

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

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

Adoption and Amendment of Policies

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

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

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

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

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

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the Charter School's policy manual. Policies of the School shall be reviewed every other year by the Board.

Administration in Absence of Policy

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

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

and the need for policy.

Suspension of Policies

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

Policy Manuals

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

Legal References

IC § 30-30-601

Description

Idaho Nonprofit Corporation Act - Directors and Officers - Requirement for and Duties of the Board

Cross References

Code

1303

Description

[Policy and Procedures to Review Annually](#)

Meeting Defined

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

Regular Meetings

Unless otherwise specified in the Articles or Bylaws, all meetings will be held in the North Star Charter School. Regular meetings shall be held once a month at a regular time and date posted on the North Star website.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, immediate financial loss, or the likelihood of injury, damage, or loss, the Board may meet immediately and take official action without prior notification when the notice requirements would make such notice impracticable or increase the likelihood or severity of such injury, damage, or loss; and the reason for the emergency is stated at the outset of the meeting.

Budget Meetings

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

Special Meetings

Unless the Articles or Bylaws provide otherwise, the Board Chair, the Head of School, or 20% of the Directors may call and give notice of a special meeting. If the time and place of special meetings has not been determined at a meeting of the Board with all Members present, shall be delivered to each Director not less than 24 hours prior to the time of the meeting. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each Director not less than 24 hours prior to the time of the meeting. A written notice shall be posted conspicuously on the front

door at North Star. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

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

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

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

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

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

Legal References

I.C. § 33-5204(2)(d)

Description

Nonprofit Corporation—Liability—Insurance - Public Meeting Law Applicable to Public Charter Schools

IC § 30-30-612	Idaho Nonprofit Corporation Act - Directors and Officers - Regular and Special Meetings
IC § 30-30-614	Idaho Nonprofit Corporation Act - Directors and Officers - Call and Notice of Meetings
IC § 33-1273	Teachers - School Districts – Professional Employees - Negotiations
IC § 33-205	Denial of School Attendance
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized

Agenda

The agenda for any Board meeting shall be prepared by the Head of School and Board Chair. Items submitted by the Board Chair or at least two Board Members shall be placed on the agenda. The clerk, administration, or patrons of the School may also suggest inclusions on the agenda. Such suggestions must be received by the Head of School at least 10 school days before the Board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Head of School and Clerk, in writing, of the request. The request must include the reason for the appearance.

Regular Meeting Agendas

Notice of between five and ten days shall be required in advance of each regular meeting. Notices and agendas must be posted on the front door of the School. All meeting notices and agendas must be posted on the School website.

Special Meeting Agendas

Special meetings require a 24 hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place. The Board secretary, clerk or his or her designee shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting. All meeting notices and agendas must be posted on the School website.

Amending Agendas

An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

Amending the Agenda More than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting: If an amendment to an agenda is made after an agenda has been posted but 48 hours or more prior to the start of a regular meeting, or 24 hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

Amending the Agenda Less than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting: If an amendment to an agenda is proposed after an agenda has been posted and less than 48 hours prior to a regular meeting or less than 24 hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board votes to amend the agenda.

Amending the Agenda After the Start of a Meeting: An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting.

Background 1500-B(1): Board Meetings - Board Operating Procedure & Status: Protocol

Original Adopted Date: March 11, 2025 | Last Revised Date: | Last Reviewed Date:

Board Operating Protocols & Rules of Procedure

Idaho Law requires school boards to adopt rules of order that govern their meetings, including offering in-person public comment during regular meetings. While 33-510 does not technically apply to charter schools, ISBA School Board Standards recommend that boards develop Board Operating Protocols from the concepts below with adaptation to their local context – this should be unique to your board, however, the first 4 items are strongly recommended for inclusion. Once developed, we suggest that boards publicly commit collectively and individually to their operating protocols to enhance teamwork among board members and between the board and chief administrator. Once you’ve finalized the protocols, we recommend that you have a display copy available for your public in your board room, along with your relevant policies on public comment.

1. The Board will conduct its meetings and order of business using general rules of parliamentary procedure for small boards. Should a question on parliamentary procedure arise at any meeting, the most current edition of Robert’s Rules of Order (small boards) will be used as a guide.
2. All Board meetings shall be held in a location that is accessible to the public. Any person with a disability that requires accommodation or support to allow them to attend a meeting and/or provide comment may request such accommodation as described in Policy 4150.
3. The Board will abide by all rules of the Idaho Open Meetings Law, and the Board Clerk shall keep written minutes of all open Board meetings.
4. The order of business shall be reflected on the agenda and is determined by the Board Chair and Head of School with input from the Board. Upon consent of a majority of the Board, the order of business at any meeting may be changed. Patrons may suggest items for inclusion on the agenda by submitting a written request to the Board Clerk.
5. Proxy voting is not permitted. Board Members are allowed, by Idaho Law, to attend virtually or by phone when they are unable to attend the meeting in-person. Each Board Member will attend all meetings in-person and only remotely when necessary.
6. The Board will accept in-person public comment per the rules for patron comment outlined in Policy 4105. No public comment will be allowed on items that require an executive session as outlined in Idaho Code 74-206, including but not limited to, subject matter that includes personnel, students, pending litigation, or other items that are deemed confidential by Idaho Law. [Note: only school district boards are required to take public comment at regular meetings. Charter schools may accept public comment consistent with their policies.]

7. The Board will consistently follow our audience participation procedures outlined in Policy 4105.
8. The Board will consider and represent the needs and interests of ALL of the children in our school.
9. The Board will lead by example. We agree to avoid inflammatory and personally directed language and actions that create a negative impression of an individual, the Board, or the School. While we encourage debate and differing points of view, we will do it thoughtfully and with respect.
10. Surprises to Board Members or the Head of School will be the exception and not frequent. We agree to ask the Board Chair and/or the Head of School to place an item on the agenda instead of bringing it up unexpectedly at a meeting, as doing so may be an Open Meeting Law violation and not conducive to good governance practices.
11. Board requests of staff are to be made through the Head of School.
12. All personnel complaints and criticisms received by the Board or its individual members will be directed to the Head of School through the Board's Uniform Grievance Procedure (Policy 4120).
13. Board Members will encourage others to follow the Board policy on complaint procedures to present their concerns, problems, or proposals to the person who can properly address their issue by using the Board's Uniform Grievance Procedure (Policy 4120).
14. To be efficient and effective, long Board meetings will be avoided. If a Board Member needs more background information on business items, they will contact the Head of School in advance of the meeting and consider a special meeting to address tabled matters.
15. The Board will consider research, best practices, public input, and financial impacts in our decision making.
16. The Head of School should recommend, propose, or advise on all items that go before the Board.
17. The Board will speak to the issues on the agenda and not engage in off-topic debate. Facts and information needed from the administration will be referred to the Head of School.
18. Work sessions will be for in-depth discussion on one or two agreed-upon topics, which will be identified on an agenda.
19. When executive sessions are held, Board Members will honor the confidentiality of everything presented or discussed.

20. The Board commits itself to continuous improvement through annual Board retreats, work sessions, and participating together in learning opportunities. The Board will ensure it includes a properly noticed agenda for such meetings.
21. The Board and Head of School will annually facilitate goal setting for the School.
22. Board Members will do their homework and improve their board skills by attending learning and networking opportunities.
23. We recognize that individual Board Members do not have authority. Only the Board as a whole has authority. We agree that an individual Board Member will not take unilateral action.
24. The Board Chair or designee will be the Board's spokesperson.
25. When Board Members serve on committees or attend committee meetings, their role shall be as liaison to the Board and, when addressing the committee, shall be only as one individual on the Board.
26. The Board will establish the vision, mission, and goals for the Charter School, adopt policies, and assure accountability. The Head of School will manage the schools.

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

Order of Business

The order of business will be determined by the Board Chair and Head of School with input from the Board. Upon consent of the majority of the Members present, the order of business at any meeting may be changed.

Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a Member of the Board. It is strongly suggested that any Board Member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chair and Head of School. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Action Items

All agenda items that require a vote shall be identified on the agenda as such. Final action may not be taken on agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the Board minutes.

Minutes

The clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the clerk. The minutes shall include:

1. The date, time, and place of the meeting;
2. The presiding officer;
3. Board Members recorded as absent or present;
4. All agenda items;
5. A summary of discussions;
6. All motions, resolutions, orders, ordinances proposed, and actions taken by the Board and their disposition;
7. The results of all votes, and upon the request of a Member, the vote of each Member, by name;
8. Legal basis for recessing into executive session; and
9. Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the clerk to record the discussion verbatim.

Unofficial minutes shall be delivered to Board Members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the clerk, to be made available for inspection upon the request no more than three weeks after the adoption meeting.

Minutes of Executive Session

The clerk shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Idaho code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the Members is present. A majority of the full membership of the Board shall constitute a quorum, a majority of the quorum may pass a resolution.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. The most current edition of Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those Board Members in attendance. Voting shall be by acclamation or show of hands.

Legal References

I.C. § 33-5204(2)(d)

Description

Nonprofit Corporation—Liability—Insurance - Public Meeting Law Applicable to Public Charter Schools

IC § 30-30-612

Idaho Nonprofit Corporation Act - Directors and Officers - Regular and Special Meetings

IC § 30-30-614

Idaho Nonprofit Corporation Act - Directors and Officers - Call and Notice of Meetings

IC § 33-205

Denial of School Attendance

IC § 74-202

Open Public Meetings – Definitions

IC § 74-203

Governing Bodies--Requirement for Open Public Meetings

IC § 74-204

Notice of Meetings

IC § 74-205

Written Minutes of Meetings

IC § 74-206

Executive Sessions – When Authorized

Surveys - General

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

Any noncurricular-related survey, well-being questionnaire, or health screening must be approved by the Head of School or designee before it is administered by an employee to any student. For the purposes of this policy, noncurricular survey shall mean surveys other than those conducted as part of a student's course of study.

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

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

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

Surveys Created by a Third Party

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

This section applies to every survey:

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

Surveys Requesting Personal Information

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

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

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

In the case of such surveys, the student's parent(s)/guardian(s) may:

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

In the case of surveys, tests, or measuring devices on the following topics, the survey shall be provided to the parent(s)/guardian(s) and written parental permission shall be obtained before the survey is administered to the student.

1. A student's sexuality;
2. Sex;
3. Religion;
4. Personal political beliefs;
5. Mental or psychological problems;
6. Personal family information; and
7. Individual or family financial information.

For the purposes of this policy, personal family information means any of the information in this list or any personally identifiable information as defined in Policy 3575 about a student or any of their immediate relatives.

The employee overseeing any test, measurement device, survey, questionnaire, or screening for which such permission is required shall maintain documentation that all required parental and/or administrative permission has been given.

Instructional Material

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

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

Collection of Personal Information from Students for Marketing Prohibited

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

1. A student's or parent's first and last name;

2. A home or other physical address, including street name and the name of the city or town;
3. Telephone number; or
4. A Social Security identification number.

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

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

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

Notification of Rights and Procedures

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

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

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

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

NOTE: This policy must be adopted in consultation with parents. 20 USC § 1232h(c)(1). Therefore, ISBA recommends that, at a minimum, Boards specifically note this on their meeting agendas and request public comment prior to adoption.

Legal References	Description
20 USC § 1232(h)	FERPA: Protection of Pupil Rights
34 CFR Part 99	Implementing FERPA

Cross References

Code	Description
2120	<u>Program Evaluation and Diagnostic Tests</u>
2130	<u>Research Studies</u>
2500	<u>Library Materials</u>
2500-F(1)	<u>Library Materials - Permission Slip to Check Out Restricted-Access Library Materials for Minor Students</u>
2520	<u>Curricular Materials</u>
3200	<u>Student Rights and Responsibilities</u>
3281	<u>Gender Identity and Sexual Orientation</u>
3500	<u>Student Health/Physical Screenings/Examinations</u>
3500-F(1)	<u>Student Health/Physical Screenings/Examinations - Notice of Health Services</u>
3575	<u>Student Data Privacy and Security</u>
4160	<u>Parents Right-to-Know Notices</u>
4175	<u>Required Annual Notices</u>
4250	<u>Educational Research</u>

Policy 2150: Copyright

Status:

Original Adopted Date: February 11, 2025 | Last Reviewed Date:

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

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

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

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

All users of shall abide by current copyright law. Teachers will instruct students to respect copyright laws and to request permission when their use of material has the potential to be considered an infringement.

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

Legal References

17 USC § 101, et seq.

Description

Title 17, United States Code: Copyrights

Cross References

Code

2510

2510-P(1)

2570

2570-F(1)

Description

[Selection of Library Materials](#)

[Selection of Library Materials](#)

[Use of Commercially Produced Video Recordings](#)

[Use of Commercially Produced Video Recordings -](#)

8605

[Parental Movie Opt-Out/Consent Form](#)

8700

[Retention of Charter School Records](#)

[Computer Software](#)

The School shall take a proactive effort to both educate and encourage students to make nutritious food choices. Quality nutrition education should be presented creatively, be grade appropriate, and build knowledge and skills throughout the student's school experience. It addresses factual information and explores the health, social, cultural, and personal issues influencing food choices. Nutrition and nutrition education are recognized as important contributors to overall health.

Comprehensive nutrition education programs extend beyond the classroom into the larger School environment. Physical education programs, after-school sports, and School health services are appropriate avenues for nutrition education efforts. Students need to explore how:

1. Knowledge has purpose and meaning in their lives; and
2. Curriculum points to the connections within and across disciplines.

Examples of how nutrition can be integrated into classes include discussing ethnic food practices in the context of history and geography; preparation of healthy food in home economics, adult living, or life skills courses; the study of essential nutrients in science and biology classes; applying mathematical and technological skills to conduct dietary analysis; and addressing the wide range of social, cultural, and psychological aspects of food in language and social studies classrooms.

All instructional staff are encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes include but are not limited to:

1. Knowledge of My Plate;
2. Healthy choices to decrease illness;
3. Sources and variety of foods;
4. Guide to a healthy diet;
5. Diet and disease;
6. Understanding calories and food as energy;
7. Healthy snacks;
8. Healthy breakfast;
9. Healthy diet;
10. Food labels;
11. Major nutrients;
12. Multicultural influences;
13. Serving sizes by age, sex, and activity level;
14. Proper sanitation;
15. Importance of fluid intake and selection; and
16. Identifying and limiting low nutrition food.

The School nutrition education policy reinforces nutrition education to help students practice these themes in a supportive school environment.

All nutrition education will be scientifically based, consistent with the most recent Dietary Guidelines for Americans.

Participation in USDA nutrition programs is encouraged as the School conducts nutrition education activities and promotions that involve students, parents, and the community.

School Community

For a truly comprehensive approach to the school-based nutrition programs and services, it is crucial that all members of the School community help to create an environment that supports healthy eating practices. Administrators, teachers, School food service and other personnel; parents; and students need to be involved in this effort. Decisions made in all School programming need to reflect and encourage positive nutrition messages and healthy food choices. This includes coordination of nutrition education and the promotion of healthy food choices in the School and all School events, such as fundraisers.

Legal References

42 USC § 1758b

Description

Local School Wellness Policy

7 CFR § 210.11

Competitive Food Service and Standards

7 CFR § 210.12

Student, Parent, and Community Involvement

7 CFR § 210.31

Local School Wellness Policy

Other References

United States Department of Agriculture

Description

Regulations, Smart Snacks in School

Cross References

Code

2305

Description

[Nutrition Services](#)

2315

[Physical Activity Opportunities and Physical Education](#)

4180

[Community Involvement in Student Nutrition and Exercise](#)

7310

[Advertising in Schools/Revenue Enhancement](#)

8200

[Local School Wellness](#)

8210

[School Nutrition Committee](#)

8230

[Nutrition Standards](#)

8235

[Water Consumption/Water Bottle Policy](#)

8240

[School Meals](#)

8250

[Guidelines for Food and Beverages Sales](#)

It shall be the goal of North Star Charter School to strive to meet the needs of students by providing instruction in the area of sexually transmitted infection (STIs) and sex education, while not infringing upon the individual beliefs of the students and parents. All planned instruction in the area of health education will be approved by the Board of Directors upon recommendation by the administration.

Health, family life, and sex education; including information about parts of the body, reproduction, and related topics; shall be included in the instructional program as appropriate to the grade level and course of study. The instructional approach shall be developed after consultation with parents and other community representatives.

Parents will be informed in advance of topics to be presented regarding: HIV/AIDS, STIs, and sex education, such as in Health Education classes, units in Biology, Sociology, and Personal Safety. Parents shall be given the opportunity to review the materials and films to be used. This could be in the form of a parent preview meeting or by making the materials available for preview at a central location.

Parents will sign a form at registration that gives their child permission to participate in a particular health class based on the course description. Parents may request that their child be excluded from sex education class sessions without prejudice. Any parent/legal guardian may have their child excused from any planned sex education instruction upon filing a written request with the Head of School or the Head of School's designee. The Head of School or designee shall make a form available for such requests, including requests to opt a student out of instruction on HIV/AIDS, STIs, and sex education. Alternative educational activities shall be provided for those excused. Because sexually transmitted infections (STIs) and sexual activity present a serious risk to the general population, particularly to youth, parents who opt out of the STI prevention curriculum will be directed or given resources and encouraged to follow up at home.

In the areas of sensitive student questions or student presented topics where it is difficult to give advance notice to parents, it shall be school policy to have the teacher make only brief statements in answering questions or discussion and encourage students to discuss these topics at home with their parents.

Sex Education

The Board directs that sex education instruction shall include instruction on abstinence. However, it is recognized that this alone may not prevent pregnancies and STIs. Therefore, the Board allows for instruction in sex education including STIs, birth control, adoption, and general human sexuality. In all cases the known facts will be taught, not the opinions or moral judgment of the instructor. This does not preclude giving impartial viewpoints on both sides of issues such as abortion or on the use of birth control methods.

