physical Science, Biology, and Chemistry.
<b>Math:</b>	6	At least three sequential levels; e.g. Algebra I, Geometry, Algebra II  *Algebra 1 or higher (repeated classes do not accumulate duplicate math credits);  *Students are required to take math in every semester of high school (beginning with the class of 2013). A student who has earned at least eight (8) credits of Math, including Pre-Calculus or higher, prior to his or her senior year, is not required to take Math during his or her senior year.
<b>Foreign Language:</b>	4	Four (4) credits beyond the eighth-grade Latin requirement (two sequential levels of the same language, two credits per year; e.g. Spanish I, Spanish II).
<b>Health:</b>	1	
<b>Economics:</b>	1	
<b>Fine Arts:</b>	2	Current offerings include art, choir, band, and theatre arts.
<b>Electives:</b>	9	May include additional credits in any of the above.
<b>Senior Project</b>	0.5	Research project that includes an oral presentation, as defined by administration.

If a student transfers into the Academy with high school credits obtained elsewhere, his/her transcript must be evaluated by the principal or designee to determine which credits will be applied toward Academy graduation credits.

## **INSTRUCTION**

### **Selection of Valedictorian and Salutatorian**

**Policy #:** B-5

**Adopted:** November 17, 2004

**Revised:** August 19, 2008; June 16, 2009; March 21, 2016; February 22, 2021

To be eligible for the honor of valedictorian or salutatorian, a student must have earned a minimum of thirty eight (38) high school credits by the end of the first semester of his or her senior year. At least thirty (30) of these credits must be earned through courses taken as a full-time student at the Coeur d'Alene Charter Academy.

The valedictorian shall be the senior class student with the highest weighted GPA upon completion of the first semester of senior year.

The salutatorian shall be the senior class student with the second highest GPA upon completion of the first semester of senior year.

Elective credits earned after a student has accumulated the total number of elective credits required to graduate shall not be included in the calculation of the GPA for the purpose of determining Valedictorian and Salutatorian. The exception shall be elective credits earned in Advanced Placement or Honors courses.

In the case of a tie between two or more senior class students for valedictorian, the students shall share the honor equally, and there shall be no Salutatorian.

In the case of a tie between two or more senior class students for salutatorian, they shall share the honor equally.

## **INSTRUCTION**

### **Alternate Path to Graduation**

**Policy #:** B-6

**Adopted:** April 20, 2011

All students graduating from the Coeur d'Alene Charter academy will demonstrate proficiency in math, reading, and language. This requirement will typically be met by attaining "proficient" or "advanced" scores on the Idaho Standards Achievement Test (ISAT) at the 10<sup>th</sup> grade level in reading, math and language.

Students who fail to meet this requirement will be allowed to appeal to the school board to demonstrate proficiency through the following alternative mechanism

#### Charter Academy alternative mechanism to demonstrate academic proficiency

1. The student must pass all Charter Academy courses required for graduation; and
2. The student must have a final, weighted cumulative GPA of 2.0 or higher; and
3. The student must pass at least two of the three required ISAT tests in math, language, and reading with a "proficient" or "advanced" score; and
4. The student will be allowed to demonstrate proficiency for one of the three ISAT areas by receiving a "basic" ISAT score and either:
  - a. Receiving a score in the 40<sup>th</sup>ile or higher on a corresponding subtest of the PSAT, SAT, or ACT in English (Writing), Math or Reading, or
  - b. Passing an approved college course in a comparable area (composition, math, or literature) with a "C" or higher.

## **INSTRUCTION**

### **Idaho Achievement Standards**

**Policy #:** B-7

**Adopted:** April 17, 2002

**Revised:** January 11, 2016

The Board recognizes that as a public school, the Coeur d'Alene Charter Academy must be prepared to meet the academic standards established by the state of Idaho. The Board supports the Academy administration and faculty in conducting a curriculum review in order to evaluate the inclusion of state achievement requirements in the Academy curriculum. The Board further recognizes that it is the goal of the Coeur d'Alene Charter Academy to meet or exceed all state requirements. Therefore, the Board directs the Principal to establish a systematic procedure for evaluating and revising curriculum as needed. The Principal has the authority to approve all funds that have been allocated for this purpose. The Principal is responsible for meeting all deadlines and reporting to the State Department of Education as required.

## **INSTRUCTION**

### **Incomplete Grades**

**Policy #:** B-8

**Adopted:** May 21, 2003

**Revised:** August 19, 2008; June 16, 2009; January 11, 2016

Occasionally, a teacher is unable to calculate a grade for a student at the time a progress report or quarter and/or semester grades are due in cases where, due to illness or other extenuating circumstances, a student has been unable to complete his/her assignments or take a final exam. In such instances, a teacher may give the student an incomplete on his/her grade report and set a date (no later than two weeks after the close of the grading period) for the student to complete any outstanding work.

The teacher is responsible for providing the registrar with a progress report or quarter and/or semester grade to replace the incomplete grade no later than two weeks after the close of the grading period. An incomplete remaining after the deadline will be changed to zero, and the grade calculated based on the remainder of the student's grades. At the principal's discretion, this deadline may be extended upon review of an individual student's situation.

## INSTRUCTION

### Class Drop Policy

Policy #: B-9

Adopted: September 16, 2019

The Academy makes every effort to place students in the classes they request, as appropriate to their level of learning and subject to enrollment caps. Changing or dropping classes must be done in a way that causes minimal disruption to the classroom and with consideration of the student's progress toward graduation requirements. Only juniors and seniors can drop a class without transferring to another class; all students in grades 6-10 must have a minimum of six classes at all times.

A student may drop a class at any time in the first two weeks of a semester without penalty. The class will not appear on the student's transcript.

A student may drop a class AFTER the first two weeks of a semester, and the following denotations will appear on the student's transcript:

- **W** (Withdraw)-Denotes a drop after the first two weeks, but before the end of the mid-quarter progress report. No credit will be awarded and the student's GPA will not be affected.
- **WP** (Withdraw-Passing)-Denotes a drop after the mid-quarter progress report, but before the end of the first quarter when the student is maintaining a passing grade. No credit will be awarded and the student's GPA will not be affected.
- **WF** (Withdraw-Failing)-Denotes a drop after the mid-quarter progress report, but before the end of the first quarter when the student is not maintaining a passing grade. No credit will be awarded, and the student's GPA will not be affected.
- **WT** (Withdraw-Transfer)-Denotes a transfer after the first two weeks and before the end of the quarter with instructor and administrator consent based on an incorrect placement (e.g., a new student placed in an inappropriate level of math) or special circumstances (e.g., a prolonged illness). The semester grade will reflect the average of all work for both classes. Grade points awarded will be weighted based on the class the student is enrolled in at end of semester.
- **F** (Fail)-Denotes a drop after the end of the first quarter. No credits will be awarded. This is a failing grade and will affect the student's GPA accordingly.

"First Quarter" above refers to the first grading period (quarter) of a given semester (i.e., the first half of each semester.)

This policy deals specifically with students who are dropping or changing classes within the Academy. Students who drop classes to transfer to another school will be assigned withdrawal grades as requested by the receiving school.

## **INSTRUCTION**

### **Retake Policy**

**Policy #:** B-10

**Adopted:** January 27, 2020

Students may retake classes to earn better grades or to improve their understanding of the subject matter. Student transcripts will reflect retaken classes as follows:

- The original grade in the class will remain on the student's transcript, but will not be included in grade point average computation. "Retaken" will appear on the transcript next to the original grade. Any credits earned will be counted toward elective credit requirements.
- The grade from the second, or any subsequent, attempt will appear as a separate class and will be included in grade point average computation, regardless of which grade is higher.
- Under no circumstance will classes or grades be removed from a student transcript, which is considered to be a record of the student's academic performance.

## **INSTRUCTION**

### **Objectionable Materials**

**Policy #:** B-11

**Adopted:** April 14, 2004

**Revised:** June 20, 2006; June 19, 2012

The teaching staff of the Academy is highly skilled and well qualified. The Academy recognizes the mastery of its teachers, the scope of their knowledge, their awareness of issues facing students, and the depth of their scholarship in the selection of literature as classroom curriculum.

The Coeur d'Alene Charter Academy strives to challenge our students by introducing them to new ideas and requiring them to examine those ideas. This develops open inquiry, critical thinking skills, diversity in thought and expression, respect for other views, and breadth of experience in our students. Teachers at each class and grade level develop their own standard curriculum; there is no exclusive list or canon that restricts the instructor's selection of literature.

When selecting literature, teachers consider goals and objectives for the lesson, age appropriateness of the content, and the difficulty and complexity of each work.

### **Objectionable Materials Policy**

Charter Academy teachers choose literary works as outlined above. Not all students will be comfortable with all the works, but only by careful and thoughtful examination of differing views can real intellectual development take place. Difficult themes are best examined with professional guidance of our faculty. We do not require students to accept any views; we merely require that the student consider them.

Should a student or parent object to content or themes of a literary work, the Charter Academy requires that the student first approach the teacher outside of class and make his or her objections known. The teacher will follow this procedure:

1. The teacher will make clear the learning objectives that the work addresses and encourage the student to read the work assigned. If the student still objects;
2. The teacher will give a written list of the learning objectives and require the student to find an alternate literary work of at least equal rigor that meets the same objectives. The teacher must approve the student selected work. The student will assume independent learning responsibilities for the duration of the unit and will be required to demonstrate proficiency in all areas outlined by the instructor at the unit's end. If this procedure does not result in a satisfactory solution,
3. The student's parent will contact the teacher. From this point on, the student, parent, and teacher will follow the student grievance procedure.



## **INSTRUCTION**

### **AP Courses**

**Policy #:** B-12

**Adopted:** November 16, 2005

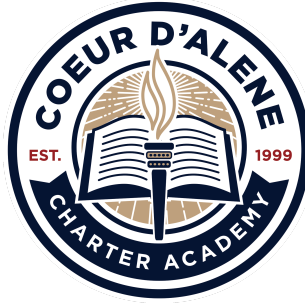
**Revised:** August 19, 2008; June 16, 2009

To preserve the integrity of the AP name, all classes with the AP designation will be named with the official AP course name, taught according to the AP curriculum guide and all students will be required to take the AP exam.

Other students may elect to sign up for the class because they want the rigor, but for whatever reason may not want to take the AP exam. Those students will be in the same class with exactly the same requirements except the name of the class on their report card and transcript will not have the AP designation and they will not be required to take the AP exam.

Students enrolled in an AP class will be required to pay for the AP exam before the end of the third week of the first quarter. If the exam fees are not paid by the end of the third week of the first quarter, the student's class on his/her progress reports, report cards and transcripts will be labeled with the name of the non-AP option.

The AP exam fee should not be a barrier to taking the course. The fee will be waived upon parental or staff request. All of the Family Educational Rights and Privacy Act, (FERPA), requirements will be adhered to.



## SECTION C (3000 SERIES) STUDENTS

### STUDENTS

#### Credit Acceptance

**Policy #:** C-1 (3000)

**Adopted:** June 17, 2019

**Revised:** January 24, 2024

#### Public School Students

Students transferring from regionally-accredited public high schools will receive credit toward high school graduation for those classes taken at the previous public school. An examination may be given to determine whether those credits satisfy core curriculum credits.

#### Nonpublic School Students

Students transferring from nonpublic schools, including parochial and home study, will receive credit toward high school graduation for courses taken at the nonpublic schools as follows:

1. If the nonpublic school is accredited by a regional accreditation agency, and its teachers are certified by its state department of education, the student will receive credit as awarded by the nonpublic school for all secular courses.
  - a. The determination of whether transfer credits satisfy core curriculum requirements may be based on results of a comprehensive exam administered by the Academy.
  - b. Credits that do not satisfy core curriculum requirements will be counted as elective credits.
2. If the nonpublic school is NOT accredited, the student will not receive credit toward high school graduation, unless the transfer credits can be validated.
  - a. The Academy may determine validity of a student's credits by requiring the student to pass a comprehensive examination and/or other demonstration of competency aligned with Academy standards.
  - b. A student transferring from a nonpublic school setting may receive credit by examination for no more than half of the total credits required for graduation and for no more than half of the required core credits.
  - c. Grades for credits earned by examination will be recorded as "Pass," and will not be used to calculate grade point average.

Recognized regional accreditation agencies include: New England Association of Schools and Colleges (NEASC), Middle States Association of Colleges and Schools (MSACS), Western Association of Schools and Colleges (WASC), North Central Association of Colleges and Schools (NCACS)\*, Northwest Accreditation Commission (NAC)\*, and Southern Association of Colleges and Schools (SACS)\*

\*Through Cognia

## **STUDENTS**

### **Admission for Full-Time Students**

**Policy #:** C-2 (3010)

**Adopted:** June 25, 2003

**Revised:** May 19, 2004; August 19, 2008; June 16, 2009; December 20, 2011; February 21, 2012; July 20, 2015; November 15, 2021; January 24, 2024

The Academy does not discriminate against students of a particular race, color, national origin, sex or disability\* and will abide by the following admission guidelines:

1. The board establishes enrollment caps for each grade level and an application deadline
2. If capacity is insufficient to enroll all pupils who submit a timely application for the subsequent term, then preference shall be given in the following order:
  - a. First, for students returning to the Academy;
  - b. Second, children of Academy founders and children of full-time Academy employees (not to exceed 10% of the school's total enrollment);
  - c. Third, to siblings of pupils already enrolled at the Academy;
  - d. Fourth, to applicants residing within the primary attendance area;
  - e. Fifth, by random lottery.

