



# ISBA Model Policy Manual for Charter Schools Table of Contents

## **1000 SERIES—THE BOARD OF DIRECTORS**

Continuity of the Board	
Legal Status and Operation .....	1000
Organization and Classification .....	1010
School Board Elections	
Directors .....	1100
Election, Designation, and Appointment .....	1110
Taking Office .....	1120
Oath of Office .....	1120P
Resignation .....	1130
Vacancies .....	1140
Organization and Government of the Board	
Annual Organization Meeting.....	1200
School Board Powers and Duties.....	1205
Qualifications, Terms, and Duties of Board Officers .....	1210
Secretary/Clerk.....	1220
Duties of the Treasurer.....	1230
Duties of Individual Directors.....	1240
Committees .....	1250
Authorization of Signatures .....	1260
Governance	
Charter School Policy .....	1300
Policy and Procedures to Review Annually.....	1303
Amendment of Articles of Incorporation and Bylaws .....	1305
Administrative Procedures.....	1310
Conflicting Policies and Procedures .....	1313
Continuous Improvement Plan .....	1315
Governance Rights.....	1320
Principals of Operations	
Board/Staff Communications.....	1400
School Board Use of Email and Social Media.....	1405
Board/Executive Director Relationship .....	1410

Director Expenses .....	1420
Director Insurance.....	1430
Board Participation in Activities.....	1440
Board Meetings and Board Meeting Procedures	
Board Meetings .....	1500
Board Meeting Procedure .....	1500P
Open Meeting Law Compliance and Cure.....	1510
Board Meeting News Coverage .....	1525
Board Ethics, Growth and Development	
Code of Ethics for School Board Members .....	1600
Conflict of Interest .....	1610
Director Spouse Employment .....	1615
Board Goals and Objectives.....	1620
Evaluation of Board .....	1630
Inservice Conference for Directors .....	1640
Board Development Opportunities .....	1645
New Board Member Workshop .....	1650
 <b>2000 SERIES—INSTRUCTION</b>	
Goals .....	2000
Curriculum	
Curriculum Development and Assessment.....	2100
Lesson Plan .....	2110
Program Evaluation and Diagnostic Tests.....	2120
K-3 Reading Intervention.....	2125
Research Studies .....	2130
Student and Family Privacy Rights.....	2140
Student and Family Privacy Rights – Consent Form .....	2140F
Copyright .....	2150
Copyright Compliance .....	2150P
Computer Science .....	2160
Instructional Organization	
School Year, Calendar, and Instructional Hours.....	2200
School Closure .....	2210
Weather-Related School Closure.....	2210P
Health Emergency Related School Closure .....	2210P2
Prekindergarten Programs and Kindergarten Jump Start Program .....	2220
Grade Organization .....	2230
Class Size.....	2240
Programs and Services	
Guidance and Counseling .....	2300
Nutrition Services .....	2305
Nutrition Education.....	2310
Physical Activity Opportunities and Physical Education.....	2315
Health Enhancement Education .....	2320
Community and Adult Education .....	2330