Any sex education instruction shall include instruction on:

1. Available adoption resources and current adoption practices in the United States as a means of providing for the well-being of a child;
2. The Idaho Safe Haven Act, IC 39-8201 et seq.; and
3. Where to find resources and support in the State of Idaho.

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

In order for education about STI to be most effective, the Head of School or designee shall require that faculty members who present this instruction receive continuing inservice training that includes appropriate teaching strategies and techniques.

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

Alcohol, Tobacco, and Drug Education

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

Legal References	Description
IC § 18-8707	Abortion-Related Activities Prohibited in School-Based Health Clinics and Sex Education Curricula
IC § 33-1608, et seq.	Family Life and Sex Education – Legislative Policy
IC § 33-342	Adoption Education
IC § 39-8201 et. seq.	Idaho Safe Haven Act

Cross References

Code	Description
2315	Physical Activity Opportunities and Physical Education
2340	Controversial Issues and Academic Freedom
2340-F(2)	Controversial Issues and Academic Freedom

Policy 2335: Digital Citizenship and Safety Education

Status:

Original Adopted Date: February 11, 2025 | Last Revised Date: | Last Reviewed Date:

Technology will be integral to curriculum, instruction, and assessment. North Star Charter School's educational system must lay the foundation for students to participate comfortably in an increasingly technological society. Classroom activities will include instruction using multimedia, distance learning, and other technologies.

The Head of School will ensure that Charter School students are educated on appropriate online behavior, including cyberbullying awareness, digital citizenship, and online safety. Instruction will be given to students as appropriate to the educational and developmental needs of students.

1. The Head of School will ensure that teachers and other staff members responsible for supervising students' internet use receive professional development, training, and resources in the following areas:
 - A. Monitoring of student online activities;
 - B. Instruction of students in proper online etiquette;
 - C. Instruction of students in discerning among online information sources and appropriate materials;
 - D. Bullying and cyber-bullying awareness and response, in accordance with North Star Charter School's bullying policy; and
 - E. Instruction of students on appropriate interaction on social networking websites and chat rooms

North Star Charter School may use the following methods of providing instruction on appropriate online behavior and cyber-bullying awareness:

Incorporation of instruction into course objectives or daily lessons of planned instruction, as appropriate;

1. Class assemblies or special instruction given in the school library or media center;
2. Special technology courses that are required for students at various grade levels;
3. Online courses required for students to use Charter School accounts.

The Internet Safety Coordinator or their designee will also make resources available to parents/guardians on teaching students about acceptable internet use, appropriate online behavior, online etiquette, cyber-bullying awareness and response, and appropriate use of social networking websites and chat rooms.

Legal References

20 USC § 6777

47 CFR § 54.520(c)(1)(i)

IC § 18-917A

Description

Internet Safety

Implementing CIPA: Certifications Required Under 47 USC 254(h) and (l)

Student Harassment — Intimidation — Bullying

IC § 33-5210(3)	Application of School Law – Accountability - Exemption from State Rules
Pub. L. 106-554	Children's Internet Protection Act (CIPA)
Pub. L. 110-385	Broadband Data Services Improvement Act

Cross References

Code	Description
3270	Charter School-Provided Access to Electronic Information
3270-P(1)	Charter School-Provided Access to Electronic Information
3270-F(1)	Charter School-Provided Access to Electronic Information - INTERNET ACCESS CONDUCT AGREEMENT
3295	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
3295-P(1)	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
3295-F(1)	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying - COMPLAINT FORM
5265	Employee Responsibilities Regarding Student Harassment

Policy 2400: Special Education

Status:

Original Adopted Date: January 14, 2025 | Last Reviewed Date:

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

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

Other References

Description

Idaho State Department of Education Idaho Special Education Manual, current edition

Cross References

Code

3515

3515-P(1)

3515-F(1)

3515-B(1)

Description

[Food Allergy Management](#)

[Food Allergy Management](#)

[Food Allergy Management - Emergency Care Plan](#)

[Food Allergy Management](#)

Policy 2410: Section 504 of the Rehabilitation Act of 1973

Status:

Original Adopted Date: March 11, 2025 | Last Reviewed Date:

It is the responsibility and intent of North Star Charter School to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, North Star Charter School shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include:

1. Notice;
2. An opportunity for the student's parent or legal guardian to examine relevant records;
3. An impartial hearing with opportunity for participation by the student's parent or legal guardian; and
4. A review procedure.

[REQUIRED FOR SCHOOLS WITH 15 OR MORE EMPLOYEES]

The Board directs the Head of School or designee to fulfill the following responsibilities:

1. To coordinate 504 compliance efforts;
2. To adopt and publish grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504; and
3. To notify students and others that North Star Charter School does not discriminate on the basis of disability.

North Star Charter School does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or other activities.

Legal References

29 USC § 794

Description

Section 504 of the Rehabilitation Act of 1973 -
Nondiscrimination under Federal Grants and Programs

34 CFR § 104.36

Preschool, Elementary, and Secondary Education -
Procedural Safeguards

Cross References

Code

3515

Description

[Food Allergy Management](#)

3515-P(1)

[Food Allergy Management](#)

3515-F(1)	<u>Food Allergy Management - Emergency Care Plan</u>
3515-B(1)	<u>Food Allergy Management</u>
4120	<u>Uniform Grievance Policy</u>
4120-F(1)	<u>Uniform Grievance Policy - Uniform Grievance Procedure</u>

1. **Impartial Due Process Hearing:** If the parent or legal guardian of a student who qualifies under Section 504 for special instruction or related services disagrees with a decision of North Star Charter School with respect to:
 - A. The identification of the child as qualifying for Section 504;
 - B. North Star Charter School's evaluation of the child, and/or
 - C. The educational placement of the child,

the parents of the student are entitled to certain procedural safeguards. The student shall remain in his or her current placement until the matter has been resolved through the process set forth herein.

- A. North Star Charter School shall provide written notice to the parent/guardian of a Section 504 student prior to initiating an evaluation of the child and/or determining the appropriate educational placement of the child, including special instruction and/or related services;
- B. Upon request, the parent/guardian of the student shall be allowed to examine all relevant records relating to the child's education and the school's identification, evaluation, and/or placement decision;
- C. The parent/guardian of the student may make a request in writing for an impartial due process hearing. The written request for an impartial due process hearing shall identify with specificity the areas in which the parent or legal guardian are in disagreement with North Star Charter School;
- D. Upon receipt of a written request for an impartial due process hearing, a copy of the written request shall be forwarded to all interested parties within three business days of receipt of the same;
- E. Within ten days of receipt of a written request for an impartial due process hearing, North Star Charter School shall select and appoint an impartial hearing officer that has no professional or personal interest in the matter. In that regard, North Star Charter School may select a hearing officer from the list of special education hearing examiners available at the Office of Public Instruction, the county superintendent, or any other person that would conduct the hearing in an impartial and fair manner;
- F. Once North Star Charter School has selected an impartial hearing officer, North Star Charter School shall provide the parent/guardian and all other interested parties with notice of the person selected;
- G. Within five days of North Star Charter School's selection of a hearing officer, a pre-hearing conference shall be scheduled to set a date and time for a hearing, identify the issues to be heard, and stipulate to undisputed facts to narrow the contested factual issues;
- H. The hearing officer shall in writing notify all parties of the date, time, and location of the due process hearing;

- I. At anytime prior to the hearing, the parties may mutually agree to submit the matter to mediation. A mediator may be selected from the Office of Public Instruction's list of trained mediators.
 - J. At the hearing, North Star Charter School and the parent/guardian may be represented by counsel;
 - K. The hearing shall be conducted in an informal but orderly manner. Either party may request that the hearing be recorded. Should either party request that the hearing be recorded, it shall be recorded using either appropriate equipment or a court-reporter. North Star Charter School shall be allowed to present its case first. Thereafter the parent/guardian shall be allowed to present his or her case. Witnesses may be called to testify and documentary evidence may be admitted, however, witnesses will not be subject to cross-examination and the Idaho Rules of Evidence will not apply. The hearing officer shall make all decisions relating the relevancy of all evidence intended to be presented by the parties. Once all evidence has been received the hearing officer shall close the hearing. The hearing officer may request that both parties submit proposed findings of fact, conclusions, and decision;
 - L. Within 20 days of the hearing, the hearing examiner should issue a written report of his or her decision to the parties; and
 - M. Appeals may be taken as provided by law. The parent/guardian may contact the Seattle Office, Office of Civil Rights, U.S. Department of Education, 915 Second Avenue Room 3310, Seattle, WA 98174-1099, (206)607-1600.
2. **Uniform Grievance Procedure:** If a parent/guardian of the student alleges that North Star Charter School and/or any employee of North Star Charter School has engaged in discrimination or harassment of the student, the parent/guardian will be required to proceed through North Star Charter School's Uniform Grievance Procedure.

Legal References	Description
29 USC § 794	Section 504 of the Rehabilitation Act of 1973 - Nondiscrimination under Federal Grants and Programs
34 CFR § 104.36	Preschool, Elementary, and Secondary Education - Procedural Safeguards

Cross References

Code	Description
3515	Food Allergy Management
3515-P(1)	Food Allergy Management
3515-F(1)	Food Allergy Management - Emergency Care Plan
3515-B(1)	Food Allergy Management
4120	Uniform Grievance Policy

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

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

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

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

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

A parent/guardian who has an objection to their child's participation in North Star Charter School's adopted curriculum and/or the School's implementation of practices, policies, and procedures in accordance with educational mandates on the basis that it harms the child or impairs the parent/guardian's firmly held beliefs, values, or principles, may withdraw their child from the activity,

class, or program. Except in the case of sex education curriculum, a parent/guardian who chooses to not have their child participate in the provided educational activity shall be responsible for identification and provision of non-disruptive alternative educational activities for their child during any time of objection, at no cost to North Star Charter School. The final decision as to the placement of such alternative educational activity shall be at the discretion of North Star Charter School, with input of the parent, consistent with the requirements for advancement and graduation and consistent with the reasonable accommodation requirements outlined above.

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

Access to Learning Materials

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

Student Wellbeing

If a member of the School's staff becomes aware of a change in the student's mental, emotional, or physical health or well-being the staff member shall report this change so the student's parent/guardian can be notified as described in Procedure 2425.

Addressing Parent/Guardian Concerns

A parent/guardian who feels the School has violated their rights, as described in this policy and otherwise provided in IC 33-6001 may file a grievance as described in Policy 4120 Uniform Grievance Policy.

Notice

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

Legal References	Description
IC § 32-1010	Intent of the Legislature – Parental Rights
IC § 32-1012	Parental Right to Direct the Education of Children
IC § 32-1013	Interference with Fundamental Parental Rights Restricted
IC § 33-6001	Parental Rights

IC § 33-6002

Annual Notice of Parental Rights

Id. Const. art. IX

Education and School Lands

IDAPA §§ 08.01-.04

State Board of Education and State Department of
Education Administrative Rules

Cross References

Code

Description

2340

[Controversial Issues and Academic Freedom](#)

2340-F(2)

[Controversial Issues and Academic Freedom](#)

2420

[Parent and Family Engagement](#)

2420-P(1)

[Parent and Family Engagement](#)

2530

[Learning Materials Review](#)

2530-F(1)

[Learning Materials Review - Request for Review &
Reconsideration of Learning Materials](#)

3500

[Student Health/Physical Screenings/Examinations](#)

3500-F(1)

[Student Health/Physical Screenings/Examinations -
Notice of Health Services](#)

4105

[Public Participation in Board Meeting](#)

4105-F(1)

[Public Participation in Board Meeting - REQUEST TO
ADDRESS THE BOARD](#)

4120

[Uniform Grievance Policy](#)

4120-F(1)

[Uniform Grievance Policy - Uniform Grievance
Procedure](#)

4175

[Required Annual Notices](#)

Parent/Guardian Notification of Changes in Health and Well-being

North Star Charter School staff shall notify the counselor and/or building principal or Head of School of any known change in a student's mental, emotional, or physical health or well-being using Form 2425F. For the purposes of this policy:

1. Mental health shall mean the state of health of somebody's mind;
2. Emotional health shall mean a person's ability to cope with and be aware of their own emotions, both positive and negative;
3. Physical health shall mean the condition of a person's body and the extent to which it is free from illness or is able to resist illness; and
4. Well-being shall mean a person's sense of feeling healthy and happy.

The counselor and/or building principal or Head of School shall notify the student's parent/guardian regarding this change and document their attempts to do so using Form 2425F.

Charter School staff shall encourage students to discuss issues related to the student's well-being with the student's parent/guardian. At the request of the student or parent/guardian the counselor and/or building principal or Head of School designee shall attempt to facilitate discussion of the student's well-being between the student and the parent/guardian.

Legal References

IC § 32-1010

Description

Intent of the Legislature – Parental Rights

IC § 32-1012

Parental Right to Direct the Education of Children

IC § 32-1013

Interference with Fundamental Parental Rights
Restricted

IC § 33-6001

Parental Rights

IC § 33-6002

Annual Notice of Parental Rights

Id. Const. art. IX

Education and School Lands

IDAPA §§ 08.01-.04

State Board of Education and State Department of
Education Administrative Rules**Cross References****Code**

2340

Description[Controversial Issues and Academic Freedom](#)

2340-F(2)

[Controversial Issues and Academic Freedom](#)

2420	<u>Parent and Family Engagement</u>
2420-P(1)	<u>Parent and Family Engagement</u>
2530	<u>Learning Materials Review</u>
2530-F(1)	<u>Learning Materials Review - Request for Review & Reconsideration of Learning Materials</u>
3500	<u>Student Health/Physical Screenings/Examinations</u>
3500-F(1)	<u>Student Health/Physical Screenings/Examinations - Notice of Health Services</u>
4105	<u>Public Participation in Board Meeting</u>
4105-F(1)	<u>Public Participation in Board Meeting - REQUEST TO ADDRESS THE BOARD</u>
4120	<u>Uniform Grievance Policy</u>
4120-F(1)	<u>Uniform Grievance Policy - Uniform Grievance Procedure</u>
4175	<u>Required Annual Notices</u>

Policy 2430: Gifted and Talented Program

Status:

Original Adopted Date: March 11, 2025 | Last Reviewed Date:

The term “gifted and talented” means students who are identified as possessing demonstrated or potential abilities that give evidence of high performing capabilities in intellectual, creative, specific academic or leadership areas, or ability in the performing or visual arts and who are capable of high performance and require services or activities not ordinarily provided by North Star Charter School in order to fully develop such capabilities.

North Star Charter School may provide for special instructional needs of gifted and talented children enrolled in the School. The Board of Directors, in conjunction with the Head of Schools and staff, may develop a plan for North Star Charter School’s gifted and talented program at the discretion of the School.

Such program may include, but is not limited to, the following:

1. Expansion of academic attainments and intellectual skills;
 2. Stimulation of intellectual curiosity, independence, and responsibility;
 3. Development of a positive attitude toward self and others; and
 4. Development of originality and creativity.
-

Parents/guardians have the right to guide the reading, viewing, and listening of their own children but must likewise give the same right to other parents/guardians. The Board has a constitutional obligation to not remove materials simply because it disagrees with subject matter unless such ideas are in violation of I.C. 18-1514. The First Amendment to the US Constitution encompasses not only freedom of sharing one's views but also freedom to receive information. While parents may request an alternative education resource for their own child, no parent has the right to determine reading, viewing, or listening matter for students other than their own children.

Any parent/guardian of a North Star Charter School student, any student, or any employee, resident of North Star Charter School's attendance area may formally challenge a specific learning material item used by the School's educational program. They may do so despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure, and observed the criteria for selecting learning resources. Challenges will only be accepted from individuals belonging to at least one of these groups.

Learning materials, for the purposes of this policy, are not limited to Board approved curriculum but shall also be considered to be any material used in classroom instruction, materials available to students in the classroom, library materials, or any materials to which a teacher might refer a student as part of the course of instruction.

The major criterion for deciding whether to keep or remove a challenged resource is the appropriateness of the resource for its intended educational use. This may include:

1. The appropriateness of the material for the instructional objectives it is used to teach;
2. The appropriateness of the material's level of difficulty; and
3. The appropriateness of the material for the age group(s) with which it is used. Library and classroom materials shall be considered in light of their appropriateness for the oldest students who will have access to them.
4. Whether the material meets the definition of "harmful to minors" provided below.

For the purposes of this policy, the term "harmful to minors" has the meaning provided in IC 18-1514 and I.C. 18-1517B:

"Harmful to minors" includes in its meaning:

1) The quality of any material or any performance or of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:

a) Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and

b) Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to,

patently offensive representations or descriptions of:

- i. Intimate sexual acts, normal or perverted, actual or simulated; or
- ii. Masturbation, excretory functions or lewd exhibition of the genitals or genital area.

Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political, or scientific value for minors.

No library material shall be removed solely because of the ideas expressed therein.

Informal Process

Any individual identified above who wishes to raise a complaint about a piece of learning material should first discuss the matter informally with the Head of School and the teacher, librarian, or other staff member who oversees its use. The patron should explain their objection to the material.

The staff member shall try to resolve the matter informally through such measures as:

1. Explaining the School's materials selection process, the criteria for selection and the qualifications of the professional staff who selected the questioned resource;
2. Explaining the intended educational purpose of the resource, its value as a resource, and any additional information regarding its use; and/or
3. Offering a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource in a manner that complies with Policy 2425 Parental Rights.

All informal complaints made to School staff members shall be reported to the building Head of School, whether received by telephone, letter, or in personal conversation. If the complainant wishes to make a formal challenge, the staff member shall direct the complainant to this policy.