#### **Lottery Process:**

At the close of the enrollment period (the second Friday in March), all returning students who have submitted their applications will be readmitted. When the number of remaining applicants exceeds the number of openings for a particular grade level, all remaining applicants will be entered into a lottery, and enrolled according to rules established by the State Board of Education. Those applicants in the lottery who were not admitted will be placed on a waiting list in the order that their names were drawn from the lottery. Thereafter, all students who apply after the second Friday in March will be placed on the waiting list based on the date and time the application is received, regardless of the student's area of residence.

#### **Enrollment:**

All applicants will be notified by mail regarding acceptance. Those admitted must accept their spot in writing by the date specified in the acceptance letter or the applicant will lose his/her space, allowing an opening for the next person on the waiting list. If a new student is unable to attend school within five days from the start of a year/semester for which he/she was accepted, admission will be denied and the student will need to reapply for a future opening.

*\*The Coeur d'Alene Charter Academy does not discriminate on the basis of disability in our admission policy, or in providing access to programs or activities. Students receiving special education services through IDEA or section 504 accommodations will be held to the same academic and discipline standards as other students within the scope of the applicable federal and state laws.*

#### **Full-Time Status:**

A full-time student is a student who enrolls at the Academy for at least four classes in a semester. Students who drop below the full-time requirement are subject to the Academy's dual-enrollment policies. Full-time students are required to take the prescribed course load for their grade level.

## **STUDENTS**

### **Deadlines for Enrollment Pool**

**Policy #:** C-3

**Adopted:** January 29, 2003

**Revised:** July 30, 2003

Applications for full-time admission must be submitted to the Academy by the second Friday in March to be eligible for the full-time student lottery drawing.

Written requests for exchange student openings must be submitted by the second Friday in March to be eligible for the exchange student lottery drawing. Applications for part-time admission must be submitted to the Academy by the last Friday in July to be eligible for the part-time student lottery drawing.

The specific dates will be published each year.

## **STUDENTS**

### **Re-Admittance of Students**

**Policy #:** C-4

**Adopted:** November 20, 2001

**Revised:** June 25, 2003; October 14, 2003; December 17, 2003; November 16, 2005; July 20, 2015

During the school year, if a student voluntarily leaves the Academy and submits a written request to the principal for readmission within 30 school days or prior to the end of the school year, whichever occurs first, the student shall be readmitted without going through the admission process as set forth in policy.

A student who withdraws at the end of a school year or prior to the start of the new school year must go through the formal admission process to re-enroll.

A student who is not in attendance within the first five days of a new school year and has not notified the Registrar of a late start, will be withdrawn by the Registrar and must go through the formal admission process to re-enroll.

## **STUDENTS**

### **Returning Students**

**Policy #:** C-5

**Adopted:** June 25, 2003

**Revised:** August 19, 2009; June 16, 2009

For the purposes of admission, returning students are defined as those who were enrolled full time the previous semester and, at the end of the previous semester, had not withdrawn, had not been expelled, and did not graduate.

Full-time returning students will be accommodated each year provided course registration forms are completed by the deadline indicated.

Full-time students who withdraw during the school year and do not return within 30 days or prior to the end of the school year, whichever occurs first, lose priority enrollment status for the upcoming year.

## **STUDENTS**

### **Part-Time Attendance/Dual Enrollment**

**Policy #:** C-6 (3030)

**Adopted:** November 15, 2021

**Revised:** January 24, 2024

Idaho State Code 33-203 provides that students from nonpublic schools (including homeschoolers) and charter schools are allowed to enroll in public schools, including charter schools, for dual-enrollment purposes, as long as the enrollment for a specific program has not reached its maximum. For the purposes of determining dual enrollment openings, the maximum for all programs will be twenty students; no non-Academy students will be allowed to dual enroll in a program that has met its maximum. The Academy will allow full-time students to enroll in classes beyond this maximum, in order to facilitate scheduling.

If an Academy program has not met its maximum, the Academy will enroll applicants from nonpublic schools or other charter schools up to the program maximum, using the same lottery process as that used for full-time students. The lottery deadline for part-time students is the last Friday in July. Selection and notification will be made after the second Friday in August, and before the beginning of the school year. Applications received after the lottery deadline will be prioritized in the order in which they are received.

As state code prohibits using these dual-enrollment provisions to circumvent the Academy's lottery requirements, no student enrolled through this provision will be allowed to enroll in more than three Academy programs at one time. A student enrolled through this provision will not be considered a returning student for the purpose of lottery priority, nor will he or she be admitted as a full-time student if grade level caps have been met. Further, enrollment openings will be determined each semester; a dual-enrolled student will not be guaranteed enrollment from one semester to the next. A full-time student who drops to part-time, dual-enrolled status will not be allowed to remain in a class or program that is over its maximum.

Dual-enrolled students are not allowed to be present on school premises during the school day unless participating in a class or program. The Academy will not be responsible for the care or supervision of the student for periods before, in between, or after the programs for which the student is properly enrolled. Violation of this requirement will result in removal from Academy programs.

Dual-enrolled students are subject to the same attendance and tardy policies as full-time students. Eleven absences in a semester will result in denial of credit and removal from the classes in which the absences occur.

Dual-enrolled students are required to wear the Charter Academy uniform, and comply with all school discipline policies. A dual-enrolled student who compiles three disciplinary referrals in a semester will be removed from all Academy programs for the remainder of that school year.

Students dual enrolled through this policy are considered part-time students. They will not take part in the Academy's commencement ceremony, nor will they be awarded an Academy diploma.

## STUDENTS

### Academic Probation and Extracurricular Eligibility

**Policy #:** C-7

**Adopted:** May 21, 2003

**Revised:** August 20, 2006; August 12, 2008; June 16, 2009; April 12, 2011; June 17, 2013; May 21, 2018; October 23, 2019

Extracurricular eligibility will be based on official Charter Academy quarter grade reports. In the case of dual enrollment, college semester grade reports will also be used to determine extracurricular eligibility. The minimum grade requirements for full eligibility are passing at least four classes, having no F's and no more than one D. Classes used to determine extracurricular eligibility include all Charter Academy classes, all dual enrollment classes, and all classes taken from non-traditional schools such as home schools or internet schools. Any class, regardless of duration, will be considered for eligibility purposes when the grade is reported on an official grade report.

Any student who receives one or more F's on a Charter Academy quarter grade report and/or a college semester grade report will be considered "below proficient," and will be ineligible for participation in extracurricular activities until the next Charter Academy quarter grade report indicates he/she is no longer failing any Charter Academy class. If the failing grade(s) are on a college fall semester grade report, the Charter Academy third quarter grade report will present the first opportunity for a dual enrolled student to regain eligibility. During the period of ineligibility students will not be allowed to participate in sports and/or other extracurricular activities; they may not practice, rehearse, meet, compete, perform, assist, or in any way participate in an extracurricular activity.

Any student who receives two or more D's on a Charter Academy quarter grade report and/or a college semester grade report will be considered "below proficient" and will be placed on academic probation. While a student is on academic probation, he/she may practice or rehearse, but may not participate in games or events. If the first Charter Academy school-wide progress report following a report card indicates a student on academic probation has raised his/her grades to meet the minimum grade requirements, he/she will be removed from academic probation and be allowed to participate in games or events.

A student who is ineligible because of one or more F's may earn probationary status by raising his or her grades to passing on the first Charter Academy school-wide progress report following a report card. This student will be allowed to practice or rehearse, but may not participate in games or events, until and unless his or her grades are passing (with no F's and no more than one D) at the next quarter grade report. Under no circumstances may an ineligible student gain full eligibility prior to the quarter grade report.

Each coach will determine whether he or she will accept students who regain probationary status mid season, but must apply the rule to all students equitably.

If a student does not sufficiently raise his/her grades during these time periods, he/she will become ineligible for any participation in extracurricular activities until the Charter Academy quarter grade report indicates the grades are at or above the minimum grade requirements. In lieu of Charter Academy grade reports and school-wide progress reports, the school administration will provide an alternative method of determining extracurricular eligibility for non-traditional students who are on academic probation. A non-traditional student is defined as a student who is not enrolled full time in Charter Academy and/or college dual enrolled courses.

For purposes of determining extracurricular eligibility, grades earned on fourth quarter Charter Academy grade reports and/or college spring semester grade reports will carry over to the Charter Academy first quarter of the following school year. Grades earned during summer semester will be included in first quarter eligibility determination; grades earned in summer semester will replace spring semester grades earned in exact same courses for purposes of determination. In no other circumstance may eligibility be regained during the summer. All ninth graders are eligible to participate in first-quarter activities, with the exception of students who are repeating ninth-grade classes.

If a student who is ineligible to participate withdraws from the Academy for any reason and returns after any length of time, that student shall be ineligible to participate until an Academy quarter grade report indicates grades are at or above minimum grade requirements. Eligibility for students who transfer to the Academy will be determined by their most recent grade report from their previous school, using the Academy's eligibility rules.

Sixth grade students new to the Charter Academy are eligible to participate in all extracurricular activities during their first quarter.



Eligibility status will be determined at the established deadline for grades to be submitted to the registrar for progress reports and grade reports.

In accordance with IHSAA 8-16-1, home school students and students who do not attend accredited schools shall demonstrate composite grade-level academic proficiency on any state board of education recognized achievement test or any nationally-normed test. It shall be the responsibility of the student to make all arrangements to take the required test and provide the principal of the Academy with the results of the test prior to being granted eligibility for activities.

Also, at any time, regardless of probationary status, students may not be allowed to go on class trips that will cause them to miss classes where their grades are deficient, defined as a D grade or lower. This will be determined on a case-by-case basis, at the discretion of the teachers, with the principal having final determination in cases of disagreement. In this manner we expect to maintain the high academic standard for which this school was founded and to provide the proper expectation for student success.

## **STUDENTS**

### **Attendance-Tardies**

**Policy #:** C-8 (3050)

**Adopted:** September 9, 1999

**Revised:** June 16, 2009; January 24, 2024; February 13, 2024

Attendance at the Academy is mandatory. Punctuality to class and all activities is paramount.

Tardies are excused for dental, medical, and legal appointments, and for health reasons.

Procedure:

1. A student will be allowed up to three (3) unexcused tardies to school, per semester, regardless of the circumstances. The teacher will attend to the situation as they best see fit considering the circumstances. A grade penalty or loss of score may possibly be the result.
2. Upon the fourth unexcused tardy, the student will automatically be assigned one (1) hour of detention to be served after school and the parents of the child shall be notified.
3. Upon the fifth unexcused tardy, the student will automatically be assigned two (2) hours of detention to be served after school and the parents of the child shall be notified.
4. Upon the sixth unexcused tardy, the student will be suspended from attending school and student activities for one (1) day without the possibility of appeal.
5. Upon each subsequent unexcused tardy, up to and including eleven (11), the student will serve another two hour detention and the parents of the student will be notified.
6. Upon the twelfth unexcused tardy, the student will be suspended from school and school activities for an additional two (2) days.
7. Upon each subsequent unexcused tardy, up to an additional five (5) tardies, detentions will be given. For each subsequent unexcused tardy after the five (5) additional tardies an additional two (2) days of suspension will be given.

## **STUDENTS**

### **Enrollment Cut-Off**

**Policy #:** C-9

**Adopted:** April 8, 2020

**Revised:** November 14, 2022

In order to maintain the integrity of established classroom culture and offer students the best chance at academic success, the Academy will cease to enroll students one week after the end of the first semester, effective beginning in the 2022-2023 school year.

## **STUDENTS**

### **Foreign Exchange Students**

**Policy #:** C-10 (3090)

**Adopted:** July 28, 1999

**Revised:** April 17, 2002; June 25, 2003; February 16, 2005; February 8, 2016; January 24, 2024

The Coeur d'Alene Charter Academy will accept exchange students up to its enrollment cap in 11<sup>th</sup> grade based on the following:

1. In order to place an exchange student at the Coeur d'Alene Charter Academy, an agency must be listed in the most current Council on Standards for International Educational Travel Advisory List (CSIET).
2. All exchange students will be enrolled as 11<sup>th</sup> grade students and are expected to attend the Academy for the entire school year.
3. No more than ten (10) exchange students will be accepted each year.
4. The Academy will attempt to draw exchange students from a variety of cultures, so no more than one exchange student will be accepted per country, per year, unless applications dictate otherwise.
5. All host parents must have their own children at the Academy, or must have had their children at the Academy in the past. This provision is to ensure that they understand and support the mission and rigor of the school, and can better support the success of their exchange student.