Digital Citizenship and Safety Education .....	2335
Controversial Issues and Academic Freedom .....	2340
Parental Opt-Out Form for Sex Education.....	2340F
Speakers in the Classroom and at School Functions .....	2345
Controversial Speakers Procedure .....	2345P
Student Religious Activity at School.....	2350
Release Time.....	2355
Interscholastic Activities.....	2360
Participation of Private School Students in Federally Funded Programs .....	2365
Homebound, Hospital, and Home Instruction .....	2370
Service Animals in School.....	2375
Head Start Program Coordination.....	2380
English Learners Program.....	2385
Education of Migratory Children.....	2390
Idaho Digital Learning Academy Classes .....	2395
<b>Special or Alternative Instruction</b>	
Special Education.....	2400
Section 504 of the Rehabilitation Act of 1973.....	2410 & 2410P
Parent and Family Engagement .....	2420
Parent and Family Engagement Guidelines .....	2420P
Parental Rights .....	2425
Gifted and Talented Program.....	2430
Advanced Opportunities .....	2435
Advanced Opportunities Participation Form .....	2435F
Online Courses and Alternative Credit Options .....	2440
Contracted Student Services .....	2450
<b>Instructional Materials</b>	
Library Materials.....	2500
Selection of Library Materials .....	2510 & 2510P
Curricular Materials .....	2520
Learning Materials Review .....	2530
Selection, Adoption, and Removal of Curricular Materials.....	2540
Technology Advisory Council .....	2545
Field Trips, Excursions, and Outdoor Education.....	2550
Contests for Students .....	2560
Use of Commercially Produced Video Recordings .....	2570
Parental Opt-Out/Consent Form Regarding Movies.....	2570F
Use of Animals in Educational Programs .....	2580
Charter School Procedure on Dissection of Animals.....	2580P
Student Permission for Exposure to Animal(s) .....	2580F
<b>Grading and Promotion</b>	
Promotion/Retention .....	2600
Advancement Requirements (6 through 9) .....	2605
Advancement Requirements (9 through 12) .....	2610
Grading and Progress Reports.....	2620
Parent-Teacher Conferences .....	2625

Homework.....	2630
Graduation	
High School Graduation Requirements .....	2700 & 2700P
Military Compact Waiver .....	2705
High School Graduation Requirements .....	2710
Participation in Commencement Exercises .....	2720
Accreditation	
Objectives .....	2800

### **3000 SERIES—STUDENTS**

#### Enrollment and Attendance

Entrance, Placement, and Transfer .....	3000
Enrollment Opportunities.....	3010
Enrollment Application/Lottery Form .....	3010F
Enrollment and Attendance Records.....	3020 & 3020P
Part-Time Attendance/Dual Enrollment .....	3030
Extracurricular Activities for Non-Public School Students.....	3031
Compulsory Attendance.....	3040
Compulsory Attendance Prosecutor Letter Form.....	3040F1
School Truancy Referral Form.....	3040F2
Attendance Policy (Alternative 1).....	3050A1
Attendance Policy (Alternative 2).....	3050A2
Attendance Policy (Alternative 3).....	3050A3
Attendance Policy (Alternative 4).....	3050A4
Education of Homeless Children .....	3060
Students of Legal Age.....	3070
Foreign Exchange Students.....	3090A1
Foreign Exchange Students.....	3090A2
Programs for At-Risk/Disadvantaged Students .....	3100

#### Student Rights and Responsibilities

Student Rights and Responsibilities .....	3200
Student Use of Buildings: Equal Access.....	3220
Student Clubs: Equal Access .....	3225
Student Clubs: Background .....	3225B
Student Club Risk Management Plan .....	3225F
Student Government .....	3230
Student Publications .....	3240
Distribution and Posting of Materials .....	3250
Student Dress .....	3255
Bring Your Own Technology Program.....	3260
Bring Your Own Technology Permission Form .....	3260F
Student Owned Electronic Communications Devices (Complete Ban).....	3265A1
Student Owned Electronic Communications Devices (Devices Allowed).....	3265A2
Charter School-Provided Access to Electronic Information.....	3270
Acceptable Use of Electronic Networks .....	3270P
Internet Access Conduct Agreement.....	3270F