The administration or their designee may review the policies on selection and challenge of curricular materials with the teaching staff annually. The staff should be reminded of the right to object to a learning material.

Formal Process

An eligible party who wishes to make a formal objection should submit their complaint in writing to the Head of School using a form provided by the School. At minimum, the complaint shall reference specific sections of the materials or resources that produced the formal complaint. Vague or incomplete complaints will not be submitted to the learning materials review committee. The complaint must be made on the form provided, which must be signed by the complainant.

Each challenged resource shall be considered on its own individual merits and flaws.

Additionally, the school may decline to consider a request for reconsideration of a material that has already been the subject of such reconsideration within the past year.

The Head of School shall convene a learning materials review committee, who will provide an

objective evaluation of the material. The committee shall contain an odd number of members. Members of this committee may include such parties as:

1. Instructional staff who have experience using the challenged resource with students;
2. Other teachers and librarians. If the challenged material was selected by a specific teacher or librarian, that individual will not be selected for the committee. If the School has only one librarian and that librarian selected the material in question, the School may seek to include a librarian from a nearby public library or school district on the committee
3. Administrators;
4. Five parents/guardians of North Star Charter School students, including parents whose children have already graduated;
5. The school counselor; and
6. Any other appropriate individuals selected by the Head of School.

The Head of Schools shall appoint this committee, if not already appointed, within five days of receipt of the request for review. A person who has submitted a formal complaint regarding a learning material shall not participate in the review of that item as a committee reviewing the material. If the complainant serves on a standing learning materials review committee, they shall recuse themselves from all committee activities related to review of the material.

All members of the committee shall review the challenged resource. They shall also consider written or verbal comments submitted by North Star Charter School students, parents/guardians of School students, School employees, and residents of the School's attendance area on the material in question. For library materials, the resource in question must be read or reviewed in full by each committee member. For materials that are a part of material used in classroom instruction, the teacher shall present to the committee on its role within the classroom. Passages or parts of the work in context shall not be considered out of context, and the values and faults of the work should be weighed against each other. Decisions about what action to take regarding the material shall be based on the material as a whole. Where appropriate, the committee may solicit advice or opinion from other School staff and/or relevant professional organizations of librarians, English teachers, or other appropriate professionals.

At its first meeting to consider a material, the committee shall:

1. Determine professional acceptance by reading professional reviews of the resource, if available;
2. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context; and
3. Discuss the challenged resource in the context of the educational program.

If the committee feels that no more discussion or information is needed, and the complainant has not requested permission to make a presentation to the committee, the committee may come to a decision at the first meeting.

At a subsequent meeting, the complainant and other interested people may be given the opportunity to share their views. The committee's decision will be made at that meeting

The committee shall vote on whether the challenged resource should be kept or removed in accordance with the principles set out in this policy or whether some other change should be made. In the case of library material, it shall include a recommendation to:

1. Retain the material in its original location;
2. Relocate the material to another location, such as to a classroom that serves older students or the restricted access section; or
3. Remove the material entirely.

A decision to remove or relocate a material shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection and/or use of the material.

The committee shall prepare a written report of its findings and provide copies to the Board, the Head of School, the complainant, and to staff members who oversee use of the resource, that includes both majority and minority opinions on the learning material or library resource under consideration. The report may differ depending on the type of resource being challenged.

The Head of School shall review the committee's report. If the material under consideration is part of the School's curriculum, and if the committee votes in favor of removing it from the curriculum, the Board shall review the report, and the Board shall determine whether the challenged resource should be kept or removed or whether some other change should be made.

If the material in question is a library resource, classroom library resource, or other material available to students and not part of the School's Board-approved curriculum, the Head of School shall determine whether to accept the committee's recommendation or whether some other change should be made. The Head of School shall notify the complainant of the outcome, including the recommendation of the committee. This decision in this regard may be appealed to the Board. This request for appeal must be made within five school days of the Head of School's decision.

If an appeal of the Head of School's decision is made to the Board, the Board has the sole discretion in determining how to handle the complaint review, including but not limited to the Board's option of solely reviewing the committee's report and making a determination or seeking to speak with the parties involved in the complaint during a properly noticed meeting of the Board. The decision of the Board will be final.

Legal References	Description
IC § 18-1514(6)	Obscene Materials — Definitions
IC 18-1517B	Idaho Children's School and Library Protection Act
Other References	Description
Idaho Commission for Libraries	website
The American Library Association	Library Bill of Rights
Cross References	
Code	Description
2425	Parental Rights
2425-P(1)	Parental Rights
2425-F(1)	Parental Rights - Efforts to Notify

2500	<u>Library Materials</u>
2500-F(1)	<u>Library Materials - Permission Slip to Check Out Restricted-Access Library Materials for Minor Students</u>
2510	<u>Selection of Library Materials</u>
2510-P(1)	<u>Selection of Library Materials</u>
2520	<u>Curricular Materials</u>
4110	<u>Public Complaints and Suggestions</u>

North Star Charter School #493

INSTRUCTION

2530F

Request for Review & Reconsideration of Learning Materials

The Board of Directors of North Star Charter School have established a formal process for eligible parties who wish to submit a learning material reconsideration. For the purposes of this process, learning materials includes:

1. Approved curriculum;
2. Material used in classroom instruction;
3. Library materials, including materials in classroom libraries; and
4. Any materials to which a teacher might refer a student as part of the course of instruction.

This form is required when making a formal complaint. It will then be turned over to the Learning Materials Review Committee.

Before submitting this form, please discuss the resource with the school librarian, in the case of a library resource, or teacher, in the case of a classroom resource.

Please review Policy 2530 before submitting a complaint.

If you object to your child using a particular learning material in the classroom, Policy 2425 provides a way to request an alternative resource for your child.

Date: _____

Name: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Please check each of the following that describe you:

_____ Parent or Guardian of Current North Star Charter School Student

_____ Current Student

_____ Employee

_____ Resident of the Attendance Area

_____ None of the Above

Please check each of the following that apply:

_____ The material was used as a part of classroom instruction; or

_____ The item was available in a classroom library; or

_____ The item was available for check-out in the school Library:

Please check the applicable box below to help us identify the resource:

_____ Book or E-book

_____ Movie

_____ Magazine

_____ Audio Recording

_____ Digital Resource

_____ Game

_____ Newspaper

_____ Other: _____

Title: _____

Author/Producer: _____

What brought this resource to your attention?

Have you examined the entire resource? If not, what sections did you review?

If this is material used in the classroom, were you provided an alternative instructional resource?

Why do you believe this resource should be removed from use in the classroom/removed from the school library?

Do you believe this resource or material meets the definition of “harmful to minor” provided below? (See definition at the end of the form): YES NO

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What action are you requesting the committee consider?

_____ Retain the material in its original location; or

_____ Relocate the material to another suitable section, including an area with restricted access requiring parent/guardian permission to access; or

_____ Remove the material entirely.

_____ Other requested remedy: _____

Statutory Definition of “Harmful to Minors” Provided in IC 18-1514 and I.C. 18-1517B:

“Harmful to minors” includes in its meaning:

1) The quality of any material or any performance or of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:

a) Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and

b) Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:

i. Intimate sexual acts, normal or perverted, actual or simulated; or

ii. Masturbation, excretory functions or lewd exhibition of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political, or scientific value for minors.

Signature of Complainant: _____

By signing above, I acknowledge that the information provided here is true and factual to the best of my knowledge, and that the Board of Directors must take each complaint into account while also ensuring it maintains access to constitutionally protected materials.

The State of Idaho is one of numerous states across the country that is a member of the Interstate Compact on Educational Opportunity for Military Children. As a Charter School within the State of Idaho and subject to the laws of the State of Idaho, the School shall follow the requirements of the Compact when enrolling students for whom the Compact applies.

Purpose

The purpose of the Interstate Compact on Educational Opportunity for Military Children is to remove barriers to educational success for children of military families due to frequent relocation and deployment of their parents. The Compact facilitates educational success by addressing:

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

Applicability

This Compact applies only to children of:

1. Active duty members of the uniformed services, including members of the National Guard and reserve on active duty orders. For application of this section the parent must be on full time duty status in the Army, Navy, Air Force, Marine Corps, Coast Guard, or the commissioned corps of the National Oceanic and Atmospheric Administration and public health services;
2. Veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement; and
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.

Educational Records and Enrollment

1. **Hand Carried/Unofficial Educational Records:** In the event that official educational records cannot be released to a parent for the purpose of school transfer, the custodian of records from the sending school shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission.

Upon receipt of the unofficial educational records, North Star Charter School shall enroll and appropriately place the student based upon the information the school receives in the unofficial educational records, pending validation by the official records, as soon as possible.

2. **Official Educational Records/Transcripts:** At the time of enrollment and conditional placement of a qualifying student at North Star Charter School, North Star Charter School

shall request the student's official educational records from their last school of attendance.

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

3. **Immunizations:** North Star Charter School shall provide a period of thirty days from the date of enrollment, or such other time frame as determined by the rules of the Interstate Commission, within which students may obtain any immunizations required by the School. Where the School's requirements include a series of immunizations, initial vaccinations must be obtained within 30 days, or within the timeline determined to be reasonable by the Interstate Commission. Exemption from these immunization requirements is available as described in Policy 3525 and IC 39-4802.
4. **Kindergarten and First Grade Entrance Age:** Students shall be allowed to continue their enrollment at grade level at North Star Charter School commensurate with their grade level from their receiving school, including kindergarten, at the time of transition. However, the provisions of IC 33-201 regarding attaining the age of five on or before the first day of September for enrollment in kindergarten, and attaining the age of six on or before the first day of September or having attained the age of five and having completed a private or public out of state kindergarten for the required 450 hours for enrollment in first grade, shall continue to apply.

A student who has satisfactorily completed the prerequisite grade level in the sending school shall be eligible for enrollment in the next highest grade level in North Star Charter School at the receiving school, regardless of age.

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

Placement and Attendance

1. **Course Placement:** Upon transfer of a qualifying student, the receiving School shall place the student in courses consistent with the student's courses in the sending school and/or the school's educational assessments.

Course placement includes, but is not limited to honors, advanced placement, vocational, technical, and career pathways courses.

Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This requirement does not preclude North Star Charter School from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

2. **Educational Program Placement:** North Star Charter School shall initially honor placement of the student in educational programs based on current educational assessments conducted at the sending school or participation/placement in similar programs at the sending school.

Educational program placement includes, but is not limited to, gifted and talented programs and English as a second language (ESL). This requirement does not preclude North Star Charter School from performing subsequent evaluations to ensure appropriate placement of the student.

3. **Special Education Services:** In compliance with the federal requirements of the Individuals with Disabilities Education Act (IDEA), North Star Charter School, as the receiving school, shall initially provide comparable services to a student with disabilities based on their current Individual Education Plan (IEP).

In compliance with Section 504 of the Rehabilitation Act and with Title II of the Americans with Disabilities Act (ADA), North Star Charter School, as the receiving school, shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities consistent with their existing 504 or Title II Plan.

This does not preclude North Star Charter School, as the receiving school, from performing subsequent evaluations to ensure appropriate placement and/or accommodations are made for the student.

4. **Placement Flexibility:** North Star Charter's Head of School shall have the flexibility to waive course/program prerequisites or other preconditions for placement in courses/programs offered by the receiving School.
5. **Absences Relating to Deployment Activities:** A student whose parent/legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment in a combat zone or combat support position, shall be granted additional excused absences at the discretion of North Star Charter Head of School to visit with their parent/guardian relative to such leave or deployment of the parent/guardian.

Eligibility

1. **Eligibility for Enrollment:** A Special Power of Attorney pertaining to the guardianship of a student of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

The receiving Charter School shall not charge tuition to a transitioning military student placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.

A transitioning military student, placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which they were enrolled when residing with the custodial parent.

2. **Eligibility for Extracurricular Activity Participation:** North Star Charter School shall facilitate the opportunity to transitioning military student's inclusion in extracurricular activities, regardless of application deadlines, to the extent the student is otherwise qualified.

Graduation

In order to facilitate the on-time graduation of a child of military families, the receiving Charter School shall follow this process:

1. **Graduation Course Requirements – Waiver:** The receiving Charter School's Head of School or designee shall waive specific courses that are required for graduation if similar coursework has been satisfactorily completed at another school.

If North Star Charter School does not waive the specific course requirement for graduation, the School shall provide a reasonable justification for the denial. This justification shall be

provided to the parent/legal guardian in writing.

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

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

In the event the above alternatives cannot be accommodated by the receiving Charter School for a student transferring during their senior year, subsection 3, below, shall apply.

3. **Transfer During Senior Year of High School:** Should a military student transferring at the beginning of or during the senior year be ineligible to graduate from the receiving Charter School after all alternatives have been considered, the sending school and the receiving Charter School shall ensure the receipt of a diploma from the sending school if the student meets the graduation requirements of the sending school.

In the event that one of the states in question is not a member of this Compact, the member state shall use best efforts to facilitate the on-time graduation of the student.

Conflicts

All State laws and Charter School policies that conflict with this policy and/or are in conflict with the Compact are superseded to the extent of the conflict.

Cooperation

The receiving Charter School, through its administrative agents, shall timely cooperate with all state agency inquiries and other district or charter school inquiries relating to a student who is covered by the Compact.

Legal References

IC § 33-5701

Description

Interstate Compact on Educational Opportunity for Military Children

IC § 39-4802

Immunization Exemptions

IDAPA 08.02.03.105

High School Graduation Requirements

Cross References

Code

2700

Description

[High School Graduation Requirements](#)

2700-P(1)

[High School Graduation Requirements - Publication of
Graduation Requirements](#)

3525

[Immunization Requirements](#)

Entrance, Date, and Age

No pupil may be enrolled in kindergarten or first grade whose fifth or sixth birthday respectively does not occur on or before the first day of September of the school year in which the child registers to enter school. Any child of the age of five years who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the age and date requirements set above shall be allowed to enter the first grade.

Initial Enrollment

Immunization records or an appropriate waiver and birth certificate are required for admission to North Star Charter School, subject to provisions of the McKinney Homeless Assistance Act. Communication of the requirement for immunization records or exemptions shall comply with North Star Charter School Policy 3525.

If a birth certificate is not provided upon enrollment of a student for the first time, North Star Charter School shall notify the person enrolling the student in writing that they must provide, within 30 days, either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental documentation of the child's identity. If the person enrolling a student fails to provide the information within the requested 30 days, North Star Charter School shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that they have an additional ten days to comply.

If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, North Star Charter School shall immediately report the same to the local law enforcement agency.

Placement

The goal of North Star Charter School shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the school administrator or Head of School, subject to review by the Board.

Transfer

North Star Charter School policies regulating pupil enrollment from other accredited elementary or secondary schools are designed to protect the educational welfare of the child and of other

children enrolled at the School.

Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or career and technical instruction);
5. An appropriate evaluation of student performance leading toward credit issuance; and
6. Final approval of transfer credits will be determined by the school administrator or Head of School, subject to review by the Board.

Legal References

20 USC § 6313

Description

Eligible School Attendance Areas

20 USC § 7912

Unsafe School Choice Option

42 USC § 11432

Grants for State and Local Activities for the Education of Homeless Children and Youths

IC § 18-4511

School Duties — Records of Missing Child — Identification Upon Enrollment — Transfer of Student Records

IC § 33-201

Attendance at Schools - School Age

IC § 33-209

Attendance at Schools —Transfer of Student Records — Duties

IC § 33-5210

Application of School Law – Accountability – Exemption from State Rules

IC § 39-4801

Immunization Required

IC § 39-4802

Immunization Exemptions

Id. Const. art. IX, § 9

Compulsory Attendance at School

Cross References**Code**

3060

Description

[Education of Homeless Children](#)

4160

[Parents Right-to-Know Notices](#)

Policy 3010: Enrollment Opportunities

Status:

Original Adopted Date: September 23, 2025| Last Reviewed Date:

North Star Charter School shall ensure that citizens in the primary attendance area are made aware of enrollment opportunities. The School will disseminate enrollment and lottery information at least two months in advance of the enrollment deadline. All prospective students will be given the opportunity to enroll in the School, regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs.

Application Deadline

North Star Charter School will establish a lottery application deadline each school year. The deadline is the date by which all applications for admission to attend the School for the next school year must be received. The deadline cannot be changed once the lottery information is disseminated as set forth above.

Requests for Admission

A parent, guardian, or other person with legal authority to make decisions regarding school attendance on behalf of a child in Idaho may make a request in writing for such child to attend North Star Charter School. In the case of a family with more than one child seeking to attend North Star Charter School, a written request for admission (or "lottery application") for each individual must be submitted. The application shall be submitted to and received by the School on or before the application deadline. The application must contain the name, grade level (for the upcoming school year), birth date, address, and telephone number for each prospective student. The School may require prospective students to use its application, which is available online.

The School uses a fair and equitable selection process called "the lottery" (or other random selection method) when the capacity of the School is insufficient to enroll all prospective students. Submission of the lottery application prior to the deadline shall qualify the student to participate in the lottery. Lottery applications received after the established deadline will be added to the bottom of the waiting list for the appropriate grade. Siblings who have submitted a late application will be placed at the bottom of the sibling list.

Admission Preferences

North Star Charter School has established admission preferences for admission of all prospective students who have submitted a timely application. Preference shall be given in the following order:

1. Pupils returning to the School for a subsequent school year;
2. Children of full-time employees;
3. Siblings to pupils already enrolled;
4. Pupils seeking to transfer from another Idaho public charter school at which they have been enrolled for at least one year, however, this preference shall be subject to an existing

written agreement between the subject charter schools;

5. Students residing within the primary attendance area of the School. This includes children whose parent/guardian is a member of the United States Armed Forces and has received transfer orders and will, upon such transfer, reside in the area served by the School;
6. Students residing outside the primary attendance area of the School.