### **Application and Acceptance**

The local representative of a sponsoring agency shall submit a written request for an exchange student opening by the second Friday in March. No more than one spot may be requested per agency until after the second Friday in March. If openings remain after the second Friday in March, a local representative may submit a request for an additional exchange spot and these will be granted on a first come first served basis. Once all available spots have been reserved, any additional requests will be placed on a waiting list based on the date and time the request is received.

If an agency is not able to use its placement slot, the local representative should contact the Academy as soon as possible.

All local representatives who applied for exchange spots will be notified after the second Friday in March as to whether or not they have secured a placement spot. Once secured, the local representative has until June 1 to submit an application on behalf of the exchange student and meet the requirements as outlined below.

If the local representative fails to provide the information required by June 1, the spot will be awarded to the next agency on the waiting list. In the absence of a waiting list, applications will be accepted on a first come, first served basis, regardless of a student's country of residence and acceptance awarded provided the requirements below are met.

### **Requirements**

In addition to a student application, the local representative will provide the Academy with the following:

- Standardized test score verifying English proficiency, as well as a recent writing sample.
- A complete transcript of the student's high school grades, with an English translation. If an application is submitted prior to completion of the student's current school year, the student's sponsoring organization must provide an additional translated transcript reflecting final grades for the current school year as soon as possible.
- The necessary medical history, including any medical/physical restrictions and a recent physical exam with proof of required immunizations.

In addition to submitting an application and as part of the application process, one of the host parent is required to meet with the Academy's Principal to discuss the school's mission and expectations. This meeting must take place before an accepted exchange student can complete the registration process.

It is the local representative's responsibility, in conjunction with the host family, to be aware of the Academy's start and end dates, and ensure the exchange student has met with the Principal, completed registration and paid any applicable fees prior to the first day of school. Exchange students are expected to be in uniform on the first day of school.

Exchange students cannot take classes on a non-credit or audit basis. They are required to do all the work and take all of the tests assigned in each class

It is the responsibility of the sponsoring organization to provide tutors and/or the necessary assistance required to help exchange students meet acceptable standards. The Academy staff will monitor the academic and social progress of exchange students, including issues related to English proficiency. Organizations and sponsors that do not consistently screen and monitor foreign exchange students and their host families will lose the privilege of placing students at the Academy.

Exchange students living with host families who have students enrolled at the Academy will not be regarded as siblings.

Exchange students and host families are required to adhere to the policies and regulations of the Academy.

An exchange student will not be allowed to return for a second year.

## **STUDENTS**

### **Authority of Staff Members**

**Policy #:** C-11

**Adopted:** October 15, 2003

Every student is subject to the authority of every staff member and every other person acting on behalf of, or with the consent of, the school administration, who gives instruction which complies with Academy rules and policies. Students in violation of a directive given by a staff member or an approved adult volunteer are subject to disciplinary action.

## **STUDENTS**

### **Student Internet Use**

**Policy #:** C-12 (3270)

**Adopted:** December 14, 2010

A wide area network with access to the Internet is available to students, teachers and other employees at the Charter Academy. The Academy's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The primary purpose of the Internet is educational, however, with access to computers and people all over the world, comes the availability of material that may not be of educational value. On a worldwide network it is impossible to control all materials that an industrious user may try to access. Users must take responsibility for their own actions. All students must sign the Student Acceptable Use Contract prior to using any of the Academy's computers. The Student Acceptable Use Contract will be updated by the principal to ensure compliance with Idaho code section 33-131, as from time to time amended. The Student Acceptable Use Contract shall contain, but not be limited to, provisions that:

1. Prohibit and prevent the use of school computers and other school owned technology related services from sending, receiving, viewing or downloading materials that are deemed to be harmful to minors, as defined by section 18-1514, Idaho Code.
2. Provide for the selection of technology for the Academy's computers to filter or block internet access to obscene materials, materials harmful to minors and materials that depict the sexual exploitation of a minor, as defined in chapter 15, title 18, Idaho Code.
3. Establish appropriate disciplinary measures to be taken against persons violating the policy.
4. Include a component of internet safety for students that is integrated into the Academy's instructional program

The Principal shall inform the public in writing, on an annual basis, the procedures that have been adopted to enforce this policy and to handle complaints about such enforcement. Those procedures are available for review in the Clerk of the Board's office.

## STUDENTS

### Student Behavior/Discipline

**Policy #:** C-13 (3330)

**Adopted:** February 23, 2000

**Revised:** February 16, 2005; February 24, 2020; February 13, 2024

#### Expected behavior

Students at Coeur d'Alene Charter Academy are expected to be courteous and well mannered, respectful of teachers, staff members, and each other. They are expected to be honest and trustworthy. The following rules shall pertain to all students of Coeur d'Alene Charter Academy and shall be in effect during school hours and at all school sponsored activities.

#### Prohibited Behavior

The following is a partial list of some of the misbehaviors that will be dealt with by the staff of the Academy:

- Academic Dishonesty: Cheating, plagiarism, and other forms of academic fraud will not be tolerated. All teachers are required to report all incidents of academic dishonesty to the Principal. The consequences of academic dishonesty are severe.
- Assault, provoking assault, and fighting
- Hazing/Harassment
- Possession of a weapon
- Willful disobedience
- Disruptive behavior
- Vandalism
- Vulgarity or profanity
- Use of any kind of tobacco
- The use, sale, distribution of controlled substances
- Possession or use of matches, lighters, or incendiary devices of any kind
- Stealing
- The operation of any motorized vehicle in a dangerous manner on or near school property
- Outward displays of affection.
- Any behavior that is harmful to the school, the school community or any individual

The Academy expects appropriate conduct at all times. The range of consequences for any inappropriate behavior includes, but is not limited to, parent contact, detention, in-school suspension, out-of-school suspension, and expulsion.

Multiple infractions or unacceptable behaviors will result in compound consequences. The Academy staff follows a progressive discipline model to encourage positive changes in behavior. Teachers take action first. If the unwanted behavior is not corrected, the student may be referred to the Vice Principal. The Vice Principal has the authority to suspend a student. Disciplinary action may be appealed to the Principal or his designee. Only in the case of procedural violations, civil rights violations, or recommendations for expulsion will the Board of Directors act as an appeals court, otherwise the appeals procedure stops with the Principal or his designee. The goal of our actions is to encourage student self-discipline. Only the Board of Directors can expel a student.

#### Weapons

Possession of any dangerous item while attending school or on school property at any time is prohibited. School administrators and staff are authorized to confiscate such items immediately. The Academy has a zero tolerance policy for weapons.

#### Zero Tolerance Policy

STUDENTS AND ALL VISITORS TO THE SCHOOL ARE FORBIDDEN TO KNOWINGLY AND/OR VOLUNTARILY POSSESS, HANDLE, TRANSMIT OR USE ANY INSTRUMENT THAT CAN BE USED AS A WEAPON OF ANY KIND WHILE ON SCHOOL PROPERTY. ANY OBJECT WHICH COULD BE USED TO INJURE ANOTHER PERSON AND WHICH HAS NO SCHOOL-RELATED PURPOSE FOR BEING IN SCHOOL OR ON SCHOOL GROUNDS WILL BE CONSIDERED A WEAPON FOR PURPOSES OF THIS POLICY. THE FOLLOWING ARE EXAMPLES OF WEAPONS: KNIVES OF ALL TYPES, GUNS, LEAD PIPES, CHAINS, CHUCK-STICKS, THROWING STARS, DARTS, METAL KNUCKLES, BLACKJACKS, FIREWORKS, EXPLOSIVES OR OTHER CHEMICALS. THIS POLICY WILL EXTEND TO ANY PROPERTY IN USE FOR SCHOOL PURPOSES OR EVENTS.

**Possession/Use**

The Coeur d'Alene Charter Academy complies with the Gun-Free Schools Act of the Elementary and Secondary Education Act (ESEA), Title IV, Part A, Subpart 3, Section 4141, as amended, which requires local educational agencies to expel from school for a period of not less than 1 year a student who is determined to have brought a firearm to a school, or to have possessed a firearm at a school, under the jurisdiction of local educational agencies in that State, except that such State law shall allow the chief administering officer of a local educational agency to modify such expulsion requirement for a student on a case-by-case basis if such modification is in writing.

Any student found to be in possession, using or attempting to use any object as a weapon will result in the student's immediate suspension. Any student expelled from the Academy for a weapons violation will be reported to appropriate law enforcement authorities.

Any person not a student at the Coeur d'Alene Charter Academy found similarly engaged will be removed from the school property and referred to law enforcement authorities.

The safety of our students will take priority over any other considerations.

**Suspension/Expulsion Procedure**

A student can be suspended for up to five (5) days for an offense. The Board of Directors, upon request of the Principal, can extend a suspension for up to a total of ten (10) days. Any student recommended for expulsion will immediately be placed on suspension pending Board of Directors' approval of the expulsion.

In the case of a suspension or an expulsion proceeding, parents will be notified immediately regarding the nature of the offense and the consequence. Suspensions can be appealed first to the Principal, and then to the Board of Directors. Expulsions can be appealed directly to the Board of Directors.



## **STUDENTS**

### **Activities Requirements**

**Policy #:** C-14 (3410)

**Adopted:** December 11, 2007

The Academy is unapologetically an academic institution first. We acknowledge, however, that many top colleges expect students to participate in activities outside of the classroom. We wish for our students to be successful in areas other than academics, but require that every student who represents our school in sports, forensics, or any other endeavor first be a student in good standing. Our athletes, debaters, and performers must be scholar-athletes, scholar-debaters, and scholar-performers. We will prepare all of our students for enrollment and success in institutions of higher education by maintaining high academic standards and offering a complementary selection of quality activities.

All activities will:

1. Provide enrichment for the students involved and the school as a whole,
2. Not cause undue interference with the instructional program of the Academy,
3. Fit into the Academy's long-range plan,
4. Have reasonable assurance of long-term viability, and
5. Be self-supporting, with the exception of advisor or coach stipends, cost of officials, and contest entry fees.

## **STUDENTS**

### **Study Hall/Supervision of Students After School**

**Policy #:** C-15

**Adopted:** January 21, 2004

The Charter Academy welcomes and appreciates your children, but for their safety and well being, the following policy is adopted by the Board:

Students are expected to depart from Academy premises within 25 minutes after the conclusion of the school day. Students who remain on campus must report to study hall or be under the direct supervision of a staff member or other approved adult.

It is the responsibility of parents to arrange for the timely departure of their children.

## **STUDENTS**

### **Uniform Policy**

**Policy #:** C-16

**Adopted:** January 12, 2000

**Revised:** May 16, 2011; September 11, 2007

#### **General Policy Guidelines**

1. Students of the Coeur d'Alene Charter Academy will adhere to the specific uniform and appearance requirements established by the school administration.
2. The school does not provide uniform clothing. It is the family's responsibility to provide proper uniform attire for their children.
3. All students will arrive on campus in uniform and stay in uniform until they leave for the day. Students will not be allowed to remain in a classroom if they are in violation of the uniform or appearance requirements. It will be the family's responsibility to bring proper uniform clothing for any child out of uniform while at school.
4. Students who miss class to correct a uniform or appearance violation will receive an unexcused tardy or absence.
5. Any judgments regarding clothing and appearance will be made by the school administration.
6. Students with repeated violations will be referred to the vice principal for disciplinary action.

#### **UNIFORM - Definition**

1. Uniform - having the same appearance as others of the same group; conforming to a given standard; giving or looking the same; consistent in appearance.

#### **Commentary on the Expectations of the Uniform Policy**

*School uniforms are an important facet of our school culture and an integral part of our mission and purpose. A distinctive uniform is a unifying factor within our school community. The Coeur d'Alene Charter Academy is a college preparatory school, and we want our students to distinguish themselves by their academic performance, their citizenship, their behavior, and their attitude and effort on a day-to-day basis. Additionally, we want a school environment free from differentiations made by external factors such as income, clothing, and physical appearance.*

*It is important for all of our students and their parents to understand the 'spirit' of the uniform code. Clothing or accessories that are worn with the obvious intent of being different or unique are not in keeping with the 'spirit' of the uniform policy. In all of society, uniforms are worn with pride (military, sports teams, firefighters, police, etc.), and it is our hope that Charter students will wear our school uniform with pride. Wearing the school uniforms is a visible sign that you belong to something special. Keep in mind that the purpose of the uniform policy is to create a consistent or 'uniform' look among our students. If you were part of a group of students walking through the commons during the school day, would anything about your dress or physical appearance draw attention to yourself? If so, you are not upholding the spirit of the uniform code and would be considered in violation of the Coeur d'Alene Charter Academy uniform policy.*

## **STUDENTS**

### **Student Harassment Policy**

**Policy #:** C-17

**Adopted:** February 22, 2022

It is the policy of Coeur d'Alene Charter Academy ("the Academy") to maintain a learning environment that is free from harassment. Each student and employee has the right to attend school and work in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive.