Charter School Provided Mobile Computing Devices (Alternative 1).....	3275A1
Charter School Provided Mobile Computing Devices (Alternative 2).....	3275A2
Mobile Computing Device Agreement (Alternative 1) .....	3275FA1
Mobile Computing Device Agreement (Alternative 2) .....	3275FA2
Equal Education, Nondiscrimination, and Sex Equity.....	3280
Gender Identity and Sexual Orientation.....	3281
Relationship Abuse and Sexual Assault Prevention and Response .....	3285
Sexual Harassment/Intimidation of Students.....	3290
Harassment Reporting Form for Students.....	3290F
Hazing, Harassment, Intimidation, Bullying, Cyber Bullying .....	3295 & 3295P
Complaint Form .....	3295F
Bullying Awareness Week.....	3296
Drug Free School Zone .....	3300
Prohibition of Tobacco Possession and Use .....	3305
Gangs and Gang Activity.....	3310
Substance and Alcohol Abuse .....	3320
Student Discipline.....	3330
Academic Honesty .....	3335
Corrective Actions and Punishment.....	3340 & 3340P
Use of Restraint, Seclusion, and Aversive Techniques for Students .....	3345
Detention.....	3350
Discipline of Students with Disabilities.....	3360
Student Sex Offenders .....	3365
Searches and Seizure.....	3370 & 3370P
Extracurricular and Co-Curricular Participation Policy.....	3380
Extra- and Co-Curricular Chemical Use Policy.....	3390
Extracurricular Activities Drug-Testing Program.....	3400
School Extracurricular Activity Consent Form .....	3400F
School Sponsored Student Activities.....	3410
Student Fund Raising Activities .....	3420
Distribution of Fund Drive Literature through Students.....	3430
Student Fees, Fines, and Charges/Return of Property.....	3440
Student Vehicle Parking .....	3450
Student Vehicle Parking Application.....	3450F
School-Related Foreign Travel by Students .....	3460
<b>Student Protection</b>	
Student Health/Physical Screenings/Examinations .....	3500
Concussion Protocol .....	3505
Acknowledgement of Receipt of Concussion Guidelines.....	3505F1
Authorization to Return to Play or Participate in Student Sports .....	3505F2
Student Medicines.....	3510
Authorization for Self-Administered Medication .....	3510F1
Indemnification/Hold Harmless Agreement for Self-Administration of Medication ...	3510F2
Food Allergy Management .....	3515 & 3515P
Food Allergy Management—Background .....	3515B
Emergency Care Plan.....	3515F

Contagious or Infectious Diseases .....	3520
Immunization Requirements .....	3525
Suicide.....	3530
Emergency Treatment .....	3540
Student Interviews, Interrogations, or Arrests .....	3545
Student Arrest Form.....	3545F1
Student Interview Form .....	3545F2
Removal of Student During School Hours .....	3550 & 3550P
Video Surveillance.....	3560
Student-Tracking Safety Devices.....	3563
Termination of Driving Privileges .....	3565
Student Records .....	3570, 3570P, & 3570F1
Permission to Use Likeness .....	3570F2
Student Data Privacy and Security.....	3575
Relations with Non-custodial Parents.....	3580A1
Relations with Non-custodial Parents.....	3580A2
Records of Missing Children .....	3610
Transfer of Student Records .....	3620

#### **4000 SERIES—COMMUNITY RELATIONS**

Goals .....	4000
Public Participation	
Public Relations .....	4100
Public Participation in Board Meeting.....	4105
Request to Address the Board.....	4105F
Public Complaints.....	4110
Uniform Grievance Procedure .....	4120
Uniform Grievance Form.....	4120F
Public Access to Charter School Website.....	4130
Website Accessibility and Nondiscrimination.....	4135
Visitors to the Schools .....	4140
Accommodating Individuals with Disabilities.....	4150
Parents Right-to-Know Notices .....	4160
School Operated Social Media.....	4170
Required Annual Notices.....	4175
Public Access	
School-Support Organizations .....	4200
Community Use of School Facilities .....	4210 & 4210P
Fee Schedule for Community Use of School Facilities .....	4210F
Facilities Use Agreement .....	4220
Equipment Usage .....	4225
Use of School Property for Posting Notices .....	4230
Distribution of Fund Drive Literature Through Students .....	4240
Educational Research.....	4250
Records Available to Public.....	4260
Record Request Form .....	4260F