Equitable Selection Process

North Star Charter School shall conduct a fair and equitable selection process to determine the students who will be offered admission to the School. The selection procedure shall be conducted in accordance with Idaho laws, rules, and regulations. The equitable selection process shall result in a final selection list. The names of the students highest on the final selection list shall have the highest priority for admission to North Star Charter School in that grade, and shall be offered admission to the School in such grade until all seats for that grade are filled.

Notification and Acceptance Process

Within seven days of conducting the selection process, North Star Charter School shall send an offer email to the parent, guardian, or other person who submitted the lottery application on behalf of the student, advising such person that the student has been selected for admission to the School. The offer must be accepted by the student's parent/guardian by the date designated in the offer email. If admission is declined or not accepted by the date designated in the offer, the name of the student will be stricken from the final selection list, and the seat that opens in that grade will be made available to the next eligible student on the final selection list.

After acceptance, North Star will send enrollment information to the parent/guardian that must be completed by the designated deadline. If North Star does not receive the completed enrollment information by the designated deadline, the student will be removed from the acceptance list and the seat that opens in that grade will be made available to the next eligible student on the final selection list.

For students who are not eligible for admission to the School, within seven days after conducting the selection process, the School shall send an email to the parent, guardian, or other person who submitted the lottery application on behalf of the student, advising such person that the student is not eligible for admission but will be placed on a waiting list and may be eligible for admission at a later date if a seat becomes available.

If a student withdraws from North Star Charter School during the school year for any reason, then the seat that opens in that grade may be made available to the next eligible student on the waiting list.

Subsequent School Years

The final selection list for a given school year shall not roll over to the subsequent school year. A new equitable selection process will be conducted each year to fill vacancies that become available.

Legal References

IC § 33-5206

IC § 33-524

IDAPA 08.02.04.203

Description

Requirements and Prohibitions of a Public Charter School

Advance Enrollment for Military Dependents

Admission Procedures

Any student who is enrolled in a nonpublic school or another public charter school will be allowed to enroll in the North Star Charter School and be entitled to participate in any curricular or extracurricular program, subject to the same requirements as other students who are enrolled full-time in the School and subject to the requirements set forth below in this policy. Dual enrolled students shall be subject to all the same policies, regulations, and school rules as any regularly enrolled student when the student is present at the School or participating in a School activity. Such policies, regulations, and rules include, but not be limited to, those relating to attendance, grades, prerequisites, classroom conduct, and discipline. Dual enrolled students must meet all prerequisites for enrollment for a program or activity that are required of full-time Charter School students.

For purposes of this policy, a “nonpublic school student” is any student who receives educational instruction outside a public elementary or secondary school classroom, including but not limited to instruction from a private school or a home school. Both nonpublic students and students from other charter schools may seek dual enrollment at the Charter School. Likewise, students from the Charter School may seek dual enrollment at a public school within a traditional school district, subject to that school district’s policies and procedures.

For the purposes of this policy, “program or activity” shall include any regularly scheduled course of study or any regularly scheduled interscholastic activity recognized or sanctioned by the Idaho High School Activities Association. Program or activity shall not include testing, health, or other similar type services nor does it include incidental activities such as school dances or field trips not directly related to an academic class for which the student is properly enrolled.

Any student participating in dual enrollment at the School shall only be on school property during the hours of enrollment or as otherwise indicated by the Head of School or his or her designee. The Charter School will not be responsible for the student during non-enrollment hours or times, such as between non-contiguous classes or activities or before or after activities in which they are enrolled. Any transportation needs for such students not provided for otherwise under this policy during the school day shall be the sole responsibility of the student and their parents/guardian.

Admittance

The parent or legal guardian of any student wishing to admit their son or daughter to the Charter School for any academic or nonacademic program must register the student and provide the following prior to acceptance of any such student:

1. Birth certificate or other acceptable evidence of date and place of birth;
2. Evidence of residency within the attendance area (for nonacademic activities);
3. Immunization records or an appropriate waiver as described in Policy 3525; and
4. Student records from the previously attended public school, if any, and any other records providing academic background information.

Dual enrolled students may enter any program available to other students subject to the same responsibilities and standards of behavior and performance that apply to any student's participation.

Before entering a School program or activity, a dual enrollment student must complete registration and gain admission to North Star Charter School. The student's parent/guardian must comply with the registration procedures required by the School. Where necessary, dual enrollment students may be tested to identify appropriate placement for the student. Such registration and admission procedure is required even if a student is requesting dual enrollment status only for participation in an interscholastic or nonacademic activity.

Extracurricular Activities

Participation in extracurricular activities shall be subject to Policy 3031.

Average Daily Attendance

Students who are dual enrolled (i.e., enrolled on a part-time basis) shall be used in calculating the Charter School's State funding, but only to the extent of the student's participation in the School's programs.

Priority

Priority for enrollment, when school programs reach maximum capacities, will be given to students enrolled on a regular full-time basis. If a number of nonpublic school or other charter school students request admission into the same class, they will be accepted on a first-come basis. In the event the class enrollment position of a nonpublic school or other charter school student is needed for a regular full-time Charter School student during the course of the year, the full-time student will have priority for the position beginning with the semester after the need is identified.

Students participating in dual enrollment at the Charter School shall not count toward the School's maximum enrollment restrictions in general. Thus, the fact that the maximum enrollment restrictions have been reached will not preclude students from seeking dual enrollment in a particular School program that has not exceeded its maximum capacity. However, in no event may the dual enrollment provisions be used to circumvent a public charter school's lottery requirements.

Graduation

In order to graduate from the Charter School, all non-public school students must meet the grade and other graduation requirements the same as regular full-time students as outlined in Policy 2720, unless exceptions are made as described in 2710 High School Graduation Requirements – Specialty Diplomas.

Mixed Curriculum

If a dual enrollment student wishes to attend activities or programs in a particular discipline, in a class or grade where the curriculum is merged or integrated, such request shall be made in writing

particularizing the subject matter presentation which the student desires to attend (i.e., art instruction in a third grade class). The teacher and Head of School (or his or her designee) shall, upon request, provide scheduling information to the dual enrollment student. It shall be the dual enrollment student's responsibility to contact the Charter School and ascertain when such subject matter will be presented. Where certain subject matter is integrated into a mixed curriculum, no change in the presentation of that curriculum needs to be made because of a dual enrollment student's request for attendance. It is also the intent of this policy to ensure that the teacher's right to integrate disciplines and be flexible in planning and modifying the daily classroom presentations shall not be hindered or restricted in any way.

IDEA/ADA/Section 504 Students

Parents who wish to have a dual enrollment student's disability accommodated by the Charter School via a 504 Plan or who wish to have their student enrolled in special programs must comply with the requirements of the Individuals with Disability Act (IDEA), and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

If a dual-enrolled student or a student enrolled in the Charter School part-time is found to be eligible for a 504 Plan, the School's process to create and implement a 504 Plan for a student shall be followed.

Whether the School is responsible for assessing a student's need for special education services and for maintaining and implementing an IEP for the student depends on factors including, but not limited to what other type of school the student is enrolled in. The School shall provide such assessment and related services when required by state or federal law or administrative rules.

Legal References

IC § 33-1001

Description

Foundation Program — State Aid —Apportionment – Definitions

IC § 33-203

Attendance at Schools - Dual Enrollment

IDAPA 08.02.03.111.13

Assessment in the Public Schools – Dual Enrollment

Cross References

Code

2440

Description

[Online Courses and Alternative Credit Options](#)

3031

[Extracurricular Activities—Eligibility for Students Not Enrolled](#)

3525

[Immunization Requirements](#)

Policy 3031: Extracurricular Activities—Eligibility for Students Not Enrolled

Status:

Original Adopted Date: October 23, 2025 | Last Reviewed Date:

The following rules apply for non-public school students who wish to participate in nonacademic school activities, such as extracurricular activities, for which public school students must demonstrate academic proficiency or eligibility. For the purposes of this policy, “non-public school student” means a student who attends another public charter school, home school, or private school regardless of whether they are dually enrolled for academic or instructional activities as described in Policy 3030:

1. Non-public school students must meet the same eligibility standards as full-time Charter School students;
2. The non-public school student must, on any State Board of Education recognized achievement test, portfolio, or other mechanism, demonstrate composite grade-level academic proficiency;
3. The non-public school student must achieve a minimum composite, core, or survey test score within the average or higher than average range as established by the test service utilized on any nationally-normed test. The minimum score on each assessment is the fifth stanine for the battery total score. The parents/guardian of a dual enrollment student are responsible for obtaining third party testing for their child at their expense in accordance with I.C. 33-203 and State Board of Education rules. Demonstrated proficiency shall be used to determine eligibility for the current and next school year, not to exceed a period of 12 months from the date the test results are released;
4. Non-public school students must be provided the opportunity to take State tests or other standardized tests given to all regularly enrolled public school students when pre-arranged with the principal of the building where the student is registered.
5. A non-public school student will be subject to the same requirements as public school students regarding school attendance on the date of an activity. If the non-public school student is not scheduled to attend academic courses in the Charter School on activity days, the non-public school student's primary education provider shall provide assurance to the School that such student has met the attendance requirements in the non-public school academic setting. The primary education provider shall also be responsible for the oversight of any other academic standards relating to participation in nonacademic activities.

Legal References

IC § 33-203

IC § 33-512

Other References

IHSAA

Description

Attendance at Schools - Dual Enrollment

District Trustees - Governance of Schools

Description

Rules and Regulations on Eligibility

Cross References

Code

3030

Description

[Part-Time Attendance/Dual Enrollment](#)

Idaho law requires any person between seven and 16 years of age to regularly attend school. State law also requires each school district or charter to establish a policy on compulsory attendance.

Parents or guardians of any child resident in this state who has attained the age of seven but not 16 years, and who are not otherwise privately instructed, shall enroll the student in a public school or public charter school, including an online or virtual charter school or private or parochial school during a period in each year equal to that in which the public schools are in session. Parents and students shall conform to the attendance policies and regulations established by the Board.

Whenever it is determined by the Board or the Board’s designee under the provisions of due process of law that the parents or guardians of any child who is not enrolled in the public schools are failing to meet the requirements of Idaho Code § 33-202, an authorized representative of the Board shall notify in writing the prosecuting attorney in the county of the pupil’s residence and recommend that a petition shall be filed in the magistrates division of the District Court of the county of the pupil’s residence, in such form as the court may require under the provisions of Idaho Code § 20-510.

Legal References	Description
IC § 33-201	Attendance at Schools - School Age
IC § 33-202	Attendance at Schools - School Attendance Compulsory
IC § 33-207	Attendance at Schools - Proceedings Against Parents or Guardians
Id. Const. art. IX, § 9	Compulsory Attendance at School



NORTH STAR CHARTER SCHOOL

North Star Charter School #493

STUDENTS

3040F1

DATE

____ County Prosecutor's Office
[ADDRESS]

To the Office of the County Prosecutor:

This letter is to inform your office of the continued absence of _____.
Enclosed is the Truancy Referral Form for the student. I have provided all of the information available on this student and his or her family. This form will be updated if any new information becomes available.

Thank you for your assistance. Please contact me if you have any questions.

Sincerely,

[SIGNATURE]
[TITLE]

Policy 3060: Education of Homeless Children

Status:

Original Adopted Date: October 23, 2025 | Last Revised Date: | Last Reviewed Date:

In compliance with the McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B, of the No Child Left Behind Act, and Idaho Code §33-1404, North Star Charter School Board of Directors has established the following policy to ensure that homeless children and youth receive a free appropriate public education and are given meaningful opportunities to success in school.

It is the policy of the Charter School to ensure that:

1. Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education, including a public preschool education, as provided to other students;
2. Homelessness does not in any way separate homeless students from the mainstream school environment; and
3. Homeless children and youths have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state academic standards to which all students are held.

The Charter School enrolls children who are homeless regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. Homeless children shall be granted the same rights and opportunities as other students to enroll and/or submit an Enrollment Application. Any such Enrollment Application shall not be denied or delayed based on lack of records or information, including:

1. Proof of residency;
2. Transcripts/school records;
3. Immunization or immunization/health/medical/physical records;
4. Proof of guardianship;
5. Birth certificate;
6. Unpaid school fees; and
7. Lack of clothing that conforms to dress code.

Their enrollment shall not be delayed due to any factor related to the student's living situation.

Unaccompanied youth may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or the Charter School liaison.

If the Enrollment Application window occurs during any period of homelessness, the School will waive the Enrollment Application deadline and place the student's name in the lottery, and the student shall be granted the same priority as students who reside within the applicable attendance area, unless they otherwise qualify for a higher priority. If the student seeks enrollment after the lottery has occurred, the student shall be placed on the waiting list. The Charter School and employees of the school shall work to ensure that children and youth who are homeless are free from discrimination, segregation, and harassment. The School will also strive to prevent stigma against students who are homeless.

Definitions

For the purposes of this Policy, the following definitions shall apply.

The terms “enroll” and “enrollment” include attending classes and participating fully in all school activities.

The terms “homeless,” “homeless individual,” and “homeless person” include:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Migratory children who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses 1 through 3 above; and
5. An unaccompanied student living in any of the circumstances described in clauses 1 through 3 above.

“Children and youth in transition” is defined as children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence.

“Unaccompanied youth” is defined as a youth not in the physical custody of a parent/guardian who is in transition as defined above.

The term “school of origin” is defined as the school the student attended when permanently housed, or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the student’s school of origin, the school of origin shall progress to the designated receiving school at the next grade level for all of its feeder schools the same as for all students attending one school and progressing to another school to the extent applicable to the Charter School.

In General

The Charter School shall ensure the following is provided according to the homeless student's best interest:

1. That the homeless student's education continues in the school of origin for the duration of homelessness:
 - A. In any case in which a family becomes homeless between academic years or during an academic year; and

- B. For the remainder of the academic year, if the student becomes permanently housed during an academic year; or
2. That the homeless student is eligible to enroll in the same schools as non-homeless students who live in the same attendance area where the homeless student is actually living.

Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

When addressing school placement, the student may attend a school different than the school of attendance from before the student became homeless or the school last attended by the student, if such is the choice of the student's parent and such is feasible.

When addressing school placement, the Charter School's liaison shall work with the family to address the student's transportation needs.

School Stability

In determining the best interest of the homeless student the Charter School shall:

1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent/guardian, or (in the case of an unaccompanied youth) the student;
2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent/guardian or (in the case of an unaccompanied youth) the student;
3. If, after conducting the best interest determination based on consideration of the above presumptions, the Head of School or his or her designee determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian, or (in the case of an unaccompanied student) the student, provide the student's parent/guardian or the unaccompanied student with a written explanation of the reasons for their determination, which will be provided in a manner and form understandable to such parent/guardian or unaccompanied student, including information regarding the right to appeal under "Enrollment Disputes", below; and
4. In the case of an unaccompanied student, ensure that the School's liaison designated under "Charter School Liaison," below, assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied student, and provides notice to such student of the right to appeal under "Disputes," below.

Immediate Enrollment:

1. Below Capacity: If the Charter School is below the class size limits set forth in the Charter, the School, in accordance with this policy, shall immediately enroll the homeless student, even if the student:

- A. Is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation;
 - B. Has missed application or enrollment deadlines during any period of homelessness; or
 - C. Has outstanding fees or fines, including fees associated with extracurricular activities.
2. **At Capacity:** If the Charter School has met the class size limits established in the Charter, the School is not required to immediately enroll a homeless student. A homeless student who seeks enrollment after the lottery has occurred for the ensuing school year shall be placed on the waiting list.
3. **Relevant Academic Records:** The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.
4. **Relevant Health Records:** If the student needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent/guardian of the student, or (in the case of an unaccompanied student) the student, to the School's liaison designated under "Charter School Liaison," below, who shall assist in obtaining all necessary immunizations and/or screenings, or other required health records, in accordance with "Records," below. Additionally, exemption from these immunization requirements is available as described in Policy 3525 and IC 39-4802.

Records

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless student shall be maintained:

1. So that the records involved are available, in a timely fashion, when the student enters a new school or school district; and
2. In a manner consistent with FERPA, applicable Idaho law, and Charter School policy.

When a student transfers schools, the Charter School shall help to keep the student academically on track by providing appropriate credit for full or partial coursework satisfactorily completed while attending a prior school or when transferring to a new school.

Disputes

If a dispute arises over eligibility, school selection or enrollment, or any other issue addressed in this policy:

1. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals, unless the Charter School has met its class size limits established by the Charter. The student shall receive educational services for which the student is eligible, such as attending classes and full participation in all school activities.
2. The parent/guardian of the student or (in the case of an unaccompanied student) the student shall be provided with a written explanation identifying the basis for any decisions related to school selection or enrollment made by the Charter School, or other entity, including the rights of the parent/guardian or unaccompanied student to appeal such

decisions. The notice shall be in a language the parent/guardian or unaccompanied student can understand.

3. The parent, guardian, or unaccompanied student shall be referred to the local educational agency liaison designated under "Charter School Liaison" below, and upon being informed of the dispute, the liaison shall, within 10 days, initiate an appeal with the Charter School and, if unsuccessful, to the state coordinator of the dispute regarding the educational placement of the homeless student. The liaison shall also advise the parent/guardian or unaccompanied student of the student's rights.
4. In the case of an unaccompanied student, the liaison shall ensure that the student is immediately enrolled in the school in which the student seeks enrollment pending resolution of the student's dispute except when established class size limits have been met and/or lottery situations prevent immediate enrollment.
5. If an agreement cannot be reached between the parties regarding the educational placement or enrollment status of the student, then the Charter School shall seek further assistance from the State Coordinator of Homeless Education to review and determine within ten business days how the student's best interests will be served. The decision of the State Department of Education shall constitute final resolution.