#### **Students attending the Academy are:**

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex (including sexual orientation), race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Prohibited from sexually harassing other students, district employees, and patrons; and
3. Required to report, to the school principal or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district's premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events.

#### **DEFINITION OF HARASSMENT**

Harassment is defined to include verbal, written, graphic, photographic, audio or video depictions of any kind, or physical conduct relating to an individual's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment.
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise adversely affects an individual's educational opportunities.

Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of harassment.

#### **CONFIDENTIALITY**

Any investigation will be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse will be reported to the proper authorities as required by state law.

## **STUDENTS**

### **Student Medicines**

**Policy #:** C-18 (3510)

**Adopted:** July 31, 2001

**Revised:** February 18, 2004; April 21, 2004; October 16, 2005; August 19, 2008

Students requiring prescription or nonprescription medication during the school day must bring the medication to the office upon arrival at school, in its original container with the student's name clearly visible on the bottle. (No Baggies or pillboxes allowed.) A completed Medication Administration form (copy attached) from the parent or guardian must accompany the medication, specifying the time(s) and amount(s) of required dosages. If the medication is to be administered at different times or in different amounts from what is specified on the label, a physician's signature is required. The medication will be administered to the student by the school secretary (or other authorized staff member) in the school office. No medicines of any kind may be retained by the student in lockers or backpacks, with the following exception: A student who has been instructed in the self-administration of medication for treatment of a serious condition (e.g. asthma, allergies, diabetes) shall be permitted to possess and use a prescribed medication (e.g. inhaler or Epi Pen) at all times, provided the school has received, and administration has approved, a signed prescription or written direction from his/her physician or health care provider stating that the carrying of such medication is medically necessary.

## **Coeur d'Alene Charter Academy**

### **Medication Administration Authorization**

For the protection of your child and the Academy, we ask that the following procedures be followed if you would like your son/daughter to take medicine while at school.

1. The medication must be in the original container.
2. The authorization (below) must accompany the medication.

#### **Authorization for Medication Administration**

Student Name Birthdate Grade

Parent/Guardian Name(s)

Home Phone Work Phone

1. Physician's name & phone #
2. Name of medication
3. How much medication should be given
4. How often is medication to be given
5. Reason medication is to be given
6. Possible reaction to medication (symptoms, side effects, etc.)

Physician's Signature Date

(Required if medication exceeds normal dose range)

#### **Parent/Guardian Request/Approval:**

I certify that I am the parent or guardian of the above named student. I request and authorize school personnel to dispense the above named medication in accordance with the prescription, doctor's orders or as indicated above.

Parent/Guardian Signature: Date

## **STUDENTS**

### **Contagious or Infectious Diseases**

**Policy #:** C-19 (3520)

**Adopted:** October 17, 2001

Medical records are considered confidential and may not be revealed without written permission. Disclosure of student personal information including medical records is governed by federal and state laws. Confidential information cannot be disclosed to third parties without first securing the written consent of the parent/guardian, unless the exceptions set forth in the law are applicable.

#### **COMMUNICABLE DISEASES/BLOOD BORNE PATHOGENS**

Coeur d'Alene Charter Academy will comply with policies and procedures of the Idaho High School Activities Association regarding student athletics to prevent the spread of disease at school. Coeur d'Alene Charter Academy will also follow the most current Center of Disease Control's (CDC) "Universal Precautions for Prevention of Transmission of Human Immune Deficiency Virus, Hepatitis B Virus, and Other Blood Borne Pathogens in Health-Care Settings."

Whenever possible, reasonable accommodations will be made for students, staff or faculty who are positively diagnosed with infectious disease. Decisions about an individual who is infected shall be made on a case-by case basis, relying on the best available scientific evidence and medical advice. An individual infected with a blood-borne disease is also expected **not** to engage in any practices that would pose a threat of transmission of the virus or other infectious agent to others.

Pursuant to authority in Idaho Code Section 33-512(7), the Board of Trustees has the power to exclude from school, students with contagious or infectious diseases or who are under quarantine. The board will also close school on order of the State Board of Health or local health authorities.

The Coeur d'Alene Charter Academy's Board of Directors delegates to the Principal or designee its authority to exclude from school students with contagious or infectious diseases or who are under quarantine. The Principal or designee will also close school on order of the State Board of Health or local health authorities. Any exclusions or closures under this policy will be reported to the Board of Directors at their next regular meeting.

## **STUDENTS**

### **Student Grievances**

**Policy #:** C-20

**Adopted:** October 19, 2005

The daily conduct of the business of the Coeur d'Alene Charter Academy is under the direction of the principal who is the authority over all daily decisions, such as disciplinary issues, uniform compliance, and attendance/absentee issues. Academy teachers have autonomy to establish classroom rules, grading criteria, and discipline practices. If a student or parent has a grievance about any of these, the following process should be followed to resolve the grievance:

1. The first contact should always be with the teacher. Ideally, the student will speak with the teacher outside of class time. If this does not lead to resolution, or if the student does not feel comfortable speaking to the teacher,
2. The parent should contact the teacher to arrange a meeting. If, after the parent speaks to the teacher, an acceptable resolution is not reached,
3. The parent may contact school administration. The administrator will listen to all sides and determine an appropriate resolution, which will be final
4. If the parent believes the administration's determination is inconsistent with school policy, the parent may approach the Academy Board. The Board is not an arbitrator of classroom practices or discipline issues unless a violation of school policy or student rights has occurred.

Along each step, the faculty and administration will attempt to resolve the grievance to mutual satisfaction, consistent with the mission and policies of the school.

## STUDENT POLICY

### Suicide

**Policy #:** C-21 (3530)

**Adopted:** October 17, 2001

**Revised:** January 27, 2020

*This policy is adopted from the Idaho State Department of Education model school policy to address student suicide prevention, intervention and response, per Idaho Statute 33-136. The purpose of the policy is to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and at school sponsored out-of-school events where school staff are present.*

### Suicide Prevention

School personnel with knowledge of direct evidence of a student's suicidal tendencies have a duty to warn. Suicidal evidence includes oral, written or electronically generated statements by the student that threaten or talk about wanting to hurt or kill oneself. Duty to warn includes the responsibility of the school personnel to make a reasonable effort to communicate in a timely manner the suicidal tendencies of the student. School personnel must make an effort to notify the parent or guardian. If the principal, designee, or member of the schools' suicide prevention team believes, in their professional capacity, that contacting the parent or guardian would endanger the health or well-being 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.

### Suicide Prevention Procedures

These procedures may include, but are not limited to, the following measures:

1. The designation of a suicide prevention coordinator to be responsible for planning and coordinating the implementation of procedures addressing suicide prevention, intervention and postvention.
2. Prevention:
  - a. Educate students on suicide prevention through age-appropriate curriculum;
  - b. Incorporate community building to foster bonding, connectedness, and relational support;
  - c. Coordinate training for staff on suicide prevention;
  - d. Offer resources to parents/guardians on suicide prevention.
3. Intervention: Personnel are required to report to a member of the school's suicide prevention team when they believe a student may be at an elevated risk of suicide. Personnel should not assume a report of a suicidal student has been received until a reply is confirmed. If there is not a reply that staff needs to report to another individual (administrator, school medical staff, counselors). Team members follow assessment and referral protocol as outlined in the faculty/staff handbook. Parent/guardian is notified.
  - a. Provide support and/or counseling by school support personnel for low-risk students;
  - b. Refer to appropriate sources outside of school for high and moderate-risk students;
  - c. Contact emergency services (911) to assist a student who is at imminent risk of suicide;
  - d. In-school suicide attempt;
    - i. Provide first aid until emergency personnel arrive, as appropriate;
    - ii. Move other students away from the immediate area of any suicide attempt on Academy property or at an Academy event.
4. Postvention: Implement plan for responding to a death by suicide that impacts the school community.
  - a. Activate crisis team to respond to deaths by suicide that impact the school community, possibly to include mental health staff from neighboring schools when necessary;
  - b. Notify the suicide prevention coordinator, if applicable
  - c. Contact the state Department of Education to report student deaths by suicide and to see postvention assistance and/or resources
  - d. Coordinate after care support by the school for faculty, staff, and students after a sudden death has occurred.
  - e. Appoint a spokesperson to handle inquiries related to issues involving suicide. Academy personnel shall attend to the rights of the student and his/her family.

The Academy shall comply with all requirements of state law and administration rules for training by personnel on suicide prevention awareness

Legal Reference:

I.C. § 33-136

Suicide Prevention in Schools



I.C. § 33-512B Suicidal Tendencies - Duty to Warn  
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

## STUDENTS

### Student Data Privacy and Security

Policy #: C-22 (3575)

Adopted: September 15, 2014

*Drafted by the Data Management Council, adopted by the Idaho State Board of Education and modified for use by the Coeur d'Alene Charter Academy.*

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014 (Idaho Data Accountability Act).

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.<sup>1</sup>

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.<sup>2</sup> Violation of the Idaho Data Accountability Act may result in civil penalties.<sup>3</sup>

#### **Defined Terms**

**Administrative Security** consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

**Aggregate Data** is collected or reported at a group, cohort or institutional level and does not contain PII. **Data Breach** is the unauthorized acquisition of PII.

**Logical Security** consists of software safeguards for an organization's systems, including user identification and password access, authenticating, access rights and authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

**Personally Identifiable Information (PII)** includes: a student's name; the name of a student's family; the student's address; the students' social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.

**Physical Security** describes security measures designed to deny unauthorized access to facilities or equipment.

**Student Data** means data collected at the student level and included in a student's educational records.

**Unauthorized Data Disclosure** is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

#### **Collection**

Coeur d'Alene Charter Academy will follow applicable state and federal laws related to student privacy in the collection of student data.

### Access

Unless prohibited by law or court order, Coeur d'Alene Charter Academy will provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.

The Principal or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access will be performed.

Access to PII maintained by the Coeur d'Alene Charter Academy will be restricted to:

1. the authorized staff of the Coeur d'Alene Charter Academy who require access to perform their assigned duties; and
2. authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and
3. vendors who require access to perform their assigned duties.

### Security

Coeur d'Alene Charter Academy will have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure.

Coeur d'Alene Charter Academy will 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.

Coeur d'Alene Charter Academy will 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 will not include PII and will use Aggregate Data in such a manner that re-identification of individual students is not possible.

Coeur d'Alene Charter Academy contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, will include the following provisions which are intended to safeguard student privacy and the security of the data:

- Requirement that the vendor agree to comply with all applicable state and federal law;
- Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
- Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties; prohibition against the vendor's secondary use of PII including sales, marketing or advertising;
- Requirement for data destruction and an associated timeframe; and
- Penalties for non-compliance with the above provisions.

Coeur d'Alene Charter Academy will clearly define what data is determined to be directory information.

If Coeur d'Alene Charter Academy chooses to publish directory information which includes PII, parents will 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:

20 USC Section 1232g, et seq.  
34 CFR Part 99  
I.C. § 33-133

Family Educational Rights and Privacy Act (FERPA)  
Implementing FERPA  
Idaho Student Data Accessibility, Transparency, and Accountability Act

## **STUDENTS**

### **Sports/Extracurricular Activities Eligibility**

**Policy #:** C-23

**Adopted:** August 15, 2006

Upon receipt of first quarter grades and every quarter thereafter, a student placed on academic probation will be ineligible to participate in sports/extracurricular activities the ensuing quarter, and will not be allowed to practice, rehearse, meet, compete, perform, or in any way participate in sports/extracurricular activities. Students placed on academic probation at the end of fourth quarter will be ineligible to participate in sports/extracurricular activities the first quarter of the next year. A new academy student's eligibility will be based on the most recent quarter grades from their previous school. Sixth grade students new to the Charter Academy are eligible to participate in sports and extra curricular activities during the fall quarter. Eligibility/ineligibility will be effective at the deadline date and time specified for teachers to turn in grades to the registrar.

## **STUDENTS**

### **Activity Lettering**

**Policy #:** C-24

**Adopted:** April 15, 2003

**Revised:** February 16, 2005

A student may receive a letter in an Academy activity where letters are awarded, provided the requirements and individual standards outlined below are met.

#### **General Requirements**

For sports – No violation of the training rules set by the coach and approved by the principal.

For all activities – A student must be on the team and/or participate in the activity and receive no disciplinary suspensions for the entire season (first three quarters of the school year for choir and band).

#### **Specific Requirements**

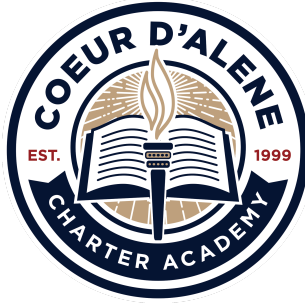
A student must meet the lettering requirements specific to the activity as determined by the teacher, advisor, or coach.

#### **Academic Requirements**

A student must maintain a 2.5 GPA for the quarter(s) of participation in the activity. For choir and band, students must maintain a cumulative 2.5 GPA for the first three quarters of the school year.