Public Conduct	
Conduct on School Property .....	4300
Contact with Students .....	4310
Disruption of School Operations .....	4320
Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events.....	4330
Relations with Governmental Agencies	
Relations with the Law Enforcement and Child Protective Agencies .....	4400
Investigations and Arrests by Police .....	4410
Visitors to District Property, Including Sex Offenders .....	4420, 4420F1 & 4420F2
Gifts	
Public Gifts/Donations to the Schools .....	4500 & 4500P1
Public Gifts to the Schools.....	4500P2
Public Gifts to the Schools: Donations of Material/Equipment.....	4510
Soliciting and Accepting Grants or Donations .....	4520
Crowdfunding .....	4530 & 4530F
Volunteers	
Volunteer Assistance .....	4600 & 4600P
Volunteer Application.....	4600F1
Volunteer Confidentiality .....	4600F2

**5000 SERIES—PERSONNEL**

Board Goals/Personnel.....	5000
Hiring	
Hiring Process and Criteria.....	5100
Procedures for Obtaining Personnel Records for Applicants .....	5100P1
Veterans' Preference .....	5100P2
Authorization for Release of Information Form .....	5100F1
Request to Employer Form .....	5100F2
Request for Verification of Certificate Form.....	5100F3
Certificated Personnel Reemployment.....	5105
Informal Review .....	5107
Criminal History/Background Checks .....	5110
Equal Employment Opportunity and Non-Discrimination .....	5120
Reporting New Employees .....	5125
Administrative Leave.....	5130
Employee Rights, Responsibilities and Conduct	
Applicability of Personnel Policies.....	5200
Job Descriptions.....	5205
Work Day.....	5210
Assignments, Reassignments, Transfers.....	5220
Accommodating Individuals with Disabilities.....	5230
Health Examinations.....	5235
Sexual Harassment/Sexual Intimidation in the Workplace .....	5240
Sexual Harassment/Sexual Intimidation in the Workplace Acknowledgement .....	5240F
Certificated Staff Grievances .....	5250
Abused and Neglected Child Reporting.....	5260

Report of Suspected Child Abuse, Abandonment, or Neglect.....	5260F
Employee Responsibilities Regarding Student Harassment .....	5265
Personal Conduct .....	5270
Adult Sexual Misconduct.....	5275
Professional Standards Commission (PSC) Code of Ethics .....	5280
Solicitations .....	5285
Political Activity - Staff Participation.....	5290
Professional Employee Representation for Purposes of Negotiations .....	5295
Tobacco Free Policy.....	5310
Drug- and Alcohol- Free Workplace.....	5320
Drug and Alcohol Abuse Testing Program and Procedures .....	5320P
Drug and Alcohol Abuse Testing Acknowledgement .....	5320F1
Drug and Alcohol Abuse Testing Agreement.....	5320F2
Employee Use of Social Media Sites, Including Personal Sites .....	5325
Recommended Practices for Use of Social Media Sites .....	5325P
Employee Email and Online Services Usage.....	5330
Employee Email and Online Services Use Acknowledgement .....	5330F
Employee Use of Electronic Communications Devices (Take Home Allowed) .....	5335A1
Employee Use of Electronic Communications Devices (No Take Home Allowed) ....	5335A2
Employee Use of Electronic Communications Devices (Alt. Take Home Allowed) ...	5335A3
Mobile Computing Device Agreement (Take Home Allowed).....	5335FA1 & A3
Mobile Computing Device Agreement (Take Home Not Allowed).....	5335FA2
Evaluation of Certificated Personnel .....	5340
Parent and Guardian Input Form .....	5340F
Certified Personnel Resignation (Release from Contract).....	5350
Dress and Appearance.....	5360
Nonschool Employment by Professional Staff Members .....	5370
Professional Research and Publishing .....	5380
Employment Referrals and Prevention of Sexual Abuse.....	5390
Whistleblowing.....	5395
<b>Compensation and Benefits</b>	
Leaves of Absence .....	5400
Proof of Illness for Sick Leave.....	5405
Family Medical Leave.....	5410 & 5410P
Jury Duty.....	5412
Witness for Court Appearance Leave .....	5413
Long-Term Illness/Temporary Disability .....	5420 & 5420P
Insurance Benefits for Employees/Trustees .....	5430
School Holidays .....	5440
Vacation Leave .....	5450
Workers' Compensation Benefits .....	5460
Leaves of Absence – Military Leave.....	5470
Leadership Premiums.....	5480
<b>Certified Personnel Records</b>	
Personnel Records.....	5500
Procedures for Releasing Personnel Records to Hiring Idaho Public Schools .....	5500P