Privacy

Information about a homeless student's living situation shall be treated as a student education record, and shall not be deemed to be disclosable "directory information" under the Family Education Records Privacy Act ("FERPA").

Contact Information

Nothing in this policy shall prohibit the Charter School and/or the enrolling school from requiring the parent or guardian of a homeless student to submit contact information.

Comparable Services

Each homeless student in the Charter School shall be provided services comparable to those services provided to other students in the school attended by the homeless student, including but not limited to the following:

1. Transportation services. Students may be provided with additional transportation services if needed to ensure the student's full participation in the School's education program. These services will be provided for the entire time the student has a right to attend the School, including during pending disputes. It is this school's policy that inter-district disputes will not result in a homeless student missing school. If such a dispute arises, North Star Charter School will arrange transportation and immediately bring the matter to the attention of the Idaho State Department of Education Coordinator for the Education of Homeless Children and Youth.
2. Educational services for which the student meets eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965, or similar State or Charter School sponsored programs, educational programs for children with disabilities, and educational programs for English Learners;

3. Programs in career and technical education;
4. Programs for gifted and talented students; and
5. School nutrition programs. Upon enrollment, the student's name shall immediately be submitted to the Charter School's Nutrition Services Department as eligible for free meals, which eligibility commences at the time of enrollment.

When applying any school policy regarding tardiness or absence, any tardiness or absence related to a student's homelessness will be excused.

Charter School Liaison

For purposes of this policy, the Head of School shall designate a Charter School employee to serve as its liaison to serve homeless students in accordance with the following provisions. The liaison for homeless students designated by the Head of School shall carry out the duties of the local homeless education liaison described in the McKinney-Vento Homeless Assistance Act, including ensuring that:

1. All homeless students in and out of school are identified by school personnel through outreach and coordination activities with other entities and agencies;
2. The Charter School tracks academic and enrollment data on homeless students;
3. All homeless students are enrolled in, and have a full and equal opportunity to succeed the same as non-homeless students of the Charter School;
4. Homeless families and homeless students have access to and receive educational services for which such families and students are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the Charter School;
5. All homeless families and homeless students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
6. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
7. All unaccompanied students and youth who receive any credits for classes attended shall be informed by the Liaison of their status as an "independent student" for purposes of the student's Free Application for Federal Student Aid ("FAFSA"). The Liaison shall also provide the required "verification" of the student's status in connection with their application for Federal Student Aid.
8. Public notice of the educational rights of homeless students is disseminated in locations frequented by parents/guardians of such students, and unaccompanied students, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless students, and unaccompanied students;

9. Eligibility, school selection, or enrollment disputes are mediated in accordance with "Disputes," above;
10. The parent/guardian of a homeless student, and any unaccompanied student, is fully informed of all transportation services, including transportation to the student's school of origin, and is assisted in accessing transportation to the student's assigned school;
11. School personnel receive annual professional development and other support; and
12. Unaccompanied homeless students:
 - A. Are enrolled in school;
 - B. Have opportunities to meet the same challenging state academic standards the State establishes for other students; and
 - C. Are informed of their status as independent students under 20 USC § 1087vv(d), and that such students may obtain assistance from the Charter School Liaison to obtain verification of such status for purposes of the Free Application for Federal Student Aid.

North Star Charter School's Homeless Liaison will coordinate training for school staff regarding the McKinney-Vento Homeless Assistance Act requirements.

Local and State Coordination

The Charter School's liaison(s) for homeless students shall, as a part of their duties, coordinate and collaborate with the Idaho State Office of the Coordinator for Education of Homeless Children and Youths, as well as with community and school personnel who are responsible for the provision of education and related services to homeless students. These shall include public and private agencies, the transportation department, the State Coordinator for the Education of Homeless Children and Youth, and others. Such coordination shall include collecting and providing to the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of 42 USC § 11432(f)(1) and (3).

Homeless Status

The Charter School's Liaison who receives training provided by the Idaho State Office of the Coordinator for Education of Homeless Children and Youths may authorize a homeless student who is eligible for and participating in a program provided by the Charter School, or the immediate family of such student, who otherwise meets the eligibility requirements for Federal Housing Assistance (see 42 USC §§ 11360 et. seq.), to do so without approval or other agency action by or on behalf of the Department of Housing and Urban Development.

Title 1, Part A

Any student who is homeless and attends the Charter School is eligible for Title 1, Part A services. The School shall set aside funding to provide these students who attend the Charter School

Legal References

20 USC § 6311, et seq.

20 USC §§ 1400 – 82

42 USC § 11301, et seq.

42 USC § 1758

IC § 39-4802

Pub. L. 110–134

Description

Improving Basic Programs Operated by Local Educational Agencies (Subchapter I, Part A, of the Elementary and Secondary Education Act)

Individuals with Disabilities Education Act (IDEA)

McKinney-Vento Homeless Assistance Act of 1987

School Lunch Programs – Program Requirements

Immunization Exemptions

Improving Head Start for School Readiness Act of 2007

Cross References**Code**

3000

3005

3525

4110

4120

4120-F(1)

4160

8100

Description

[Student Policy Guiding Principles](#)

[Entrance, Placement, and Transfer](#)

[Immunization Requirements](#)

[Public Complaints and Suggestions](#)

[Uniform Grievance Policy](#)

[Uniform Grievance Policy - Uniform Grievance Procedure](#)

[Parents Right-to-Know Notices](#)

[Transportation](#)

Policy 3085: Sexual Harassment, Discrimination, and Retaliation Policy Status:

Original Adopted Date: October 23, 2025 | Last Revised Date: | Last Reviewed Date:

Policy Purpose

The purpose of this policy is to promote working and learning environments that are free from sex and gender-based harassment, discrimination, and retaliation, and to affirm the North Star Charter School's commitment to non-discrimination, equity in education and equal opportunity for employment.

Scope of Policy

This policy applies to all members of the North Star Charter School's community, including students, employees, and other members of the public including guests, visitors, volunteers, and invitees.

Policy Statement

The North Star Charter School is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the Charter School prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the Charter School community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and North Star Charter School employees.

Title IX Coordinator

The Head of School or designee serves as the North Star Charter School's Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating the Charter School's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex and gender-based harassment, discrimination, and retaliation prohibited under this policy. The Title IX Coordinator acts with independence and authority and is free from bias and conflicts of interest.

To raise any concern involving bias, conflict of interest, misconduct or discrimination committed by the Title IX Coordinator, contact the Human Resources Director at 839 N. Linder Eagle, ID 83616; 208-939-9600.

If the Charter School's Title IX Coordinator is the subject of any complaint regarding sex or gender-based harassment or has an apparent bias or conflict of interest regarding such a case, another

person shall be appointed to act as the Title IX Coordinator for handling that case. Such appointees may include, but are not limited to:

1. The Title IX Coordinator of another school Charter School which the Charter School has an agreement with;
2. Another employee of the Charter School who is qualified and trained to address the matter, such as a deputy Title IX Coordinator;
3. A qualified and trained individual who enters into a professional services contract with the Charter School; including but not limited to the Charter School's legal counsel and/or contracted Human Resources or Title IX professionals.

Concerns of bias, conflict of interest, misconduct, or discrimination committed by any other official involved in the implementation of this policy or related grievance processes should be raised with the Title IX Coordinator.

Mandatory Reporters

The North Star Charter School has classified all employees as mandatory reporters of any knowledge they have that a member of the Charter School community experienced sex or gender-based harassment, discrimination, and/or retaliation. Accordingly, all Charter School employees must promptly report actual or suspected sex and gender-based harassment, discrimination, and/or retaliation to the Title IX Coordinator. Charter School employees must share with the Title IX Coordinator all known details of a report made to them in the course of their employment, as well as all details of behaviors under this policy that they observe or have knowledge of. Failure of a Charter School employee to report an incident of sex or gender-based harassment, discrimination, or retaliation to the Title IX Coordinator of which they become aware is a violation of this policy and can be subject to disciplinary action for failure to comply.

In addition, Charter School employees must also report allegations of suspected child abuse and/or neglect to either law enforcement or the Idaho Department of Health and Welfare as described in Policy 5260.

Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and related procedures, may be made internally to the North Star Charter School Title IX Coordinator (or deputies, if applicable) using the contact information below:

North Star Charter School District 493
Title IX Coordinator
839 N. Linder Rd.
Eagle, Idaho 83616
208-939-9600
ahorning@northstarcharter.org

External inquiries can be made to the U.S. Department of Education, Office for Civil Rights, Region 10, using the contact information below:

Seattle Office
Office for Civil Rights
U.S. Department of Education
915 Second Avenue, #3310
Seattle, WA 98174-1099
OCR.Seattle@ed.gov
1-800-877-8339

Notice/Formal Complaints of Sex and Gender-Based Harassment, Discrimination, and/or Retaliation

Notice or formal complaints of sex or gender-based harassment, discrimination, and/or retaliation may be made using any of the following options:

1. File a complaint with, or give verbal notice to, the Title IX Coordinator (or deputy/deputies, if applicable). Such a report may be made at any time, including during non-business hours, by using the telephone number, email address, or by mail to the office address listed for the Title IX Coordinator (or any other official as listed above).
2. Report online, using the reporting form posted at northstarcharterschool.org.
3. Report by phone at 208-939-9600.

When notice is received regarding conduct that may constitute Title IX sexual harassment, the North Star Charter School shall provide information about supportive measures and how to file a formal complaint, as described in 3085P.

A formal complaint means a document filed/signed by the alleged victim or signed by the Title IX Coordinator alleging an individual violated this policy and requesting that the Charter School investigate the allegation(s). As used in this paragraph, the phrase "document filed/signed by the alleged victim" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the Charter School, if applicable) that contains the alleged victim's physical or digital signature, or otherwise indicates that the alleged victim is the person filing the complaint. For example, an alleged victim may send an email to the Title IX Coordinator, identify themselves as the alleged victim and the one sending the email, to file a formal complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the alleged victim to ensure that it is filed correctly.

Parents and legal guardians of primary and secondary school students who have the legal authority to act on their child's behalf may file a formal complaint on behalf of their child.

Grievance Processes

When a formal complaint is made alleging that this policy was violated, the allegations are subject to resolution using one of the North Star Charter School's grievance processes noted below, as determined by the Title IX Coordinator. All processes provide for a prompt, fair, and impartial process.

1. For formal complaints regarding conduct that may constitute Title IX sexual harassment involving students or employees, the Charter School will implement procedures detailed in Procedure 3085P.

2. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where students are the accused party, and that do not constitute Title IX sexual harassment, the Charter School will implement procedures described in the Student Code of Conduct, General Bullying, Harassment and Intimidation procedures.
3. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where employees are the accused party, and that do not constitute Title IX sexual harassment, the Charter School will implement procedures described in the Uniform Grievance Policy and in the Certificated and Non-certificated Staff Grievance Procedures.

Legal References

20 USC §§ 1681 - 1682

Description

Title IX of the Education Amendments of 1972

34 CFR Part 106

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

Cross References

Code

3270

Description

[Charter School-Provided Access to Electronic Information](#)

3270-P(1)

[Charter School-Provided Access to Electronic Information](#)

3270-F(1)

[Charter School-Provided Access to Electronic Information - INTERNET ACCESS CONDUCT AGREEMENT](#)

3285

[Relationship Abuse and Sexual Assault Prevention and Response](#)

3290

[Sexual Harassment/Intimidation of Students](#)

3290-F(1)

[Sexual Harassment/Intimidation of Students - Permission Form](#)

3295

[Hazing, Harassment, Intimidation, Bullying, Cyber Bullying](#)

3295-P(1)

[Hazing, Harassment, Intimidation, Bullying, Cyber Bullying](#)

3295-F(1)

[Hazing, Harassment, Intimidation, Bullying, Cyber Bullying - COMPLAINT FORM](#)

3297

[Names, Pronouns, and Titles](#)

3330	<u>Student Discipline</u>
4110	<u>Public Complaints and Suggestions</u>
4120	<u>Uniform Grievance Policy</u>
4120-F(1)	<u>Uniform Grievance Policy - Uniform Grievance Procedure</u>
4130	<u>Public Access to Charter School Website</u>
4600	<u>Volunteer Assistance</u>
4600-P(1)	<u>Volunteer Assistance</u>
4600-F(1)	<u>Volunteer Assistance - APPLICATION</u>
4600-F(2)	<u>Volunteer Assistance - Volunteer Confidentiality</u>
4600-F(3)	<u>Volunteer Assistance - Authorization to Release Information</u>
5240	<u>Sexual Harassment/Sexual Intimidation in the Workplace</u>
5240-F(1)	<u>Sexual Harassment/Sexual Intimidation in the Workplace - Acknowledgment</u>
5250	<u>Certificated Staff Grievances</u>
5275	<u>Adult Sexual Misconduct</u>
5500	<u>Personnel Files</u>
5500-P(1)	<u>Personnel Files</u>
5800	<u>Classified Employment, Assignment, and Grievance</u>
5800-P(1)	<u>Classified Employment, Assignment, and Grievance</u>

Procedure 3085-P(1): Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions

Status:

Original Adopted Date: October 23, 2025| Last Reviewed Date:

Scope of Procedure

This Title IX Grievance Process applies to all members of the North Star Charter School's community, including students, employees, and Board members as well as Charter School patrons, guests, visitors, volunteers, and invitees.

Purpose of This Policy and Procedure

The North Star Charter School is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, which are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the Charter School prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the Charter School community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance procedure. Violations of this Charter School procedure or its related policy may result in discipline to either students or employees.

Guiding Principles

Title IX requires school Charter Schools to put into place policies and procedures that promote the goal of Title IX, specifically, to prohibit discrimination based on sex, and to respond appropriately if and when sex discrimination occurs or may occur. Title IX explains that when an appropriate official at the Charter School has "actual knowledge" of "sexual harassment" of a student or employee that occurs in one of its educational programs or activities, the Charter School must respond promptly and in a manner that is not "deliberately indifferent." This standard does not require a perfect response; rather, it requires a response that is not "clearly unreasonable" in light of the known circumstances over which the Charter School exercises control.

Grievance Procedure

1. Receipt of a Complaint, Report, or Information Alleging Sexual Harassment

Upon receipt of a complaint or report (whether verbal or written) of possible sexual harassment, the Charter School shall first determine whether to initiate a formal or informal response. Thus, any and all complaints, reports, or information received by any Charter School employee that sexual harassment is occurring or has occurred shall be immediately forwarded to the Charter School's Title IX Coordinator or other designated employee for review and action as appropriate.

The Title IX Coordinator (Coordinator) shall promptly contact the complainant or reporting party and discuss with them the availability of supportive measures, and will consider the complainant's wishes with respect to the provision of supportive measures. The Coordinator shall explain the availability of these measures to the complainant with or without the filing of a "formal complaint." During this initial meeting, the Coordinator or designee shall explain to the complainant the process for filing a written formal complaint, and shall provide assistance to the complainant to ensure the written formal complaint is properly prepared and submitted.

Emergency Removal (of students): Nothing in this procedure prevents the Charter School from removing a respondent from a Charter School education program or activity on an emergency basis, provided that an individualized safety and risk analysis is performed by the Coordinator and Head of School who determine that an immediate threat to the physical health or safety of any student or other individual arise from the allegations of sexual harassment that justify removal. The Coordinator and Head of School shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights and requirements under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Administrative Leave (of employees): Nothing in this procedure precludes the Charter School from placing a non-student employee respondent on administrative leave during the pendency of a grievance investigation under this procedure. Notwithstanding the above, prior to placing an employee respondent on administrative leave, the Coordinator or designee shall ensure any rights provided by Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act are not impaired or violated.

2. Providing Supportive Measures

If an informal complaint is filed, (for instance, because the complainant does not wish to file a written formal complaint,) as well as during the pendency of the investigation and the decision concluding a formal complaint, the following supportive measures may be implemented to restore or preserve the complainant's access to the Charter School's educational programs without unreasonably burdening the other party (also referred to herein as respondent).

Supportive measures may include actions taken to protect the safety of all parties or the Charter School's educational environment, or which otherwise deter sexual harassment from occurring in the future. Additional supportive measures may include, but are not limited to: counseling, the availability of a safe place or person in the event complainant feels threatened or uncomfortable, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escort services at school, mutual restriction of contact between the parties, changes in work locations, leaves of absence, increased security and/or monitoring of locations where prohibited conduct has occurred or may occur in the future, as well as additional measures to protect the complainant, provided the supportive measures initiated are not punitive to the respondent.

3. Filing a Written Formal Complaint

Upon receipt of a written formal complaint, the Coordinator or designee is required to provide written notice to all known complainants and respondents of the allegations and the resulting investigation.

- A. General Notice Requirements: The notice will include the Charter School's Title IX grievance process as well as information regarding the Charter School's informal

resolution process.

B. Specific Notice Requirements: The written notice shall include the following information:

- i. Information describing the alleged conduct potentially constituting sexual harassment, including sufficient details known at the time the notice is prepared to allow the parties to prepare a response prior to the investigator's initial interview, and shall be delivered to the parties in enough time to allow their preparation for the initial interview.
- ii. Sufficient details include but are not limited to the identities of the parties involved, the conduct allegedly constituting sexual harassment, the date(s), and location(s) of the incident(s).
- iii. A statement that the respondent is presumed to not be responsible for the alleged conduct, and that a determination of responsibility will not be made until the conclusion of the grievance process.
- iv. A statement informing the parties that they are entitled to have an advisor or representative of their choosing who may be, though is not required to be, an attorney, and that the advisor is authorized to review all evidence submitted in the matter.
- v. The notice must inform the parties that Charter School policy and procedure prohibit knowingly making false statements or knowingly submitting false information to the investigator or at any other time during the grievance process.
- vi. The notice must warn the parties that retaliation is prohibited. Accordingly, the parties must be informed that no Charter School employee or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this procedure, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this procedure. Retaliation includes circumstances where intimidation, threats, coercion, or discrimination are made for the purpose of interfering with any right or privilege secured by Title IX or this procedure. This includes threatening charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment. The Charter School shall keep confidential the identity of:
 - a. Any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment;
 - b. Any complainant;
 - c. Any individual who has been reported to be the perpetrator of sex discrimination;
 - d. Any respondent; and
 - e. Any witness

except:

- a. As may be permitted by FERPA (20 U.S.C. § 1232g) or a FERPA regulation (34 CFR Part 99);
- b. As required by law; or
- c. To carry out the purposes of this procedure, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Complaints alleging retaliation may be filed as an additional charge or counter-charge under these procedures.