A student on academic probation is not eligible to participate in sport or extracurricular activity for the duration of academic probation.

A student must be on the team and/or participate in the activity and be off academic probation for the entire season (first three quarters of the school year for choir and band).



## **SECTION D (4000 SERIES) COMMUNITY RELATIONS**

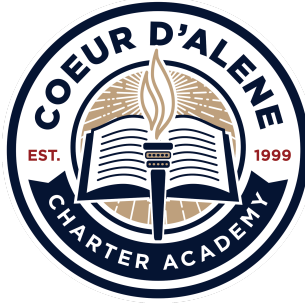
### **COMMUNITY RELATIONS**

#### **Special Events Participation**

**Policy #:** D-1

**Adopted:** March 13, 2007

As a public school and a non-profit organization, the Coeur d'Alene Charter Academy cannot endorse any particular political party or religion. Therefore, no group, club, team, or individual representing the Academy will participate in any event the administration determines to promote a political party or religion.



## SECTION E (5000 SERIES) PERSONNEL

### PERSONNEL

#### Board Goal/Personnel

**Policy #:** E-1 (5000)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; February 10, 2010; October 16, 2023

The policies, rules, regulations and materials contained in this policy manual represent the responsibilities and benefits of employment at the Coeur d'Alene Charter Academy. The Board of Directors of the Coeur d'Alene Charter Academy reserves the right to revise or terminate these policies and benefits. None of the policies of the Coeur d'Alene Charter Academy represent a contract for purposes of employment or payment of compensation or benefits unless specific reference is made in an employment contract.

Employment at the Coeur d'Alene Charter Academy is subject to the laws and rules governing Idaho state employees, Idaho public school employees and Idaho Charter school employees.

All employees are responsible for compliance with all applicable federal, state, local and Charter Academy laws, rules, regulations and policies.

Nothing contained in the policies or administrative procedures included herein is intended to limit the legal rights of the Board or its agents except as expressly stated.

Should any provision of Board policy or administrative procedure be held to be illegal by a court of competent jurisdiction, all remaining provisions shall continue in full force and effect.

## **PERSONNEL**

### **Hiring Process and Criteria**

**Policy #:** E-2 (5100)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; February 10, 2010; October 16, 2023

Vacancies will be posted at the Charter Academy Business office, at local employment resource providers and may be advertised outside the community. Preference may be given for vacancies to qualified employees currently employed by the Charter Academy.



## PERSONNEL

### Criminal History/Background Checks

**Policy #:** E-3 (5110)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; March 9,2010; October 16, 2023

All employees of the Coeur d'Alene Charter Academy must submit to a criminal history check as a condition of employment. Fees will be paid by the employee and processed through the Idaho Department of Education. The criminal history check shall include the following:

1. Ten (10) finger fingerprint card or scan;
2. Statewide criminal identification bureau;
3. Federal Bureau of Investigation criminal history check; and
4. Statewide sex offender register.

Submission of the fingerprint card or scan must be made by the employee no later than three (3) days before the first day of employment or unsupervised contact with Academy students, whichever is sooner.

If the criminal history check shows that the employee has been convicted of a felony crime enumerated in section [33-1208](#) (as from time to time amended), Idaho code, the employee will be immediately terminated. The Academy Board of Directors reserves the right to terminate employees for other crimes, felony or misdemeanor, prior to or after the completed background check.

The State Department of Education will maintain a file of all background checks and will send a copy to the employee.

Each employee shall notify his or her immediate supervisor no later than five calendar days after receipt of a citation or summons or after arrest for any alleged felony or misdemeanor offense as defined by section 18-110 and section 18-111, Idaho Code, regardless of whether the alleged offense occurred in the State of Idaho. All infractions as defined by section 18-113A, Idaho Code are excluded. Failure to notify shall be grounds for discipline. Any discipline resulting from a criminal offense shall only occur after a plea of guilty, nolo contendere contendi, or Alford plea, or after a conviction, deferred prosecution, deferred judgment, or withheld judgment.

Legal Reference:

I.C. § 33-130 Criminal History Checks for School District Employees or Applicants for Certificates or Individuals Having Contact with Students

## PERSONNEL

### Work Day

**Policy #:** E-4 (5210)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; February 10, 2010; March 9, 2010; October 16, 2023

For purposes of this policy, a work day for employees is defined as the time an employee is expected to be on the school's premises. The Board and administration recognize that teaching professionals put in hours far in excess of those hours which they are expected to be at the school; however, this excess time is not considered as part of the work day for the purposes of this policy.

Certified Personnel - Full-time or part-time employees who work in positions that require a State approved certificate. Certified personnel are hired by the Board of Directors with contracts that describe the terms of employment.

The length of a work day for a certified employee shall be 8 hours for a full-time certified employee. The work day is generally exclusive of lunch and extracurricular assignments, but inclusive of preparation time and assigned duties. Arrival time shall be 7:30 and departure time shall be 3:30.

Classified Personnel - Full-time or part-time employees that are hired by the CFO under budgeted positions approved by the Board of Directors. Classified Personnel are "at will" employees.

The work day for classified employees is defined as the length of time of scheduled work for the individual classified employee. No work outside of this time frame is expected, required, or approved.

The length of a classified work day is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be an eight hours per day, 40 hours per week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The schedule will be established by the CFO. A part-time employee is one who works less than twenty (20) hours a week and/or less than .50 FTE.

A school day is defined as a working day where children are scheduled to attend. A no-contact day is defined as a working day where children are not scheduled to attend. On school days, certified staff working hours are 7:30am – 3:30pm. Classified Office Staff hours are 7:00am – 4:00pm and custodian hours are in 9 hour shifts (both include a one hour lunch break). Time off under school benefits policies on these days is 8 hours when a full day is taken.

On no-contact days, certified staff working hours are defined by the principal, but for benefits purposes are considered 8 hour days. Hours for classified staff (office and custodial) scheduled to work on no-contact days are 7:30am – 3:00pm with a 30 minute lunch break. Time off for school benefits policies on these days is 7 hours. No-contact days are considered 8 hour days for calculating annual salary payments on the salary index and when calculating days off without pay.

When employees leave campus during scheduled work hours, they must notify administration or office staff, and use the sign-out board to record departure time, estimated return time, and reason for absence. Additionally, if leaving during any time other than regularly-scheduled lunch hour (classified) or designated prep time (certified), they are required to submit a leave request. Administration may waive any of these requirements in the case of emergency.

Temporary Personnel - Full or Part-time employees hired by the Principal or CFO under budgeted positions approved by the Board of Directors. Temporary personnel are "at will" employees and may or may not be certified by the State for job assignments.

#### Legal Reference:

I.C. § 33-513 thru 33-517

29 USC § 33201, *et seq.* The Fair Labor Standards Act of 1985

## **PERSONNEL**

### **Assignments, Reassignments, Transfers**

**Policy #:** E-5 (5220)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; March 9, 2010; October 16, 2023

The Board of Directors reserves the right to reassign certified personnel at any time based on recommendations by the Principal to provide the most effective environment for meeting the mission of the Academy. Classified personnel may be reassigned by the CFO at any time to serve the needs of the Academy. Classified personnel will not be reassigned to certified positions unless properly certified by the state and approved by the Board of Directors.

## **PERSONNEL**

### **Accommodating Individuals with Disabilities**

**Policy #:** E-6 (5230)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; February 10, 2010; October 16, 2023

The Coeur d'Alene Charter Academy is an Equal Opportunity Employer. The Academy will fulfill all duties and obligations to maintain compliance with the Civil Rights Acts of 1964 (P.L. 88-352) and all-subsequent federal and state legislation with respect to the Civil Rights Act.

No person is granted special privilege or consideration nor is employment or any benefit arising out of employment given or withheld because of race, creed, color, religion, national origin, age, sex, disability, veteran, or reservist status. The Academy will afford reasonable accommodation to qualified applicants and employees with a known disability, ensuring full compliance with the Americans with Disabilities Act of 1990 and subsequent federal and state legislation, or for an employee's religious beliefs.

All employees are expected to conduct themselves in a manner that reflects the Academy's policies of nondiscrimination, equal employment opportunity, and reasonable accommodation.

## **PERSONNEL**

### **Sexual Harassment/Sexual Intimidation in the Workplace**

**Policy #:** E-7 (5240)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; April 13, 2010; October 16, 2023

Conduct that substantially interferes with an employee's performance or creates an intimidating, hostile, or offensive work/classroom environment is defined as harassment. Harassment is prohibited at the Coeur d'Alene Charter Academy. This would include but not be limited to harassment directed toward a person's sex, race, age, disability, religion, national origin, or veteran's status. Sexual harassment can differ from other types of harassment. Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature can constitute sexual harassment when submission to or rejection of the conduct is used to implicitly or explicitly base any change in employment conditions.

Any school employee who is physically or verbally assaulted by a pupil or other person while acting within the scope of their employment shall immediately notify the Principal of the incident.

**PERSONNEL****Abused and Neglected Child Reporting****Policy #:** E-8 (5260)**Adopted:** January 12, 2000**Revised:** May 24, 2000; June 10, 2010; October 16, 2023

Any employee having reasonable cause to believe that a child under the age of eighteen (18) years has been abused (including sexual abuse), abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare. A written report of the case must be submitted to the Principal.

Legal Reference:

I.C. § 33-512

## **PERSONNEL**

### **Political Activity - Staff Participation**

**Policy #:** E-9 (5290)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; June 10, 2010; October 16, 2023

Charter Academy employees involved in community and political activities will ensure that their actions and words are clearly stated as their own and in no way represent the policies or views of the Coeur d'Alene Charter Academy. Employees shall not participate in political activities during hours of employment or while acting as an agent for the Academy.

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the Charter may seek an elective office including those that may create a conflict of interest, provided that the staff member does not campaign during instructional times or while they are responsible for other duties, or while they are in settings where they are likely to have contact with students, and provided all other legal requirements are met.

The Charter Academy assumes no obligation beyond making such opportunities available.

No person may attempt to coerce, command, or require a public employee to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.

The Charter shall not restrict constitutionally protected political speech of employees during non-instructional times in non-student contact settings, such as during duty-free periods in faculty break rooms and lounges during the school day or during after school events. Nothing in this section is intended to restrict the right of a Charter School employee to express his personal political views.

If the employee does seek and obtain a public office which results in an impermissible conflict of interest, that employee may be required to resign from the employment that creates the conflict of interest, or alternatively may ultimately not be seated in the public office while the employment or benefit creating the conflict of interest exists.

#### Legal Reference:

5 USC 7321, et seq.	Hatch Act
I.C. § 33-507	Limitation upon authority of Trustees
I.C. § 18-1359	Using Public Position for Personal Gain
Idaho Constitution Article III, Section 1	
Idaho Attorney General Opinion No. 95-07	
Idaho Attorney General Opinion No. 93-10	

## **PERSONNEL**

### **Tobacco, Alcohol and Drug Free Workplace**

**Policy #:** E-10 (5820)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; June 10, 2010; October 16, 2023

In order to create an environment that promotes a healthy model for students and adults, the use of all tobacco and alcohol products is prohibited on Charter Academy grounds and at all school sponsored events and activities. Additionally, the unlawful possession, use, dispersion, distribution or manufacture of tobacco, alcohol or illegal drugs is prohibited on Charter Academy grounds and at all school sponsored events and activities.

Compliance with this policy is a mandatory condition of employment and violations can lead to termination of employment. Convictions for offenses of any criminal drug statute not occurring in the workplace may also be subject to disciplinary action, including termination of employment.

Federal law requires that employees notify their immediate supervisor of any criminal drug statute conviction for violations occurring in the workplace no later than five (5) calendar days after such conviction.



## **PERSONNEL**

### **Internet Usage**

**Policy #:** E-11 (5325)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; June 10, 2010; December 14, 2010; October 16, 2023

A wide area network with access to the Internet is available to students, teachers and other employees at the Charter Academy. The Academy's goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The primary purpose of the Internet is educational, however, with access to computers and people all over the world, comes the availability of material that may not be of educational value. On a worldwide network it is impossible to control all materials that an industrious user may try to access. Users must take responsibility for their own actions. All Employees must sign the Employee Acceptable Use Contract" prior to using any of the Academy's computers. The Employee Acceptable Use Contract will be updated by the principal to ensure compliance with Idaho code section 33-131, as from time to time amended.

## **PERSONNEL**

### **Evaluation of Personnel**

**Policy #:** E-12 (5340)

**Adopted:** March 19, 2018

**Revised:** October 16, 2023

#### Evaluation of Personnel

The Charter School has a firm commitment to performance evaluation of Charter 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 Charter School goals. This policy applies to personnel. The Administrator is hereby directed to create procedures that differentiate between non-instructional and pupil instructional personnel in a way that aligns with the Charlotte Danielson Framework for Teaching Second Edition to the extent possible and aligned to the pupil service staff's applicable national standards.