Employee Health and Welfare	
Staff Health .....	5600
Prevention of Disease Transmission .....	5610
Employment Practices	
Substitutes .....	5700
Paraprofessionals, Teachers' Aides, and Paraeducators .....	5710
Private Service Providers/Consultants .....	5725
Volunteer--Authorization to Release Information .....	5730
Reduction in Force .....	5740
Reduction in Force Procedures (Alternative 1).....	5740PA1
Reduction in Force Procedures (Alternative 2).....	5740PA2
Reduction in Force .....	5740PA2F
Employing Retired Teachers and Administrators .....	5750
Classified Employees	
Classified Employment, Assignment, and Grievance.....	5800
Classified Employee Grievance Procedure .....	5800P
Compensatory Time and Overtime for Classified Employees.....	5810
Employee Compensation by Annualized Election.....	5815A1
Employee Compensation Non-Annualized Election .....	5815A2
Notice of Election for Annualized Salary .....	5815F1
Notice of Salary Payments for Ten-Month Employees.....	5815F2
Evaluation of Non-Certificated Staff.....	5820
Evaluation of School Bus Drivers.....	5825
Drug and Alcohol Testing for Drivers .....	5830 & 5830P

**6000 SERIES—ADMINISTRATION**

Goals .....	6000
Executive Director .....	6100
Board/Executive Director Relations .....	6100P
Charter School Organization.....	6200
Administrative Staff	
Duties and Qualifications of Administrative Staff.....	6300
Employment Restrictions for Administrative Personnel .....	6310
Evaluation of Administrative Staff .....	6320
Professional Growth and Development .....	6330
The Principal.....	6400
Parent or Guardian Input Form—Principal Evaluation .....	6400F

**7000 SERIES—FINANCIAL MANAGEMENT**

Goals .....	7000
Budget	
Budget and Program Planning .....	7100
Budget Implementation and Execution.....	7110
Budget Adjustments.....	7120
Accounting System	
Accounting System Design .....	7200

Fixed Assets and Management Discussion and Analysis (GASB Statement 34).....	7210
Fund Accounting System (GASB Statement 54).....	7215
Federal Grant Financial Management System .....	7218
Documentation and Approval of Claims .....	7220
Financial Fraud and Theft Prevention.....	7225
Financial Reporting and Audits .....	7230
Fiscal Accountability and IDEA Part B Funds .....	7235
Written Compensation Procedure (Time and Effort).....	7235P
Federal Funds Semi-Annual Certification Form.....	7235F1
Personnel Activity Report.....	7235F2
Multiple Cost Objective Time and Effort Certification.....	7235F3
Personnel Activity Report.....	7235PF1
Single Federal Award or Cost Objective .....	7235PF2
Employees Paid with Federal Funds .....	7236
Retention of Records Relating to Federal Grants .....	7237
Programs for Indian Children .....	7240 & 7240B
Federal Impact Funds.....	7240P
Student Activity Funds.....	7260
Property Records.....	7270
Revenues .....	7300
Investment of Funds.....	7305
Advertising in Schools/Revenue Enhancement .....	7310
Allowable Uses for Grant Funds.....	7320
Determining Necessity and Reasonableness of Expenses .....	7320P1
Selected Items of Cost.....	7320P2
Expenses	
Miscellaneous Procurement Standards .....	7400
Procurement Under a Federal Award.....	7400P1
Procurement Methods Under a Federal Award.....	7400P2
Requirements and Restrictions for Procurement Under a Federal Award.....	7400P3
General Procurement Standards for Federal Awards.....	7400P4
Procurement of Goods and Services for School Meal Programs.....	7403
Public Works Contracting and Procurement.....	7405
Procuring Public Works, Services, and Personal Property .....	7405P
Public Procurement of Goods and Services.....	7407
Entering into Professional Service Contracts.....	7408
Acquisition of Real and Personal Property .....	7409
Petty Cash Funds.....	7410
Personal Reimbursements.....	7420
Travel Allowances and Expenses .....	7430
School Credit Cards .....	7440
School Credit Card Holder Agreement.....	7440F
Federal Cash Management Policy.....	7450
Timely Obligation of Funds.....	7450P1
Federal Program Income .....	7450P2
Use of Public Funds – Prohibition on Contracting with Abortion Providers .....	7460