- C. **Additional Charges:** If, during the course of the investigation, it is determined based on the information gathered that additional allegations or charges are warranted, an amended notice shall be prepared and submitted to the parties including the new allegations and charges as appropriate.
- D. **Consolidation:** The Coordinator may consolidate two or more formal complaints into a single action provided that the allegations of sexual harassment and retaliation arise out of a common set of facts or circumstances and if in the course of an investigation, it is determined that:
 - i. There is more than one respondent and/or more than one complainant; or
 - ii. There are cross-complaints, or additional complaints raised by the original complainant against the original respondent (such as retaliation), or by the respondent against any other party.

4. Conduct of the Investigation, Informal Resolution

In the course of their investigation, the Charter School's Coordinator and designees shall comply with the following requirements.

Investigation

- A. **Burden of Investigation:** The burden of gathering evidence sufficient to make a determination of responsibility is the responsibility of the Charter School's investigator(s) and not the parties. However, the Charter School's investigator is not authorized to access a party's records that are made or maintained by a health care provider such as a physician, psychiatrist, psychologist, or other recognized health care provider, if the record was made in the course of providing treatment to the party, unless and until written consent from an authorized person is provided to obtain such privileged records for purposes of investigating and resolving the allegations of the formal complaint.
- B. **Evidence Offered by Parties:** The parties shall be provided an equal opportunity to call witnesses, including fact and expert witnesses, as well as other inculpatory and exculpatory evidence.
- C. **No Restrictions:** The ability of the parties to discuss the allegations under investigation or to gather and present evidence shall not be restricted.
- D. **Equal Representation Rights:** All parties shall have the same opportunity to have others present, or to be represented by the advisor of their choice throughout the grievance process, including attendance at related meetings or proceedings. If the Charter School limits access to representation in any way at any time during the proceedings, such limitation shall be equally applied to all parties in the same manner. Access to representation may be limited only where a party is already represented as authorized by this procedure, and the additional representation will

unduly increase the cost to the parties, and/or will not otherwise serve to significantly promote a legitimate purpose under this procedure.

- E. Notice of Interviews and Hearings: Adequate notice of the purpose, date, time, place, and the identities of all participants involved shall be provided to any party whose participation at a hearing, interview, or meeting is invited or expected, and allowing sufficient time for the party to prepare and fairly participate.
- F. Evidentiary Considerations: The investigation shall not consider:
 - i. Incidents not directly related to the possible violation, unless they evidence a pattern;
 - ii. The character of the parties; or
 - iii. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- G. Right to Inspect Evidence: All parties shall be provided equal access to inspect and review any or all evidence gathered during the investigation related to the allegations of the formal complaint, whether or not relied upon or referred to in the investigator's report. This will ensure that the parties can respond to the evidence prior to the conclusion of the investigation. Prior to completion of the investigation report, the investigator shall provide the parties and their respective advisors, when advisors are identified, a secured electronic or hard copy of the evidence subject to inspection. The parties must have at least ten school days to submit a written response which the investigator shall consider prior to completion of the investigative report. All such evidence shall be made available to all parties at any hearing to give the parties equal opportunity to refer to such evidence during the hearing, including cross-examination of adult parties.
- H. Investigative Report: At least ten school days prior to a hearing, or other time of determination regarding responsibility, the investigator shall send to all parties and their advisors, if any, by electronic format or hard copy, a copy of the investigative report for the parties' review and written response. The parties' responses shall be made part of the record.

Informal Resolution: The informal resolution process may include mediation, or other meeting of the parties that does not involve a full investigation and adjudication of the complaint. The Charter School may **not** require the parties to participate in an informal resolution process. Informal resolution is available **only** if a written formal complaint was submitted to the Coordinator. If these conditions are satisfied, then at any time during the course of an investigation, but prior to the time of the Decision-Maker's final determination of responsibility, the parties may request the Coordinator to initiate the informal resolution by process. In so doing, the Coordinator is required to comply with the following:

- A. Provide the parties with written notice informing them of the allegations at issue and the requirements of the resolution process. These requirements include the fact that a written agreement signed by the parties that resolves the allegations at issue will preclude the parties from resuming the formal complaint process that arose from the

same allegations. The parties will also be informed that at any time prior to reaching a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and will be notified that the records submitted or discussed during the informal process will be maintained by the Charter School as part of the record, and may be used by the Decision-Maker to determine responsibility.

- B. Require the parties submit voluntary, written consent to participate in the informal resolution process.
- C. Ensure that the informal resolution process is not made available to resolve allegations that an employee sexually harassed a student.
- D. An informal resolution, signed and agreed to by the parties thereto, is not appealable.

Dismissal of a Formal Complaint: A written formal complaint may be dismissed by the Coordinator under any of the following circumstances, and prior to a finding of responsibility:

- A. After investigating the allegations of the written formal complaint, dismissal is required if:
 - i. The Coordinator or designee determines that the conduct alleged in the complaint, even if proven, would not constitute sexual harassment as defined herein; or
 - ii. The alleged conduct did not occur in a Charter School education program or activity; or
 - iii. The alleged conduct did not occur against a person in the United States.

Dismissal of the Title IX formal complaint, however, does not preclude action under another provision of the Charter School's Code of Conduct or other Charter School Policy.

- B. If the Complainant notifies the Coordinator in writing that he or she would like to withdraw the formal complaint or any allegations contained therein.
- C. If the respondent is no longer enrolled or employed by the Charter School.
- D. If specific circumstances exist which prevent the investigator from gathering evidence sufficient to reach a determination regarding the merits of the formal complaint or allegations therein.

Upon dismissing a formal complaint, the Coordinator shall simultaneously inform the parties in writing that the complaint has been dismissed, and shall identify the reason(s) for the dismissal. This decision may be appealed in accordance the Appeals portion of this procedure, below.

5. Decision-Maker's Participation

If the matter is not dismissed for one of the reasons set forth above and is not resolved by the parties through the informal resolution process then, (following completion of the investigation, including issuance of the investigator's final investigation report,) the matter shall be submitted to the Decision-Maker for review and issuance of a determination of responsibility. The Decision-Maker cannot make a determination regarding responsibility until ten school days after the date the final investigation report is transmitted to the parties and the Decision-Maker, unless all parties and the Decision-Maker agree to an expedited timeline.

The Coordinator shall designate a single Decision-Maker, and inform the parties and their advisors.

The Decision-Maker(s) may not have had any previous involvement with the investigation. Those who have served as investigators in the investigation cannot serve as Decision-Makers. Those who are serving as advisors for any party cannot serve as Decision-Makers in that matter. The Coordinator is also prohibited from serving as a Decision-Maker in the matter.

All objections to any Decision-Maker must be raised in writing. Any written objection must detail the rationale for the objection and must be submitted to the Coordinator no later than two school days after being notified of the Decision-Maker's identity. Decision-Makers shall not be removed unless the Coordinator concludes that the Decision-Maker's bias or conflict of interest precludes a fair and impartial consideration of the evidence.

The Coordinator shall give the Decision-Maker(s) a list of the names of all parties, witnesses, and advisors. Upon review thereof, if any Decision-Maker believes they cannot make an objective determination, they must recuse themselves from the proceedings. If a Decision-Maker is unsure whether a bias or conflict of interest exists, they shall immediately disclose their concern(s) to the Coordinator and simultaneously inform the parties and their advisors.

No less than ten business days prior to any meeting or the decision-making phase of the process, the Coordinator or the Decision-Maker shall send notice to all parties. Once mailed, emailed, or received in-person, Notice will be presumptively delivered.

The Notice shall contain the following:

- A. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions that could result.
- B. The time, date, and location of any meeting.
- C. Any technology that will be used to facilitate the meeting.
- D. The name and contact information of the Decision-Maker, along with an invitation to object to any Decision-Maker on the basis of demonstrated bias. Such objections must be raised with the Coordinator at least two school days prior to the meeting.
- E. Information on whether the meeting will be recorded and, if so, information on access to the recording for the parties after the meeting.
- F. If any party does not appear at the scheduled meeting, the meeting will only be rescheduled for compelling reasons.
- G. Notification that the parties may have the assistance of an advisor of their choosing at the meeting.
- H. A copy of all the materials provided to the Decision-Maker(s) about the matter.
- I. An invitation for the parties to review and submit a written response to the final investigation report within three school days of the date of the notice.
- J. An invitation to each party to submit to the Decision-Maker any written, relevant questions they want the Decision-Maker to ask of any other party or witness within three school days of the date of the notice.
- K. An invitation to each party to submit to the Decision-Maker an impact statement, pre-meeting, that the Decision-Maker will review during any sanction determination.
- L. An invitation to contact the Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at any meeting or in the decision-making process, at least three to seven school days prior to the meeting/final determination.
- M. Whether parties can or cannot bring mobile phones or devices into the meeting.

Meetings for possible violations that occur near or after the end of a school year, assuming the respondent is still subject to Policy 3085 and Procedure 3085P, and are unable to be resolved prior to the end of the school year will typically be held as soon as possible given the availability of the parties, but no later than immediately upon the start of the following school year. The Charter School will implement appropriate supportive measures intended to correct and remediate any hostile environment while the resolution is delayed.

- A. **Evidentiary Consideration by the Decision-Maker:** Whether at a hearing or through an exchange of questions, only relevant, credible evidence will be admitted into evidence and considered by the Decision-Maker. Any evidence that the Decision-Maker(s) determine(s) is relevant and credible may be considered. The Decision-Maker will not consider:
- i. Incidents not directly related to the possible violation, unless they evidence a pattern;
 - ii. The character of the parties; or
 - iii. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information may only be considered at the sanction stage of the process and cannot be shared with the Decision-Maker until that time.

The parties may each submit a written impact statement for the consideration of the Decision-Maker(s) at the sanction stage of the process when a determination of responsibility is reached.

- B. **Hearing Procedure and Exchange of Questions Procedure:** At the time the matter is referred to the Decision-Maker(s), the Coordinator shall determine, based on the parties involved and the circumstances of the alleged sexual harassment, whether to hold a hearing or to initiate an exchange of questions procedure, and shall so inform all parties and their advisors. Both of these decision-making procedures are discussed below. Upon their selection, the Decision-Maker(s) shall review the evidence and issue a determination of responsibility based on the following circumstances and procedures.
- C. **Exchange of Questions Procedure:** Where a party involved is an elementary student, or where the Coordinator otherwise determines that a hearing is not appropriate under the circumstances, the Coordinator will initiate the Exchange of Questions Procedure, which provide as follows.

After the Coordinator or designee has submitted the investigative report to the parties pursuant to this procedure and before reaching a determination regarding responsibility, the Decision-Maker(s) shall provide each party an opportunity to submit written, relevant questions that party desires to ask of any party or witness, and shall subsequently provide each party with the answers. The Decision-Maker will also allow for additional, limited follow-up questions from each party to the other, and provide both with complete copies of the answers. Upon receipt of the proposed

questions, the Decision-Maker will review the proposed questions and determine which questions will be permitted, disallowed, or rephrased. The Decision-Maker shall limit or disallow any questions that are irrelevant, repetitive (and thus irrelevant), or abusive. The Decision-Maker shall have full authority to decide all issues related to questioning and determinations of relevance. The Decision-Maker may ask a party to explain why a question is or is not relevant from their perspective. The Decision-Maker shall explain any decision to exclude a question as not relevant or to reframe it for relevance. Whether a hearing is held or not, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant:

- i. Unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
- ii. If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. This basis for asking questions or presenting evidence shall not be allowed if the respondent is an adult, non-student employee, because consent is not a recognized defense in cases where the complainant is a student and the respondent is an employee.

The Decision-Maker, after any necessary consultation with the parties, investigator(s), and/or Coordinator, shall provide the parties and witnesses with:

- ii. The relevant written questions to be answered; and
- iii. A deadline for the parties and witnesses to submit written responses to the questions and any appropriate follow-up questions or comments by the parties.

The exchange of questions and responses by the parties and witnesses shall be concluded within a three to ten school day period.

- D. **Hearing procedure:** Where both parties are adult employees, or a mature secondary school student, the Coordinator may initiate the live Hearing Procedure. If either party, however, objects and requests the Exchange of Questions Procedure, then the Exchange of Questions procedure shall be followed by the Decision-Maker(s). The Hearing Procedure shall include the following:

At the live hearing, the decision maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding the discretion of the Charter School to restrict the extent to which advisors may participate in the proceedings, as long as the restrictions apply equally to all parties. At the request of either party, the Charter School must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. Only relevant cross-examination and other relevant questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. If a party does not have an advisor present at the live hearing, the Charter School shall provide without fee or charge to that party, an advisor of the Charter School's choice to conduct cross-examination on behalf of that party. The advisor may be, but is not required to be, an

attorney.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

- i. Such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
- ii. If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

In cases where both parties are 18 or older, if a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker(s) is prohibited from relying on any statement of that party or witness in reaching a determination regarding responsibility. However, that the Decision-Maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. Live hearings pursuant to this paragraph may be conducted with all parties physically present in the same geographic location or, at the Charter School's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants to simultaneously see and hear each other. The Charter School shall create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

At the hearing, the Decision-Maker shall have the authority to hear and make determinations on all allegations of Title IX sexual harassment and may also hear and make determinations on any additional alleged violations of policy or procedure that have occurred in concert with the Title IX sexual harassment, even though those collateral allegations may not specifically fall within the definition of sexual harassment set for in these procedures.

Any witness scheduled to testify before the Decision-Maker must have been first interviewed by the investigator(s) or have proffered a written statement or answered written questions, unless all parties and the Decision-Maker agree to the witness's participation.

If the parties and Decision-Maker do not agree to the admission of evidence newly offered at the hearing, the Decision-Maker may delay the meeting and instruct that the investigation needs to be re-opened to consider that evidence.

If the parties raise an issue of bias or conflict of interest of an investigator or Decision-Maker at the hearing, the Decision-Maker may elect to address those issues, consult with legal counsel, and/or refer them to the Coordinator, and/or preserve them for appeal. If bias is not in issue during the hearing, the Decision-Maker shall not permit irrelevant questions regarding bias.

6. Decision Making Process and Determination Requirements

Following its review of the evidence submitted by the investigator and the parties, the Decision-Maker, (who cannot be the Coordinator) shall issue a written determination of responsibility. To reach this determination, the Charter School's burden of proof – [preponderance of the evidence OR clear and convincing evidence] – must be described, and the burden satisfied, before the respondent can be found responsible for sexual harassment in violation of Title IX.

The written determination of responsibility shall include the following information:

- A. Identification of the allegations potentially constituting sexual harassment in violation of Title IX.
- B. A description of the procedural steps taken from receipt of the written formal complaint through the determination, including notifications to the parties, interviews of the parties and witnesses, site visits, methods used to obtain other evidence, and hearings used.
- C. Findings of fact supporting the determination.
- D. Conclusions regarding application of the Charter School's code of conduct to the facts.
- E. A statement of and rationale for the determination as to each allegation, including any determination regarding responsibility, any disciplinary action to be imposed on the respondent, and identification of remedies and measures, if any, that will be provided to restore or preserve equal access to the Charter School's educational programs and activities to be provided to the complainant.
- F. Considerations for disciplinary action. Factors considered when determining discipline may include, but are not limited to:
 - i. The nature, severity of, and circumstances surrounding the violation(s);
 - ii. The respondent's disciplinary history;
 - iii. Previous allegations or allegations involving similar conduct;
 - iv. The need for discipline to bring an end to the Title IX sexual harassment;
 - v. The need for discipline to prevent the future recurrence of Title IX Sexual harassment;
 - vi. The need to remedy the effects of the Title IX sexual harassment;
 - vii. The impact on the parties; and
 - viii. Any other information deemed relevant by the decision-maker(s)
- G. The discipline imposed shall be implemented as soon as is feasible, either upon the outcome of any appeal or upon the expiration of the window to appeal if no appeal is requested. The sanctions described in this process are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.
- H. Identification of the procedures for filing an appeal and the permissible grounds for complainant or respondent to base their appeal.

The Decision-Maker shall simultaneously provide their written determination to all parties. The determination becomes final either, (where an appeal is filed,) on the date the parties are provided copies of the written determination of the result of the appeal; or, (if no appeal is

filed,) the date on which an appeal would no longer be considered timely.

The Coordinator is responsible for the effective implementation of any and all remedies set forth in the written determination of responsibility. In the event a student expulsion is recommended, pursuant to and in accordance with the requirements of Idaho Code § 33-205, the Coordinator shall ensure that an expulsion hearing is scheduled and heard by the Board of Trustees.

7. Appeals

Any party may file a request for appeal in writing with the Coordinator within three school days of the delivery of the notice of a final decision.

A single appeal decision-maker shall chair the appeal. **No** appeal decision-maker **will have** been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The request for appeal shall be forwarded to the appeal chair for consideration to determine whether the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is filed in a timely manner.

Appeals shall be limited to the following grounds:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- C. The Coordinator, investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter.