Each staff member shall receive at least one (1) written evaluation to be completed by no later than June 1<sup>st</sup> 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 1<sup>st</sup>.

#### Objectives

The formal performance evaluation system is designed to:

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

#### Responsibility

The Principal, or the Principal'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 evaluation forms in a timely manner;
2. Ensuring completed evaluation forms are returned for filing by a specified date;
3. Reviewing evaluation forms for completeness;
4. Identifying discrepancies;
5. Ensuring proper safeguards and filing of completed evaluation forms;
6. Creating and implementing a plan for ongoing training for evaluators and personnel on the Charter School'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 the Charter School as a result of the evaluation as well as the procedure(s) for implementing each action;
7. Creating a plan for ongoing review of the Charter School's Performance Evaluation Program
8. Creating a procedure for remediation for employees who receive evaluations indicating that remediation would be an appropriate course of action; and
9. Creating an individualized evaluation rating system for how evaluations will be used to identify proficiency and record growth over time with four 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; "proficient" being equal to a rating of 3; and "distinguished" being equal to a rating of 4.

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

1. Continuously observing and evaluating an employee's job performance including a minimum of two (2) documented observations annually for instructional personnel, one (1) of which shall be completed prior to January 1<sup>st</sup> 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 the Charter School District'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.

#### Procedures

**Individualized Professional Growth Plan (IPGP)** – All staff members will review the evaluation model and procedures and submit a written annual professional growth plan. The Charter School has identified that student input will be used to inform the Professional Practice portion of the evaluation. This student input will take the form of a survey offered to all students in an anonymous, electronic form.

**Observations:** Periodic classroom observations will be included in the evaluation process with a minimum of two (2) documented observations annually for instructional personnel, one (1) of which shall be completed prior to January 1<sup>st</sup>.

A teacher-principal conference is to be held following each formal observation, and the observation instrument is to be dated and signed by the teacher and the principal. Additional observations may be conducted as needed.

Frequent informal classroom observations are encouraged. A conference between the teacher and the principal may be held after an informal observation when deemed necessary or appropriate.

**Summative Evaluation:** A Summative Evaluation will be completed for each employee by June 1<sup>st</sup>. A copy will be given to the employee. The original will be retained by the Immediate Supervisor. The Summative Evaluation should be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The Summative Evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the Immediate Supervisor (Evaluator) and the employee as to the job description and major performance objectives.

#### Professional Practice

A majority of the evaluation of instructional personnel will be based upon 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;
  - f. Using Assessment to Inform Instruction and Improve Student Achievement\*
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.
  - g. Upholding and Enforces Academy Policies and Standards\*
  - h. Responding Positively and Professionally to Directives and Input from Supervisors\*
  - i. Consistently Meeting Contractual Obligations and Performs Duties as Assigned\*

\*Denotes Academy-Specific criteria in addition to mandated criteria.

### 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 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 and Charter 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 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.

### Conferences/Counseling

Informal conferences between immediate supervisors and employees may occur periodically. During these sessions, an open dialogue should occur which allows for the exchange of ideas, focused on performance. The employee should be informed of his or her levels of performance based on the Charter School evaluation form and ongoing observation. In the case of "basic" or "unsatisfactory" ratings, the employee should be informed of the steps necessary to improve performance to the desired level. Conference sessions should include, but not be limited to, the following: Planning and Preparation, Classroom Environment, Instruction, and Professional Responsibilities.

### Summative Evaluation Conference

A conference will occur in conjunction with the summative evaluation. During the scheduled conference with the employee, the Immediate Supervisor will:

1. Review individualized professional growth plan (IPGP);
2. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance;
3. Commend the employee for a job well done if applicable, and discuss specific corrective action if warranted;
4. Set mutual goals to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future success;
5. Have employee sign the evaluation form indicating that he/she has been given a copy;
  - a. Following the meeting, the supervisor will place the original copy in the employee's personnel file.
6. Allow the employee to make any written comments he or she desires;
7. Inform the employee that he or she may turn in a written rebuttal of any portion of the evaluation within seven (7) days and outline the process for rebuttal
8. Have the employee sign the evaluation form indicating that he or she has been given a copy and initial after the supervisor's comments.

No earlier than seven (7) days following the meeting, if the supervisor has not received any written rebuttal, the supervisor will file the original copy in the employee's personnel file.

### Rebuttals

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

If a written rebuttal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal.

Subsequent to these activities, and within a period of ten (10) working days, the supervisor may provide the employee with a written response either amending the Summative Evaluation as requested by the employee or stating the reason(s) why the supervisor will not be amending the Summative Evaluation as requested.

If the supervisor chooses to amend the Summative Evaluation as requested by the employee, then the amended copy of the Summative Evaluation will be provided to, and signed by, the employee. The original copy will be placed in the employee's personnel file.

If the supervisor chooses not to amend the Summative Evaluation as requested by the employee then the Summative Evaluation along with the written rebuttal, and the supervisor's response, if any, will be placed in the employee's personnel file.

### Action

Should any action be taken as a result of an evaluation (improvement plan, probation, non-renewal of contract) the Charter School will comply with the requirements and procedures established by State law.

### Records

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

### Reporting

Any subsequent changes to the Charter School's evaluation plan shall be resubmitted to the State Department of Education for approval. The Charter School shall report annually to the State Department of Education:

1. The summative rankings;
2. The number of components rated as unsatisfactory;
3. The percentage of the employee's students who met their measurable achievement or growth targets, or student success indicators;
4. The measures used; and
5. Whether an individualized professional learning plan is in place for all personnel evaluations.

### Legal Reference:

I.C. § 33-1001

IDAPA 08.02.02.120

Foundation Program - State Aid-Appportionment-Definitions

Local District Evaluation Policy - Instructional Staff and Pupil Service Staff  
Certificate Holders

## **PERSONNEL**

### **Disciplinary Action, Probation, Discharge, Resignation**

**Policy #:** E-13 (5350)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; April 13, 2010

The Coeur d'Alene Charter Academy will follow all of the procedural requirements for employee discipline, probation and discharge as dictated by Idaho codes 33-512 through 33-517 (as from time to time amended). In addition, the Board of Directors and administration will abide by employee contractual agreements and all labor laws of the federal government and the State of Idaho relevant to discipline, probation or discharge.

In order to resign in good standing, certified employees on a contract must provide written notice of the resignation according to the following schedule:

Category 1 & 2 contracts - notice of intent to resign must be received by the Board of Directors within two weeks of the date of the Board's notice of intent to rehire for the coming year.

Category 3 & continuing contracts - notice of intent to resign must be received by the Board of Directors no later than June 1<sup>st</sup> preceding the expiration of the term of the current contract.

Administrative Contracts - notice of intent to resign must be received by May 15<sup>th</sup> of the current contract year.

Classified and temporary personnel must provide written notice of resignation at least two (2) weeks prior to the last day of employment in order to resign in good standing. A shorter period may be mutually agreed upon at the discretion of the Principal or CFO.

## PERSONNEL

### Dress and Appearance

**Policy #:** E-14 (5360)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; June 10, 2010; October 16, 2023; August 12, 2024

*“One of the reasons we have schools is for students to learn what is appropriate. Young people learn what is appropriate in society by looking at their adult role models. Your dress and your behavior are what young people will take to be appropriate.”*  
Harry K. Wong

As professionals in our schools, we realize and value the public’s perception of our roles as mentors and models for students. We, therefore, set in policy the following outline of “reasonable expectations” for all teachers, counselors, secretaries, and administrators throughout the Charter. It is to be applied for all of the days students are present, parent-teacher conferences, professional development days, and all school related activities.

#### DRESSING UP IS ENCOURAGED

##### Appropriate Attire for Males

- Pinpoint or button-down dress shirts
- Dress/casual slacks
- Dress shoes, boots, casual shoes
- Neckties
- Business suits
- Sport coats or sweaters
- School shirts/attire that have been approved

##### Appropriate Attire for Females

- Business suits
- Jumpers, dresses, skirts, skorts (knee length)
- Dress/casual slacks or capris
- Dress shoes, boots, casual shoes
- Blouses, knit shirts, cotton shirts, sweaters (moderate neckline)
- School shirts/attire that have been approved

##### Inappropriate Attire

- Polo shirts
- Backless, see-through, tight-fitting, or low-cut blouses, shirts, or dresses
- T-shirts, lycra, spandex, midriff, muscle shirts/tank tops
- Cut-off jeans or shorts
- Sweatshirts or sweatpants
- Athletic, spandex, lycra shorts/pants
- Mini-skirts
- Overalls
- Jogging suits
- Jeans
- Clothing showing bare midriffs, shoulders, lumbar regions or cleavage
- Clothing with graphics or wording

##### Exceptions

- Gym teachers (clothing shall be modest and appropriate to activity and is limited to knee length shorts, sweatpants/joggers, sweatshirts/hoodies, unaltered t-shirts)
- Field trips/days (clothing shall be modest and appropriate to activity and may include jeans, knee length shorts, sweatshirts/hoodies, unaltered t-shirts, modest swimwear/footwear when swimming)
- The building principal may grant exceptions based upon job related needs or health issues

### Enforcement

Charter staff members who do not, in the judgment of the Principal/Supervisor, reasonably conform to this dress code shall receive a verbal warning from the Principal/Supervisor. A second violation will result in a written notice from the Principal/Supervisor. Repeated violations could result in disciplinary action by the Principal/Supervisor against the staff member. In cases where a staff member refuses to comply with the directions of the Principal/Supervisor or the staff member's employment could be terminated. The decision of the Charter Administrator is final regarding administration of this policy.



## **PERSONNEL**

### **Personal Leave**

**Policy #:** E-15 (5400)

**Adopted:** May 24, 2000

**Revised:** December 14, 2010; August 12, 2024

Full-time employees are granted five (5) days of paid personal leave at the beginning of each fiscal year for all needs except those provided for by sick leave. Personal leave is non-accumulative at the end of the fiscal year and unused leave will not be compensated.

If employment is terminated before leave is earned for the year, used unearned leave will be deducted from the employee's final paycheck.

## **PERSONNEL**

### **Leave of Absence**

**Policy #:** E-16 (5410)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; December 14, 2010; October 16, 2023

The Principal or CFO may grant unpaid leaves of absence for periods as stipulated by the following limits or by Federal or State laws:

Illness, Accident, Disability or Maternity up to twenty-six work weeks provided a certification by a licensed medical doctor is obtained stating the need for such absence.

Jury summons or subpoena to appear in court for any period specified by the court as long as the employee provides proof of said summons or subpoena.

Military leave as required by Federal law as long as the employee provides advance written or oral notice of military service.

Professional leave as determined by the Principal or CFO and according to Idaho Code section 33-1216

Bereavement as determined by the Principal or CFO up to five (5) Days. The Coeur d'Alene Charter Academy will follow all requirements of the Federal "Family and Medical Leave Act of 1993", as amended.

## **PERSONNEL**

### **Sick Leave**

**Policy #:** E-17 (5420)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; December 14, 2010; October 17, 2016; December 18, 2017; October 21, 2019;  
November 18, 2019, October 16, 2023; November 13, 2023; August 12, 2024

The Coeur d'Alene Charter Academy provides all full-time employees with one (1) day of paid sick leave for every month of service. Sick leave is accrued at the beginning of each fiscal year. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day.

Unused sick leave may accumulate without limits for retirement purposes (PERSI) as long as the employee remains continuously in service to the Academy. Termination of employment shall terminate sick leave rights except when said employee is employed by an Idaho Charter School or another state educational agency during the school year immediately following the year of termination. Compensation shall not be provided for unused sick leave.

Employees will be required to provide medical verification from a licensed Physician for proof of illness/sickness and ability to return to work following an illness /sickness that exceeds 4 working days. Employees will also need to provide the same verification of illness/sickness for direct family members in circumstances where the employee claimed sick leave exceeding 4 working days to care for said family members. Direct Family members include spouses, children, siblings, parents, grandchildren, and grandparents. Sick leave may also be used for bereavement related to the death of a direct family member and maternity or paternity leave of an employee.

If employment is terminated before leave is earned for the year, used unearned leave will be deducted from the employee's final paycheck.

Reference:

I.C. § 33-12258 Teachers - Severance Allowance at Retirement

## **PERSONNEL**

### **Insurance Benefits for Employees**

**Policy #:** E-18 (5430)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; June 10, 2010; October 16, 2023

The Coeur d'Alene Charter Academy provides a group medical, dental, vision, and life insurance plan for all full-time employees. Plans may change on an annual basis at the Board of Directors' discretion due to market conditions and budgetary limitations. Information and details on these plans are available by contacting the CFO.

**PERSONNEL**

**School Holidays**

**Policy #:** E-19 (5440)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; November 29, 2000; December 14, 2010; October 16, 2023

Classified personnel who are full-time employees are eligible for paid holidays, as defined in their job descriptions, after their probationary period.