Federal Debarment and Suspension.....	3575
---------------------------------------	------

**8000 SERIES—NON-INSTRUCTIONAL OPERATIONS**

Goals .....	8000
Transportation.....	8100
Extracurricular Transportation.....	8105
Extracurricular Transportation Discipline .....	8105P
Extracurricular Transportation Liability Waiver .....	8105F
Safety Busing.....	8110
Hours of Service of Drivers .....	8115
Bus Routes, Stops, and Non-Transportation Zones.....	8120
Transportation of Students with Disabilities.....	8130
Student Conduct on Buses .....	8140
Unauthorized School Bus Entry.....	8150
Contracting for Transportation Services .....	8160
School-Owned Vehicles.....	8170 & 8170P
Driver Training and Responsibility.....	8180
Use of Wireless Communications Devices by Bus Drivers.....	8185
Emergencies Involving Transportation Vehicles .....	8190
Charter School Vehicle Idling.....	8195
Wellness	
Local School Wellness.....	8200
School Nutrition Committee.....	8210
Food Services.....	8220
Nutrition Standards .....	8230
Water Consumption/Water Bottle Policy .....	8235
School Meals.....	8240
Unpaid School Meal Charges .....	8245
Guidelines for Food and Beverages Sales.....	8250
Teacher-to-Student Incentive .....	8270
Emergencies	
Emergencies and Disaster Preparedness .....	8300 & 8300P1
Explosion or Fallen Aircraft Procedure .....	8300P2
Hazardous Material Spill .....	8300P3
Bomb Threat .....	8300P4
Bomb Threat Report Form.....	8300P4F
Violent or Criminal Behavior .....	8300P5
Earthquake .....	8300P6
Severe Weather Emergency: Tornado or Lightning.....	8300P7
Natural Gas Leak .....	8300P8
Broken Water Main.....	8300P9
Automated External Defibrillators.....	8310 & 8310P
Automated External Defibrillators – Certified Users Form.....	8310F1
Automated External Defibrillators – Inspection and Inventory Form .....	8310F2
Automated External Defibrillators – Incident Report Form .....	8310F3
Fire Drills and Evacuation Plans.....	8320

Emergency Drills, Rules, and Procedures.....	8320P
Risk Management .....	8500
Charter School Safety .....	8510
Inspection of School Facilities.....	8520
Property Damage.....	8530
Records Management.....	8600
Retention of Charter School Records .....	8605
Health Insurance Portability and Accountability Act.....	8610
Computer Software .....	8700
Drones .....	8800

**9000 SERIES—SCHOOL FACILITIES**

Goals .....	9000
Use and Disposal of School Property .....	9100
Contractor License, Surety Bonds, and Insurance .....	9200
Operation and Maintenance of Charter School Facilities .....	9300
Safety Program.....	9400
Security .....	9500
Facilities Operations .....	9600
Waste Management and Recycling.....	9610
School-Wide Asbestos Program .....	9700
Hazard Mitigation – Chemistry Lab Disposal .....	9705
Naming of School Facilities.....	9800A1
Naming of School Facilities.....	9800A2
Memorials on School Grounds Not Allowed.....	9805A1
Memorials on School Grounds .....	9805A2