Appeal procedure: Upon receipt of a valid appeal, the Coordinator shall:

- A. Notify the other party in writing that an appeal has been filed, and implement the appeal procedure fairly and equally for both parties.
- B. Ensure the appeal decision-maker(s) is not:
 - i. The same person(s) as the Decision-Maker(s) that issued the written determination of responsibility;
 - ii. The person who issued the dismissal;
 - iii. The investigator; or
 - iv. The Coordinator.
- C. Ensure the appeal decision-maker has been trained in accordance with the requirements of this grievance procedure.
- D. The appealing party shall have ten school days following the delivery of the notice of the appeal to submit a written statement in support of the appeal and challenging the

outcome. The responding party shall have ten school days following the delivery of the appealing party's statement in support of appeal to submit the responding party's written statement in opposition to the appeal (and supporting the outcome that is the subject of the appeal). In the event the parties and the appeal decision-maker agree to a different briefing schedule (whether allowing more or less time), the time allowed to prepare a written statement shall be the same for all parties.

- E. Issue a written decision describing the result of the appeal and identifying the bases and rationale for the decision.
- F. Provide the written decision simultaneously to all parties.

Requirements of the Title IX Grievance Procedure

The following requirements apply to the conduct of the Title IX Grievance procedure set forth above.

1. **Equitable treatment of the parties:** At all times, both complainants and respondents shall be equitably treated by providing remedies to a complainant until a determination of responsibility for sexual harassment has been made against the respondent. No sanction or discipline may be imposed against the respondent unless and until the process required by this procedure has been completed. Until a final determination of responsibility has been issued only "supportive measures" may be initiated that are non-disciplinary or non-punitive and avoid burdening the respondent. Any and all final remedies, however, must be designed to restore or preserve equal access to the Charter School's education program or activity. Such remedies may include the same individualized services described as "supportive measures;" however, following the decision, such remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent
2. **Objective evaluation of the evidence:** The formal grievance process involves an objective evaluation of all relevant evidence obtained, including evidence that supports the conclusion the respondent engaged in a violation of policy or procedure and evidence that supports the conclusion the respondent did not. Credibility determinations may not be based solely on an individual's status or participation as a complainant, respondent, or witness.
3. **Lack of bias:** Any individual materially involved in the administration of the formal grievance process including the Coordinator, investigator(s), decision-maker(s) and appeal decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific complainant or respondent.
4. **Title IX training of Charter School participating staff:** Any individual designated by the Charter School as a Coordinator, investigator, decision-maker, or any person designated by the Charter School to facilitate an informal resolution process, cannot have a conflict of interest or bias for or against complainants or respondents generally, or against any individual complainant or respondent. The Charter School shall ensure that Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of "sexual harassment" set forth in this procedure, the scope of the Charter School's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Charter School shall ensure that Decision-Makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as

required by this procedure. The Charter School shall also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in this procedure. All materials used to train Coordinators, investigators, decision-makers, and any persons facilitating an informal resolution process, shall not rely on stereotypes based on gender, and must promote impartial investigations and adjudications of formal complaints of sexual harassment, and provide guidance therefor.

5. **Presumption of innocence:** The Charter School presumes that the respondent is not responsible for the reported misconduct unless and until a final determination is made, in accordance with this procedure, that Policy 3085 or procedure 3085P prohibiting sex discrimination and sexual harassment has been violated.
6. **Promptness:** Investigations are completed promptly, normally within 30 school days, though some investigations may take longer, depending on the nature, extent, and complexity of the allegations; availability of witnesses; police involvement; and other factors.

The Charter School shall make a good faith effort to complete the investigation as promptly as possible and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Notwithstanding the above, The Charter School may undertake a delay in its investigation, lasting from several days to a few weeks, if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or a need for accommodations for disabilities or health conditions.

The Charter School shall communicate in writing the anticipated duration of the delay and the reason for it to the parties and provide the parties with status updates if necessary. The Charter School will promptly resume its investigation and formal grievance process as soon as feasible. During such a delay, the Charter School will implement supportive measures as deemed appropriate.

Charter School action(s) or processes may be delayed, but are not stopped by, civil or criminal charges involving the underlying incident(s). Dismissal or reduction of those criminal charges may or may not impact on the Charter School's action(s) or processes.

7. **Description of sanctions.** The following describes the range of sanctions that may be implemented following a finding of responsibility.

Student Discipline: The following are the usual sanctions that may be imposed upon students singly or in combination:

- A. A warning;
- B. Required counseling;
- C. A required substance abuse treatment program;
- D. Exclusion from participating in extracurricular activities or other Charter School programs/activities;
- E. Alternative placement;
- F. Suspension, which may be in-school, out-of-school, long-term, short-term, extended, or other suspensions;
- G. Expulsion (in compliance with I.C. § 33-205); and
- H. Other actions: In addition to or in place of the above sanctions, the Charter School may assign any other sanctions deemed appropriate.

Employee Sanctions: Sanctions for an employee may include:

- A. A verbal or written warning;
 - B. A performance improvement plan or management process;
 - C. Enhanced supervision, observation, or review;
 - D. Required counseling;
 - E. Required training or education;
 - F. Probation;
 - G. Denial of pay increase or pay grade;
 - H. Loss of oversight or supervisory responsibility;
 - I. Demotion;
 - J. Transfer;
 - K. Reassignment;
 - L. Assignment to a new supervisor;
 - M. Restriction of professional development resources;
 - N. Suspension with pay;
 - O. Suspension without pay;
 - P. Termination (in compliance with I.C. § 33-513(5), in the case of certificated employees);
 - Q. Other actions: In addition to or in place of the above sanctions, the Charter School may assign any other sanctions as deemed appropriate.
8. **Burden of proof.** When determining whether the respondent is responsible for violating Policy 3085 or Procedure 3085P by discriminating based on sex and/or for sexual harassment as defined herein, the decision-maker shall apply the preponderance of the evidence standard, which means the evidence proves on a more likely than not basis that respondent violated the policy or procedure.
9. **Appeals.** Any party may file a request for appeal in writing to the Coordinator within three school days of the delivery of the notice of a final outcome.
10. **Supportive measures:** Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties. Supportive measures are designed to restore or preserve access to the Charter School's education program or activity, including measures designed to protect the safety of all parties or the Charter School's educational environment, and/or deter Title IX sexual harassment. Examples of supportive measures may include, but are not limited to:
- A. Referral to counseling, medical, and/or other healthcare services;
 - B. Referral to community-based service providers;
 - C. Visa and immigration assistance;
 - D. Education of the school community or community subgroup(s);
 - E. Altering work arrangements for employees;
 - F. Safety planning;
 - G. Providing school safety escorts;
 - H. Providing transportation accommodations;
 - I. Implementing contact limitations, such as no contact orders, between the parties (note: allegations of violations of a no contact order will be investigated as collateral misconduct under this process);
 - J. Academic support, extensions of deadlines, or other course or program-related adjustments;
 - K. Emergency warnings;
 - L. Class or work schedule modifications, withdrawals, or leaves of absence;
 - M. Increased security and monitoring of certain areas of the school;
 - N. Mutual restrictions on contact between parties;

- O. Changes in work locations;
- P. Any other actions deemed appropriate by the Coordinator.

11. Recognition of privileges: At no time during this grievance procedure may any evidence (whether through testimony or documents) be required, admitted, relied upon, or otherwise obtained by asking questions or admitting evidence that constitutes, or seeks disclosure of, information protected by a legally recognized privilege, unless the person holding the privilege has knowingly and freely waived the privilege.

12. Recordkeeping;

A. The Charter School shall maintain for a period of seven years records of:

- i. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required where a hearing is held, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the Charter School's education program or activity;
- ii. Any appeal and the result therefrom;
- iii. Any informal resolution and the result therefrom; and
- iv. All materials used to train Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The Charter School shall make these training materials publicly available on its website.

B. For each response to a report of harassment or discrimination based on sex, the Charter School shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the Charter School shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it took measures designed to restore or preserve equal access to the Charter School's education program or activity. If the Charter School does not provide a complainant with supportive measures, then the Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances (i.e., was not a result of sex discrimination). The documentation of certain bases or measures does not limit the Charter School in the future from providing additional explanations or detailing additional measures taken or to be taken.

Title IX Grievance Procedure Definitions

The following definitions apply to the identified terms used in this procedure:

"Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to:

- 1. The Charter School's Coordinator; or
- 2. Any Charter School official possessing the authority to institute corrective measures on behalf of the Charter School; or
- 3. Any employee of the Charter School.

Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the Charter School with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment

or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the Charter School. "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Coordinator as set forth in this procedure.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Under circumstances where a sexual assault is alleged by a student against an adult, non-student employee, the Charter School does not recognize the defense of "consent," however it is defined. Where the parties are both adults, however, the following definition of "consent" will apply: Consent occurs where there is a knowing, voluntary, and clear grant of permission, by word or action, to engage in sexual activity. Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. Consent may be withdrawn. A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. It is a violation of policy if a respondent engages in sexual activity with someone who is incapable of giving consent, or is otherwise incapacitated.

"Incapacitation" occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing, informed consent. For example, they cannot understand the "who, what, when, where, why, or how" of their sexual interaction.

"Formal Complaint" means a document filed by a complainant, or signed by the Coordinator, alleging sexual harassment against a respondent and requesting that the Charter School investigate the allegation of sexual harassment. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the educational programs or activities of the Charter School. A formal complaint may be filed with the Coordinator in person, by mail, or by electronic mail, or by using the contact information listed on the Charter School's website. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission, (such as by electronic mail or through an online portal provided for this purpose by the Charter School,) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Coordinator signs a formal complaint, the Coordinator is not a complainant or otherwise a party to this grievance procedure, and must comply otherwise comply with the requirements of this procedure.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. "Quid pro quo" harassment, which occurs when a Charter School employee conditions the provision of a Charter School benefit, service, or assistance on an individual's participation in unwelcome sexual conduct;

2. "Hostile Environment," which is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Charter School education program or activity; or
3. Physical threats and attacks, including "sexual assault," defined as forcible and non-forcible sex offenses as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent in cases where either no formal complaint has been filed, or both before and/or after the filing of a formal complaint. Such measures are designed to restore or preserve equal access to the Charter School's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Charter School's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Charter School shall maintain as confidential any supportive measures provided to the complainant or respondent, provided that maintaining such confidentiality will not impair the ability of the Charter School to provide the supportive measures. The Coordinator is responsible for coordinating the effective implementation of all supportive measures.

"Elementary school" and "secondary school" as used in this procedure refer to a local educational agency, as defined in the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act, a preschool, or a private elementary or secondary school, and include this Charter School.

Revision of These Procedures

The Charter School reserves the right to make changes to these procedures as necessary. If laws or regulations change or court decisions alter the requirements in a way that impacts these procedures, this document shall be construed to comply with the most recent government regulations or holdings.

Legal References

20 USC §§ 1681 - 1682

34 CFR Part 106

Description

Title IX of the Education Amendments of 1972

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

Cross References

Code

3270

Description

[Charter School-Provided Access to Electronic](#)

	<u>Information</u>
3270-P(1)	<u>Charter School-Provided Access to Electronic Information</u>
3270-F(1)	<u>Charter School-Provided Access to Electronic Information - INTERNET ACCESS CONDUCT AGREEMENT</u>
3285	<u>Relationship Abuse and Sexual Assault Prevention and Response</u>
3290	<u>Sexual Harassment/Intimidation of Students</u>
3290-F(1)	<u>Sexual Harassment/Intimidation of Students - Permission Form</u>
3295	<u>Hazing, Harassment, Intimidation, Bullying, Cyber Bullying</u>
3295-P(1)	<u>Hazing, Harassment, Intimidation, Bullying, Cyber Bullying</u>
3295-F(1)	<u>Hazing, Harassment, Intimidation, Bullying, Cyber Bullying - COMPLAINT FORM</u>
3297	<u>Names, Pronouns, and Titles</u>
3330	<u>Student Discipline</u>
4110	<u>Public Complaints and Suggestions</u>
4120	<u>Uniform Grievance Policy</u>
4120-F(1)	<u>Uniform Grievance Policy - Uniform Grievance Procedure</u>
4130	<u>Public Access to Charter School Website</u>
4600	<u>Volunteer Assistance</u>
4600-P(1)	<u>Volunteer Assistance</u>
4600-F(1)	<u>Volunteer Assistance - APPLICATION</u>
4600-F(2)	<u>Volunteer Assistance - Volunteer Confidentiality</u>
4600-F(3)	<u>Volunteer Assistance - Authorization to Release Information</u>
5240	<u>Sexual Harassment/Sexual Intimidation in the Workplace</u>
5240-F(1)	<u>Sexual Harassment/Sexual Intimidation in the</u>

	<u>Workplace - Acknowledgment</u>
5250	<u>Certificated Staff Grievances</u>
5275	<u>Adult Sexual Misconduct</u>
5500	<u>Personnel Files</u>
5500-P(1)	<u>Personnel Files</u>
5800	<u>Classified Employment, Assignment, and Grievance</u>
5800-P(1)	<u>Classified Employment, Assignment, and Grievance</u>



NORTH STAR CHARTER SCHOOL

North Star Charter School #493

STUDENTS

3085F1

Sexual Misconduct Reporting Form for Students

North Star Charter School #493

Date _____

Student's Name _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

Who was responsible for the harassment or incident(s)? _____

Describe the incident(s): _____

Date(s), time(s), and place(s) the incident(s) occurred: _____

Were other individuals involved in the incident(s)? ☐ yes ☐ no

If so, name the individual(s) and explain their roles: _____

Did anyone witness the incident(s)? ☐ yes ☐ no

If so, name the witnesses: _____



NORTH STAR CHARTER SCHOOL

Did you take any action in response to the incident? ☐ yes ☐ no

If yes, what action did you take? _____

Were there any prior incidents? ☐ yes ☐ no

If so, describe any prior incidents: _____

Signature of complainant _____

Signatures of parents/legal guardian _____

Non-curriculum related secondary school student organizations may conduct meetings on Charter School premises without intervention on the basis of the religious, political, philosophical, or other content of the meeting.

The following criteria must be met:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting by the School, the government, or its agents or employees;
3. The meeting must occur during non-instructional time on regular school days;
4. Employees or agents of the School or government are present only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the School; and
6. Non-School persons may not direct, conduct, control, or regularly attend activities.

Although the School assumes no sponsorship of these kinds of meetings, all meetings held on School premises must be scheduled and approved by the principal.

This policy pertains to student meetings. The Charter School has the authority, through its agents or employees, to maintain order and discipline on School premises and to protect the well-being of students and faculty.

Legal References

20 USC § 4071 et seq.

496 U.S. 226 (1990)

Description

The Equal Access Act

Westside Community Board of Education v. Mergens

Policy 3265: Student Owned Electronic Communications Devices

Status:

Original Adopted Date: January 14, 2025 | Last Revised Date: | Last Reviewed Date:

The Board adopts this policy to place controls on the use of student-owned electronic devices at school. There has been a rising concern that spending too much time on social media or using cell phones may be detrimental to students' physical and mental health. The Board's priority is that all students are engaged in learning without distraction.

By placing limits on the permissible use of such electronic devices, the Board intends to:

1. Adopt policy in alignment with State Department of Education guidance on cell phones;
2. Promote student safety;
3. Support staff in maintaining an environment that encourages learning;
4. Reduce distractions in the learning environment;
5. Improve academic focus;
6. Promote responsible technology use;
7. Prevent cyberbullying;
8. Mitigate the privacy concerns posed by personal electronic devices.

This policy shall apply to any electronic device not issued by North Star that is capable of accessing the internet or sending an electronic message to another device, such as smartphones, other cell phones, tablets, laptops, e-readers, smart watches, handheld calculators, PDAs (Personal Digital Assistants), pagers, earbuds, and electronic book devices.

Restrictions on Time and Location of Use

Students are prohibited from using electronic devices in the following times and places:

On school property:

1. Elementary - at no time during the school day
2. During class time;
3. During passing periods;
4. In bathrooms, locker rooms, or changing rooms

Students are permitted to use electronic devices in the following times and places:

1. Before and after the school day;
2. At school activities outside of school hours;
3. During morning break and lunch (Secondary Only);
4. In class when specifically allowed by the teacher.

Any use of an electronic device required by a student's 504 Plan or Individualized Education Plan (IEP) shall be permitted regardless of whether it would otherwise violate this policy.

Students may use a personal electronic device in the case of an emergency to contact help. In this policy, an emergency is an event that poses an immediate threat to the health or safety of any

person or a risk of damage to property. If a student needs to use a personal electronic device in such an emergency, they should ensure they are in as safe a location as is feasible.

If a student's parent/guardian or their designee needs to contact a student in the case of an emergency at a time when student cell phone use is not permitted, the parent/guardian or designee should call the school office and ask staff to relay the message or bring the student to the office to speak with the parent/guardian or designee by phone or in-person.

Containment of Devices

When use of personal electronic devices is not permitted, such devices must be silenced and stored in:

1. The student's locker or cubby;
2. The student's backpack, purse, and out of sight;
3. A location in the school designated by the principal;

The Head of School may set further procedures and rules to ensure this policy is followed. The School may also make use of technology-based approaches, such as monitoring or blocking internet access.

Students are responsible for safeguarding devices they bring to school. The School shall not be responsible for loss, theft, damages, or destruction of student owned devices brought onto school property.

Use of Devices

Any use of personal electronic devices at school or at school events shall comply with Procedure 3270P Acceptable Use of Electronic Networks. Student-owned electronic devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use of Electronic Networks Policy and the Internet Access Conduct Agreement as well as any other applicable policies.

Students may only access the internet through North Star's filtered connection, regardless of whether they are using their personal device or a School-issued device. School staff will not provide software or technical assistance for student-owned devices.