## PERSONNEL

### Vacation Leave

**Policy #:** E-20 (5450)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; December 14, 2010; October 16, 2023

Twelve month classified and administrative employees shall accrue annual vacation leave benefits according to the following schedule or as defined in their job descriptions. The number of days of paid vacation earned each year of service is as follows:

<u>Years of Service with the Charter School</u>	<u>Days of Annual Vacation Leave</u>
1	10 days
2-3	15 days
4-30	20 days

Days are accrued in six month periods (i.e.  $\frac{1}{2}$  of the yearly total) and can be used after the accrual period has passed. Accrued vacation days must be used within one year of the date they are earned.

Vacation leave is intended to be used during that year in which it is earned and cannot be carried forward.

Unused vacation time is not convertible to any other form of benefit at the termination of employment. Prior approval by the administration must be given before vacation leave is taken.

Nothing in this policy guarantees approval of the granting of specific days of annual vacation leave in any instance. Each request will be judged by the Charter School in accordance with staffing needs.

Employees of less than six months duration will not accrue vacation benefits.

## **PERSONNEL**

### **Workers' Compensation Benefits**

**Policy #:** E-21 (5460)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; June 10, 2010; October 16, 2023

Benefits under the Worker's Compensation laws are provided for all employees by the State Insurance Fund. The insurance provides benefits for work related injuries and accidents including medical, loss of time, rehabilitation, temporary partial disability, permanent partial disability and death benefits for family survivors. Employees must report any injury or accident to the CFO as soon as possible and a "Notice of Injury and Claim for Benefits" form must be filed within ten (10) days.

## **PERSONNEL**

### **Personnel Files**

**Policy #:** E-22 (5500)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; March 9, 2010; October 16, 2023

The Coeur d'Alene Charter Academy establishes and maintains a personnel file for each employee. These files contain any and all material relevant to the evaluation of employees. Employees will be given timely notice of all materials placed in the personnel file and the opportunity to attach a rebuttal to those materials. Personnel files are confidential and excepted from public access under provisions of the Idaho Code. Employees or designated representatives may access their own personnel file on request and receive copies of all materials contained therein, with the exception of recommendation letters, in a timely manner upon request.

Legal Reference:

I.C. § 74-106      Records Exempt from Disclosure - Personnel Files, Etc.



## **PERSONNEL**

### **Safe Work Environment**

**Policy #:** E-23 (5620)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; June 10, 2010; October 16, 2023

Employees shall guard the safety of themselves, fellow employees, children, and the public by immediately reporting unsafe conditions, equipment or practices. Safety procedures and first aid supplies are available in the Main office. Notification of all accidents must occur within twenty-four (24) hours to the Principal or CFO. Appropriate reports relevant to the nature and source of the accident will be filed in the business office. Education regarding communicable diseases and blood borne pathogens is necessary in order to protect the rights of all individuals at the Charter Academy. All employees are required to read and sign a handout on proper handling of situations that may arise where exposure to a communicable disease or blood borne pathogen is possible.

## **PERSONNEL**

### **Reduction in Force**

**Policy #:** E-24 (5740)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; March 9, 2010; October 16, 2023

Budgetary limitations, grant or program expiration, and or position consolidation may dictate the necessity for staff reductions. Employees released for this reason are presumed to be performing at a satisfactory level. Reductions will be determined solely by the Board of Directors based on the best available information which provides the reasons for and the extent of the overall need for reductions. Employees subject to a reduction will be notified at the earliest possible convenience of the Charter Academy, not less than two (2) weeks prior to the last day of employment or as required by Idaho State code.

Legal Reference: I.C. § 33-522A District Trustees - Reduction in Force

## **PERSONNEL**

### **Complaints and Grievances**

**Policy #:** E-25 (5800)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; April 13, 2010; October 16, 2023

A grievance is defined as a written allegation of unfair treatment or a violation of Charter Academy policy. Informal complaints should first be directed to the Principal for resolution. The intent of an informal complaint is to resolve a problem or offense before it becomes serious. Repeated or serious offenses will be handled as grievances and follow established procedures set by The Coeur d'Alene Charter Academy Board of Directors and Idaho State code.

If an employee so chooses, he/she can bypass the procedures set by the Charter Academy Board and file discrimination claims directly with the Idaho Human Rights Commission and/or the Equal Employment Opportunity Commission.

## **PERSONNEL**

### **Compensation Time and Overtime for Classified Employees**

**Policy #:** E-26 (5810)

**Adopted:** February 8, 2011

**Revised:** April 17, 2023; October 16, 2023

Classified or temporary personnel who work more than 40 hours in a week (defined as Monday 12:00 am - Sunday 11:59 pm) are entitled to time-off equal to 1 ½ times the amount of time worked over 40 hours (compensation time). Personnel are responsible for reporting in writing to the CFO the “overtime hours” (defined as those hours and minutes worked beyond 40 hours in a week). Overtime hours must be reported within one week of those hours worked. The compensation time will be calculated by the CFO and posted to the employee leave database. Accumulated compensation time must be exhausted before the employee may request personal or vacation leave.

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

A non-exempt employee who works overtime without authorization may be subject to disciplinary action up to and including possible termination.

A general notice from the Department of Labor explaining the Fair Labor Standards Act, as prescribed by the Department’s Wage and Hour Division, will be posted prominently where it can be readily seen by employees and applicants and shall either be distributed to each new employee upon hiring or will be included in employee handbooks. Not notification of rights under the Fair Labor Standards Act or related regulation should be construed to alter any applicable at-will employment relationship between Coeur d’Alene Charter Academy and an employee.

**Legal Reference:**

29 USC § 201, et seq.	The Fair Labor Standards Act of 1985
19 CFR § 516.4	Records to be kept by Employers- Posting of Notices

## **PERSONNEL**

### **Evaluation of Staff**

**Policy #:** E-27 (5820)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; February 10, 2010; October 16, 2023

The Coeur d'Alene Charter Academy employs an evaluation procedure that complies with state code, as detailed in the Employee Handbook. The procedure has been approved by representatives from the administration, board, and teaching staff, and will be amended as required to maintain compliance with state code and meet the needs of administration and faculty.

## **PERSONNEL**

### **Retirement Benefits**

**Policy #:** E-28

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; June 10, 2010; October 16, 2023

All permanent full-time employees are members of the Public Employee Retirement System of Idaho. Benefits are provided through a combination of employer and employee contributions. Information and details are available by contacting the CFO.

## **PERSONNEL**

### **Payroll**

**Policy #:** E-29

**Adopted:** February 22, 2023

**Revised:** October 16, 2023

It is the policy of the Board of Trustees that payroll periods shall be established by the CFO of the Academy.

Payday shall be on the 27th day of each month. If the 27th of the month falls on a Saturday, payday shall be on Friday, the 26th. If the 27th falls on Sunday, payday shall be on Monday, the 28th.

All classified employees are required to fill out timesheets monthly that are due the 25th of each month, and must be signed by the employee and the CFO.

Direct deposit is available and encouraged for all employees.

Full-time employees who work nine months during the school year receive annualized payments through the end of August.

Employees receiving a check will receive it at their building during the school year. Substitutes' and Tutors' checks will be mailed to the address on file. During the summer, employees working less than 205 days will receive their checks, if they do not participate in direct deposit, at the address on file, unless requested otherwise.

Changes in address/phone number should be emailed to payroll.

The deadline for payroll changes is the 10th of the month.

## PERSONNEL

### Certified Staff Salary Index

**Policy #:** E-30

**Adopted:** March 3, 2004

**Revised:** June 4, 2006; November 21, 2006; April 10, 2007; April 23, 2008; Suspended 2010; Suspended May 2011; May 20, 2013; April 15, 2019

The certified staff salary index dated 2013-2014 (herein referred to as “the index”) represents the salary schedule for the teaching staff of the Coeur d’Alene Charter Academy (herein referred to as “the Academy”) beginning in the 2013-2014 school year. It does not represent previous contractual agreements with the employees of the Academy.

#### **The following definitions apply to the index:**

**Grade** -the entry point and vertical movement of employees on the index. Grade entry point is based on qualifications, years of experience in the field of education and prevailing labor market conditions as determined by the Principal, CFO and Board of Directors of the Academy. Vertical movement (increase in grade number) after the entry point is annual AS determined by performance.

**Level** -the achievement rank of the employee as determined by the previous year’s performance evaluation.

**Deficient**- employee is not performing at an acceptable standard for the Academy as determined by the previous year’s evaluation. Two years on this level may result in grounds for dismissal or non renewal of contract.

**Standard**- employee is performing at the standard expectations for the Academy’s teachers as determined by the previous year’s evaluation.

#### **BA, BA+12, BA+24, etc.**

The last seven columns of the index represent the education level achieved by the certified employee simultaneously with or after Idaho State certification. Movement and placement on the education scale is based on the Idaho State Department of Education rules for funding placement with the following exception: After “BA+36” any further horizontal movement to the right requires a Master’s degree. The Administration reserves the right to disallow the inclusion of certain continuing education credits for horizontal movement on the scale if the Administration judges them to be of no effective value to the mission of the Academy.

Additions to the amounts in the index are awarded based on the following criteria: Masters Degree= \$1,795

Doctorate Degree= \$3,595

Longevity- greater than 15 years certified teaching experience at the Academy or as approved by the Board of Directors = \$1020

Nothing in this policy is intended to imply or create an annual guarantee or contractual right to a salary increase.

#### **Certified Staff Career Salary Ladder 2019-20**

##### **2019-20**

##### **Pay**

**Residency 1\*** 38,500

**Residency 2\*** 39,000

**Residency 3** 39,500

**Professional 1** 44,000

**Professional 2** 50,000

**Professional 3** 53,000

**Professional 4** 53,750

**Professional 5** 55,625

**Professional 6** 56,800

**Professional 7** 59,000

**Professional 8** 59,700

**Professional 9** 62,000

**Professional 10** 62,800

**Charter Master\*** 64,000 New level in 2019-20



**Education addition:** 2019-20

(Professional level only, not accumulative)

**BA +24** 2,000

**Masters** 3,500

Teachers currently receiving the Doctorate or longevity addition will continue to get it (grandfathered), but will not get the above amounts too.

**Master Teacher Premium (2020):**

- Minimum of 8 years teaching with 3 mastery immediately preceding the awards. · 3 of the previous 5 years demonstrated Mastery of Instructional Techniques (individualized plan with artifacts).
- Majority of students meet the measurable student achievement standards 3 of last 5 years. · Other goals/methods allowed, must be done by committee and approved by SBOE (including plans by department and groups).
- \$4000 per year for 3 consecutive years, thereafter annually if validated.
- Master premium is requested by teachers directly to the state, not to the school. · Master premium not set to go into effect until 2020.
- Professional status defined in code with mentoring requirements.

**PERSONNEL**

**Classified Staff Salary Index**

**Policy #:** E-31

**Adopted:** July 1, 2005

**Revised:** April 23, 2008; Suspended 2010; Suspended May 2011; May 20, 2013; April 15, 2019

**Support Staff (Classified) Salary Index**

4/15/2019

**Index**

**Class 1 Class 2 Class 3**

**0** 23,024 23,473 30,747

**1**

**2**

**3**

**4**

**5**

**6**

**7**

**8**

**9**

**10**

**11**

**12**

**0**

Examples:

23,715
24,426
25,159
25,914

26,691	28,558	35,644
27,492	29,701	36,714
28,317	30,889	37,815
29,166	32,124	38,949
29,166	33,409	40,118
29,166	34,746	41,321
29,166	36,136	42,561
29,166	37,581	43,838
23,024	23,473	30,747

Front Office Secretary-Class 1

Custodian-Class 2

Admin. Asst., Board Clerk, etc.-Class 3

Class will be defined in the employee's job description.

Starting salary for new employees or employees changing job positions will be negotiated by the Principal or Business Manager. The salary will be no less than grade 0 and no more than grade 12 for the assigned class.

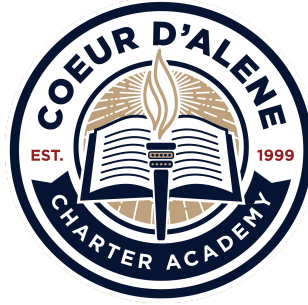
All Index amounts are based on full-time 261 day assignments.

Part-time or partial year assignments will be determined based on the appropriate hourly or daily fraction.

Raises/change in grade will be determined by the Principal and Business Manager after the annual evaluations of the staff. Grade levels are not "years of service."

Once an employee reaches grade 12 they are no longer eligible for an increase in salary unless the Board of Directors approves a new index.

Nothing in this policy is intended to imply or create a guarantee or contractual right of employment or change in salary.



## SECTION F (6000 SERIES) ADMINISTRATION

### ADMINISTRATION

#### Professional Development Fund

**Policy #:** F-1 (6330)

**Adopted:** January 17, 2006

**Revised:** January 12, 2009; August 23, 2021

The Coeur d'Alene Charter Academy expects and encourages all employees to participate in professional development. The Academy will provide financial support for professional development when possible, these funds will be allocated in a manner that allows for the following three objectives:

1. Supporting meaningful professional development efforts within Coeur d'Alene Charter Academy,
2. Compensating mentors and coaches of teaching staff,
3. Providing funding for effective professional development experiences outside of the Coeur d'Alene Charter Academy, both as directed by administration and pursued by staff members by their own election.

A plan for use of funds will be submitted to the board annually. Funding will be allocated as follows:

1. Stipends for the director of professional development, the professional development committee, and mentor program leaders;
2. Money toward staff development days held on campus and/or staff retreats; and
3. 3. Other needs as identified by administration.

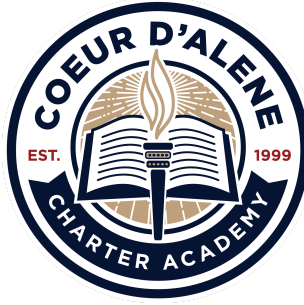
Then with the balance, funding will be allocated as follows:

1. Outside professional development stipends to be paid annual to each certified member of the teaching staff, for use in professional development pursuits of their choosing

As part of annual evaluations, teachers will be assessed by administration on the Danielson Framework for Evaluation Component 4e: Growing and Developing Professionally. This component includes the following:

1. Enhancement of content knowledge and pedagogical skill
2. Receptivity to feedback from colleagues
3. Service to the profession

In addition, teachers will submit to the administration annually their personal professional growth plan. The plan for the following school year will be submitted at the end of each school year, and revisited at the end of the next. Teachers will evaluate themselves on how well they have done at meeting this goal.



## SECTION G (7000 SERIES) FINANCIAL MANAGEMENT

### FINANCIAL MANAGEMENT

#### Fixed Assets

**Policy #:** G-1 (7210)

**Adopted:** November 20, 2001

**Revised:** December 11, 2007; November 13, 2023

#### Definitions:

**Fixed Assets** are tangible property at acquisition with a cost or market value of greater than \$5,000 and a useful life of more than two years. They are generally more cost effective to repair than to replace and the expense of procedures to safeguard them should be less than the expense to replace them. Expenditures that do not increase an asset's future benefit should be expensed as repair and maintenance. Costs incurred to achieve greater future benefits should be capitalized, whereas expenditures that simply maintain a given level of services should be expensed. Ordinary repairs required to maintain the existing condition of the asset or restore it to normal operating efficiency should be expensed immediately.

**Land** is all real estate owned by the Coeur d'Alene Charter Academy exclusive of improvements. Land is capitalized but not depreciated. It is capitalized at its purchase price plus incidental costs to put the land in condition for its intended use. These costs include, but are not limited to legal and title fees, closing costs, appraisal and negotiation fees, and surveying fees.

Land Improvements are any items that would add value to real estate owned by the Academy. This includes such items as excavation, non-infrastructure utility installation, driveways, sidewalks, parking lots, flagpoles, retaining walls, fencing, outdoor lighting, playground/field equipment, and other non-building improvements intended to make the land ready for its intended purpose.

**Buildings and Building Improvements** include permanent walled and/or roofed structures and the improvements attached. Buildings should be valued at all acquisition and/or construction costs including fees for brokers, appraisers, engineers, architects, and consultants. Improvements that extend the useful life of a building should be capitalized. This includes but is not limited to roofing projects, major energy conservation projects, remodeling, and replacing major building components. Leasehold Improvements include all property attached to the land and/or buildings leased by the Academy. This includes the same items that would be capitalized as a building improvement.

**Equipment** is all tangible property defined as a fixed asset that is not land, buildings, leasehold improvements, or attachments thereof. Examples of equipment include furniture, vehicles, machinery, and electronics.

#### Procedures:

1. Accounting and Reporting for Fixed Assets Accounting records for fixed assets and fixed asset transactions shall be maintained in such a manner as to provide information to promote sound fiscal management, to assess management accountability, and to assist interested parties with decision making about the Charter's management of fixed assets.
2. The Charter's accounting system must provide proper accounting of assets and provide proper reporting of those assets whose capitalized values equal or exceed \$5,000.00.
3. At the end of each school year, the Business office shall conduct a physical inventory of the fixed assets, which shall be reconciled with the accounting records.
4. Assets valued between \$500 to \$5,000 are not recognized as capital assets but are to be tracked and controlled in inventory records.

The useful life of a fixed asset will be calculated and depreciated on the straight- line method based on the following table. Fixed assets not listed should be determined by the guidance of the State of Idaho’s Controller’s Office, and the professional judgment of the Business Manager.

<b>Description</b>	<b>Estimated Useful Life</b>
Land	No Depreciation
Land Improvements	40 years
Buildings	40 years
Building Improvements	10 years
Leasehold Improvement	10 years
Modular Equipment	10 years
Furniture and Equipment	3-10 years

Other Reference:

Governmental Accounting Standard Board (“GASB”) Statement No. 34

## **FINANCIAL MANAGEMENT**

### **Fund Balance**

**Policy #:** G-2 (7215)

**Adopted:** June 21, 2011

The Coeur d'Alene Charter Academy will comply with Statement #54 of the Government Accounting Standards Board in the presentation of all fund balances. Disclosing, presenting, committing, and spending of fund balances will be recommended by the CFO and approved by the Board of Directors.

## **FINANCIAL MANAGEMENT**

### **Student Activity Fund Management**

**Policy #:** G-3 (7260)

**Adopted:** November 20, 2001

**Revised:** November 13, 2023

The Coeur d'Alene Charter Academy Board of Directors shall approve all student activity fund accounts and the purpose of each. Monies raised for these student activities must be expended for the direct benefit of the students. Sources of student activity funds and the establishment of new accounts must be approved by the Board Treasurer or Asst. Treasurer. The CFO shall be responsible for the management of the student activity funds in accordance with current governmental and nonprofit accounting procedures. The following minimum accounting procedures will be implemented:

1. All other cash receipts shall be entered into Square..
2. All outgoing checks shall be signed by both the Board Treasurer or Asst. Treasurer and the Board Chairman or Secretary.
3. All outgoing checks shall be accompanied by an invoice.
4. A report of student activity funds will be presented to the Board of Directors at their monthly meeting.
5. The student activity funds will be audited annually by an independent audit firm selected by the Board of Directors.
6. Funds raised for or donated to a specific club or activity shall only be spent by that club or activity.

## **FINANCIAL MANAGEMENT**

### **Investment and Custodial Risk**

**Policy #:** G-4 (7305)

**Adopted:** February 8, 2011

**Revised:** November 13, 2023

The treasurer or assistant treasurer shall invest any money received by the Coeur d'Alene Charter Academy as directed by the Academy Board of Directors. Said investments will be made in compliance with Idaho code section 67-1210. All monies not insured by the Federal Deposit Insurance Corporation, Federal Savings and Loan Insurance Corporation or the National Credit Union Share Insurance Fund will be fully collateralized with securities issued by the Federal Home Loan Bank and pledged to the Coeur d'Alene Charter Academy with the exception of the Local Government Investment Pool (LGIP). A progress report of investments shall be made to the Academy Board of Directors on a regular basis.

Interest received on all investments shall be paid into the General fund with the exception of monies of the Building Trust Fund and the Scholarship Trust Fund. Interest received for those trust funds will be calculated on a monthly basis at the highest rate of interest received by the Academy on investments. The ending monthly fund balance of those trust funds will be the basis for calculating the monthly interest earned.



## **FINANCIAL MANAGEMENT**

### **Public Procurement of Goods and Services**

**Policy #:** G-5 (7407)

**Adopted:** October 21, 2013

**Revised:** November 13, 2023

The Board of Directors hereby grants to the Principal and the CFO authority to enter into legal agreements and contracts that are no longer in duration than one year. And, that the maximum financial obligation of those agreements shall be no more than the lesser amount of \$24,999 or the authorized budget amounts for those expenses previously approved by the Board of Directors.

## **FINANCIAL MANAGEMENT**

### **Travel Reimbursement**

**Policy #:** G-6 (7430)

**Adopted:** January 12, 2000

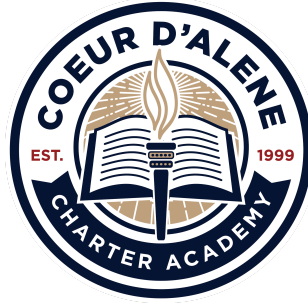
**Revised:** May 24, 2000; November 9, 2010; October 16, 2023

All staff members traveling on official school related activities must obtain authorization from the Principal or CFO through the database leave system before leaving. Reimbursement for expenses will only be made for travel that has received prior approval through the purchase request/purchase order process. Receipts must be submitted for all applicable expenses. The following approved expenses will be reimbursed at the listed allowable rates:

Travel expenses will be reimbursed at the lowest amount of the four listed options.

1. Mileage - at the rate equal to the current Internal Revenue Service rate
2. Airfare - Reimbursement will be for coach fare only. Tickets should be purchased as early as possible to secure the lowest rate available.
3. Rail/Bus - Coach fare only, tickets should be purchased as early as possible to secure the lowest rate available.
4. Car Rental - Pre-approval of the type of car to be rented must be made by the Principal or CFO.
5. Lodging - Reimbursement will be made for the official traveler/approved employee only. If the arrival is earlier or the departure later than the necessary time assigned for the official business, the additional cost will not be reimbursed.
6. Meals - The maximum daily amount is \$50.00, including taxes and tips. Reimbursement for tips will not exceed 15% of the employees' meal cost.
7. Ground Transportation - (taxi, limo, buses, tolls) Reimbursement will be made for travel to and from airports, and from and to lodging if the meeting site requires travel. Receipts are required and tips must be on the receipts. Reimbursement for tips will not exceed 15% of the travel cost.
8. Parking, telephone, registration - these and other incidentals must be related to the official purpose of the travel and be included in the original purchase request.

Rebates- any rebates (cash, goods or services) directly related to a reimbursed expense become the property or possession of the Charter Academy.



## SECTION H (8000 SERIES) NON-INSTRUCTIONAL OPERATIONS

### NON-INSTRUCTIONAL OPERATIONS

#### Driver's Education

**Policy #:** H-1

**Adopted:** July 30, 2002

**Revised:** August 18, 2008; March 10, 2009

In order to qualify for a driver's permit or license, students under the age of eighteen must obtain a letter from the Academy verifying that they are in compliance with Academy attendance requirements.

A letter will not be issued to a student who has been denied credit based on attendance in the previous or current term. In the case of a student who has exceeded the number of allowable absences and is appealing denial of credit, the verification letter will be withheld pending the outcome of the appeal.

## **NON-INSTRUCTIONAL OPERATIONS**

### **Adult Driving Requirement**

**Policy #:** H-2

**Adopted:** September 17, 2003

For any adult, (staff, parent, or other volunteer) to transport a Coeur d'Alene Charter Academy student for school related activities, they must have the following on file with the school office:

- Copy of current driver's license
- Copy of current auto insurance
- Copy of State Department of Motor Vehicle driving record

The purpose of this policy is to protect and maximize the safety of our students, and to minimize the legal liability of the school.

## **NON-INSTRUCTIONAL OPERATIONS**

### **Activities Travel**

**Policy #:** H-3 (8105)

**Adopted:** March 18, 2019

The Coeur d'Alene Charter Academy provides activities for the purpose of student enrichment. Some of these activities may entail traveling out of town. In order to prevent undesired interference with the academic program, and to limit the burden on families, the Board of Directors has established the following limitations on activities travel.

No Academy-sponsored activity will include travel outside of the state of Idaho, except within a 200-mile radius. Students who qualify for regional or national-level competitions or gatherings outside the state of Idaho or beyond that 200-mile radius may attend those events, but the Academy will not provide financial support or supervision, or facilitate participation. Students who choose to participate in such activities will be required to use the "Pre-Arranged Absence" form, according to the established procedure.

"Academy-sponsored" activities include any activities for which the Academy provides access, training, entrance, supervision, or funding. An activity will lose its "Academy-sponsored" status when participation requires travel outside of the above restrictions.

The Academy will not provide on-site fundraising for non-Academy-sponsored activities or travel.

## **NON-INSTRUCTIONAL OPERATIONS**

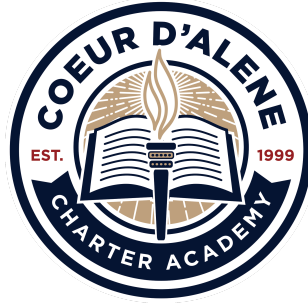
### **Coach/Advisor Fines**

**Policy #:** H-4

**Adopted:** February 8, 2011

School fines imposed by the District I Board of Control will be paid by the coach or advisor responsible, if the administration determines that the fine is the result of intentional acts or negligence on the part of the coach or advisor. The fine will be deducted from the coach or advisor's stipend or salary. In the event that the coach or advisor has already received his or her stipend or final check, he or she will not be offered a contract for the following year's activity until the fine has been paid.

School fines result from violation of certain rules as specified in the IHSAA Rules and Regulations Handbook, enforced by the District I Board of Control.



**SECTION I (9000 SERIES)  
SCHOOL FACILITIES**

NO POLICIES