Because power cords stretched out in classrooms become a safety issue both for the students and devices, charging the device with such a cord in any classroom, hallway, or any other location that may be a safety concern may be prohibited.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, and classrooms unless a certified North Star employee authorizes the student to do otherwise. Where students are allowed to use electronic devices, they are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from

any individual appearing in a photograph or video prior to posting on any social networking site or other internet site.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on any student assessment, project, or assignment shall be subject to discipline.

Students shall comply with any additional rules developed by the school and classroom teacher concerning appropriate use of personal electronic devices.

Disciplinary Action

Students violating the provisions of this policy are subject to disciplinary action, which may include losing the privilege of bringing the device onto school property, detention, and/or confiscation of the device until it is retrieved by the student's parent/guardian. If a student or a parent/guardian wishes to appeal such disciplinary action, they can do so by submitting a written request for appeal to the building principal within five school days. If the decision being appealed was made by the building principal, the appeal may instead be made to the Head of School.

Violation of this policy may also result in suspension or expulsion, as described in Policy 3340 Corrective Actions and Punishment, if appropriate.

Implementation & Review of Policy

The Board directs the Head of School or their designee to inform staff, students, and parents/guardians about this policy and how it will be implemented. The Board also directs the Head of School or their designee to develop practices that reinforce the importance of and ways of addressing:

1. Digital literacy lessons;
2. The effects of cyberbullying;
3. Privacy concerns; and
4. Online disinformation.

The Head of School shall report to the Board each year about the effectiveness of this policy and shall recommend changes to it as needed.

Legal References

Executive Order 2024-11

Policy Checklist for LEAs

Description

Phone Free Learning Act

[by the Idaho Department of Education,](#)

Cross References

Code

3270

Description

[Charter School-Provided Access to Electronic](#)

Information

3270-P(1)

Charter School-Provided Access to Electronic
Information

3270-F(1)

Charter School-Provided Access to Electronic
Information - INTERNET ACCESS CONDUCT
AGREEMENT

3340

Corrective Actions and Punishment

3340-P(1)

Corrective Actions and Punishment

Policy 3270: Charter School-Provided Access to Electronic Information Status:

Original Adopted Date: December 4, 2025 | Last Reviewed Date:

Internet access and interconnected computer systems are available to the Charter School's students and faculty. They provide valuable tools that support the education of students in the North Star Charter School. Electronic networks, including the internet, are a part of the School's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the School to be able to continue to make its computer network and internet access available, all users, including students, must take responsibility for appropriate and lawful use of this access. Students utilizing School-provided internet access are responsible for good behavior online. The same general rules for behavior apply to students' use of School-provided computer systems. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access and students must be held responsible and accountable for their own conduct.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the Charter School shall provide an appropriate planned instructional component for internet safety which shall be integrated into the School's regular instructional program. In compliance with the Children's Internet Protection Act this instruction will include information on the safe use of social networking sites and instant messaging, the characteristics of cyber-bullying, and recommended responses.

The use of the School's electronic networks shall be consistent with the curriculum adopted by the School, as well as the varied instructional needs, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff may, consistent with the School's educational goals, use the internet throughout the curriculum.

The School's electronic network is part of the curriculum and is not a public forum for general use.

Internet Safety

The School shall make prudent efforts to limit improper use of electronic devices. Each Charter School computer with internet access shall have a filtering device as described in Procedure 3270P.

The School shall require that any vendor, person, or entity providing digital or online library resources to the School for use by students verify they have policies and technology protection measures:

1. Prohibiting and preventing users from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors, as defined by section 18-1514, Idaho Code; and
2. Filtering or blocking 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.

The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate or harmful to minors as defined in section 18-1514 Idaho Code or as defined in 47 USC Section 254.

Filtering should also be used in conjunction with:

1. Educating students on appropriate online behavior;
2. Requiring students review and sign Form 3270F Internet Access Conduct Agreement;
3. Using behavior management practices for which internet access privileges can be earned or lost; and
4. Appropriate supervision, either in person and/or electronically.

The building administration and designee shall monitor student internet access.

Internet filtering software or other technology-based protection systems may be modified by a supervising teacher or School administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students.

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the building administration. It shall be the responsibility of the building administration to bring to the Head of School or designee any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18, Idaho Code.

Internet Access Conduct Agreements

Each student and their parent(s)/legal guardian(s) will be required to sign and return to the School at the beginning of each school year the Internet Access Conduct Agreement.

All students will be given access to the Internet unless that access has been revoked.

Warranties/Indemnification

The Charter School makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The School is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The School will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the School and shall indemnify and hold the School, its Board Members,

administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user and attorney fees. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the School in the event the School initiates an investigation of a user's use of their access to its computer network and the internet.

Violations

If any user violates this policy, the student's access to the Charter School's internet system and computers may be denied, if not already provided, or withdrawn and they may be subject to additional disciplinary action, including, but not limited to, withdrawal from any class for which this access is required. A building administrator will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with their decision being final. Actions which violate local, State, or federal law may be referred to the local law enforcement agency. A building administrator shall determine the consequences for violations of this policy based on severity of the incident.

If the actions of the individual are also in violation of other School discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

Internet Safety Coordinator

The Head of School shall serve, or appoint someone to serve, as "Internet Safety Coordinator" with responsibility and authority for ensuring compliance with the requirements of federal law, State law, and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate Charter School personnel regarding the internet safety component of the School's curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy or refer them to other appropriate personnel depending on the nature of the complaint.

The Internet Safety Coordinator shall maintain documentation evidencing that instruction by School personnel on internet safety is occurring School wide.

Public Notification

The Internet Safety Coordinator shall inform the public via the main Charter School web page of the School's procedures regarding enforcement of this policy and make them available for review at the School office.

Submission to State Department of Education

This policy shall be filed with the State Superintendent of Public Instruction every five years after initial submission and subsequent to any edit to this policy thereafter.

Legal References

20 USC § 7131

Description

Internet Safety

20 USC § 9134(f)	State Plans - Internet Safety
IC § 18-1514(6)	Obscene Materials — Definitions
IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
IC § 33-132	Local School Boards — Internet Use Policy Required
IC § 33-137	Digital and Online Library Resources for K-12 Students
Idaho Executive Order	2022-06

Cross References

Code	Description
2335	Digital Citizenship and Safety Education
2395	Idaho Digital Learning Academy Classes
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Sexual Misconduct Reporting Form for Students
3260	Bring Your Own Technology Program
3260-F(1)	Bring Your Own Technology Program - Permission Form
3265	Student Owned Electronic Communications Devices
3275	Charter School Provided Mobile Computing Devices (Alternatives)
3275-F(1)	Charter School Provided Mobile Computing Devices (Alternatives) - AGREEMENT
3330	Student Discipline
5325	Employee Use of Social Media Sites, Including Personal Sites
5325-P(1)	Employee Use of Social Media Sites, Including Personal Sites
8705	Generative Artificial Intelligence

Procedure 3270-P(1): Charter School-Provided Access to Electronic Information

Status:

Original Adopted Date: December 4, 2025 | Last Revised Date: | Last Reviewed Date:

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the Charter School's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. All students are expected to follow the guidelines and policies expressed in the student handbook and in School policy. **Failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. The School provides students with an electronic network to support education and research and for the conduct of school business. Student personal use of computers that is consistent with the School's educational mission may be permitted during class when authorized by a student's teacher or appropriate administrator. Personal use of School computers and networks outside of class is permissible, but must comply with School policy. Use is a privilege, not a right. Students have no expectation of privacy in any materials that are stored, transmitted, or received via the School's electronic network or School computers. The School reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted, received, or saved in connection with such usage, including email and other messages.
2. Privileges: The use of the School's electronic networks is a privilege, not a right, and inappropriate use of the School's electronic networks may result in cancellation of those privileges. A building administrator will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. An appeal of such decisions may be made to the Head of School within seven days. Their decision is final.
3. Individual files may be reviewed and deleted by designated technology staff, including deletions as a part of routine maintenance.
4. Unacceptable Uses: The user is responsible for their actions and activities involving the network. Some examples of unacceptable uses are the following
 - A. Using the network for any illegal activity, or to access websites encouraging illegal activity including violation of copyright or of contracts, or transmitting any material in violation of any U.S. or State law;
 - B. Accessing sites which allow or promote online gambling;
 - C. Accessing information pertaining to the manufacture of weapons or the promotion of illegal weapons;
 - D. Downloading the TikTok app or visiting the TikTok website;
 - E. Uses that cause harm to others or damage property;
 - F. Unauthorized downloading, installation, or copying of software, regardless of whether it is copyrighted or checked for viruses;
 - G. Downloading copyrighted material or trade secret information;

- H. Viewing, transmitting, or downloading pornographic materials, materials harmful to minors, or other sexually explicit materials;
- I. Using the network for private financial or commercial activities;
- J. Wastefully using resources, such as file space or a printer;
- K. Hacking, attempting to bypass security systems, or gaining unauthorized access to files, resources, or entities;
- L. Uploading a worm, virus, or other harmful form of programming and other uses that jeopardize the security of the network;
- M. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- N. Using another user's account or password or some other user identifier that misleads message recipients into believing that someone other than you is communicating;
- O. Posting material authored or created by another person, or pictures of another person, or another person's private information or messages without his or her consent;
- P. Posting anonymous messages or messages using a name other than one's own;
- Q. Using the network for commercial or private advertising;
- R. Uses that are commercial transactions;
- S. Accessing, submitting, posting, publishing, sending, or displaying any inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, or illegal material;
- T. Accessing sites which promote violence or depict or describe graphic violence. This includes promotion of self-harm;
- U. Accessing sites which advocate discrimination or which promote intolerance.
- V. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying;
- W. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation;
- X. Using the network while access privileges are suspended or revoked;
- Y. Promotion of political, personal, or religious causes in a way that presents such opinions as the view of the School;
- Z. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications;
- AA. Students are prohibited from using e-mail unless authorized to do so by School staff. Students are prohibited from joining chat rooms or using school equipment or school systems for any such activity, unless it is a teacher-sponsored activity;
- BB. Connecting any personal device to school servers, printers, or other peripheral devices, unless permitted by a building administrator; and
- CC. Improperly restricting any other users' use of District electronic resources.

Users who accidentally access inappropriate material are expected to discontinue the access as quickly as possible and to report the incident to a teacher or network supervisor.

5. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - A. Be polite. Do not become abusive in messages to others.
 - B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - C. Do not reveal personal information (including the ages, genders, addresses, or telephone numbers) of students or staff.
 - D. Recognize that School e-mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - E. Do not use the network in any way that would disrupt its use by other users.

6. **No Warranties:** The Charter School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The school will not be responsible for the financial obligations arising through the unauthorized use of the system.
7. **Security:** Network security is a high priority. If the user can identify a security problem with the School's electronic devices or services, the user must notify the system administrator, Internet Safety Coordinator, or building principal. The user shall not demonstrate the problem to other users. Users shall keep their account and passwords confidential. Users shall not use another individual's account. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. **Telephone Charges:** The Charter School assumes no responsibility for any unauthorized charges or fees, including telephone charges.
9. **Copyright Web Publishing Rules:** Copyright law and Charter School policy prohibit the republishing of text or graphics found on the internet or on School websites or file servers, without explicit written permission.
 - A. For each republication on a website or file server of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the website address of the original source.
 - B. Students engaged in producing website pages must provide library media specialists with e-mail or hard copy permissions before the website pages are published. Evidence of the status of "public domain" documents must be provided.
 - C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material is not necessarily authorized to act as a source of permission.
 - D. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - E. Violation of the copyright web publishing rules may result in denial of access to the network.
10. **Use of Email**
 - A. The Charter School's email system, and its constituent software, hardware, and data files, are owned and controlled by the School. The School provides e-mail to aid students in fulfilling their duties and responsibilities and as an education tool.
 - B. Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.
 - C. The School reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an electronic mail account is strictly prohibited.

- D. Each person should use the same degree of care in drafting an electronic mail message that would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- E. Email sent from a School account includes an identification of the user's internet "domain." This domain identifies the author as being with the School. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- F. Any message received from an unknown sender should be treated with caution and handled as directed by the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of the message's authenticity and the nature of the file so transmitted.
- G. Use of the Charter School's email system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only "acceptable uses," as detailed in these procedures.
2. Staff members shall supervise students while students are using Charter School internet access at School, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each Charter School computer with internet access and any school network, including any school VPN, shall be equipped with a filtering device that blocks materials entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Head of School or designee. The filter may also block other materials students are prohibited from accessing by School policy or procedure. The Head of School or designee shall enforce the use of such filtering devices. Students must use the School's filtered network for all online activities on School grounds or using School equipment. Such filter shall also block access to the TikTok website. Measures shall also be undertaken to prevent the downloading of TikTok onto any School device or via the School's electronic network.
4. All sites visited on School networks or devices may be logged. These logs may be reviewed by designated technology staff to ensure that the network's resources are used for appropriate educational uses.
5. The system administrator, Internet Safety Coordinator, and/or a building administrator shall monitor student internet access, regardless of whether that access is via a School-provided device or a personal device.

Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with Charter School policy and procedures for content posted using a School computer, network, or software or when posted during school hours when the student is in attendance at School. Student posts on social media locations outside of school hours and School grounds using a personal computer, network, and software shall be private as long as they do not enter into the educational setting and interfere with the orderly operation of

the School. Posts to social network sites using a School computer, network, or software may be subject to public records requests. Students may not disrupt the learning atmosphere, educational programs, School activities, or the rights of others.

All of the requirements and prohibitions in School policy and procedure apply to the use of social media on School grounds, through the School network or using School equipment, or as part of a class assignment.

Legal References

20 USC § 7131	Internet Safety
20 USC § 9134(f)	State Plans - Internet Safety
IC § 18-1514(6)	Obscene Materials — Definitions
IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
IC § 33-132	Local School Boards — Internet Use Policy Required
IC § 33-137	Digital and Online Library Resources for K-12 Students
Idaho Executive Order	2022-06

Cross References

Code	Description
2335	Digital Citizenship and Safety Education
2395	Idaho Digital Learning Academy Classes
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Sexual Misconduct Reporting Form for Students
3260	Bring Your Own Technology Program
3260-F(1)	Bring Your Own Technology Program - Permission Form
3265	Student Owned Electronic Communications Devices
3275	Charter School Provided Mobile Computing Devices (Alternatives)
3275-F(1)	Charter School Provided Mobile Computing Devices

(Alternatives) - AGREEMENT

3330

Student Discipline

5325

Employee Use of Social Media Sites, Including Personal Sites

5325-P(1)

Employee Use of Social Media Sites, Including Personal Sites

8705

Generative Artificial Intelligence



NORTH STAR CHARTER SCHOOL

North Star Charter School #493

STUDENTS

3270F

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below (available digital and hardcopy):

I have read, understand, and agree to abide by the terms of the North Star Charter School's policy regarding School-provided Access to Electronic Information, Services, and Networks (Policy No. 3270). Should I commit any violation or in any way misuse my access to the School's computer network or the Internet, I understand and agree that my access privileges may be revoked and School disciplinary action may be taken against me.

User's Name (Print) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: Student ____ Staff ____ Patron ____ I am 18 or older ____ I am under 18 ____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. *(If the applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.):* As the parent/legal guardian of the above named-student, I have read, understand, and agree that my child shall comply with the terms of the Charter School's policy regarding School-Provided Access to Electronic Information, Services, and Networks for the student's access to the School's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the Charter School, the Board Members, administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his or her access to such networks or his or her violation of the School's policy. Further, I accept full responsibility for supervision of my child's use of his or her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the School's computer network and the Internet.



NORTH STAR CHARTER SCHOOL

Parent/Guardian (Print) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

This Agreement is valid for the _____ school year only.

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.

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, the Charter School shall adopt, implement and electronically post this policy to its website. 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. Violation of the Idaho Data Accountability Act may result in civil penalties.

Definitions

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

The Charter School shall follow applicable State and federal laws related to student privacy in the collection of student data.

Access

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

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

Access to PII maintained by the School shall be restricted to:

1. The authorized staff of the School who require access to perform their assigned duties; and
2. Authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and
3. Vendors who require access to perform their assigned duties.

Security

The Charter School shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure. The School shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of Public Instruction in the case of a confirmed Data Breach or confirmed Unauthorized Data Disclosure. The School shall also notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

Use

Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.

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

1. Requirement that the vendor agree to comply with all applicable State and federal law;
2. 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;
3. Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
4. Prohibition against the vendor's secondary use of PII including sales, marketing, or advertising;
5. Requirement for data destruction and an associated timeframe; and
6. Penalties for non-compliance with the above provisions.

The School shall clearly define what data is determined to be directory information.

If the School chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory within a specified period of time. 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 References

20 USC Section 1232g, et seq.

34 CFR Part 99

IC § 33-133

Description

Family Educational Rights and Privacy Act (FERPA)

Implementing FERPA

Idaho Student Data Accessibility, Transparency, and Accountability Act — Definitions — Student Data — Use and Limitations — Penalties

Cross References

Code

2120

2140

2140-F(1)

2500

2500-F(1)

3281

3570

3570-P(1)

Description

[Program Evaluation and Diagnostic Tests](#)

[Student and Family Privacy Rights](#)

[Student and Family Privacy Rights - Consent Form](#)

[Library Materials](#)

[Library Materials - Permission Slip to Check Out
Restricted-Access Library Materials for Minor Students](#)

[Gender Identity and Sexual Orientation](#)

[Student Records](#)

[Student Records](#)

3570-F(1)	<u>Student Records - Notification of Parents' and Student's of Rights Concerning a Student's School Records</u>
3570-F(2)	<u>Student Records - Permission to Use Likeness</u>
4170	<u>School Operated Social Media</u>
4175	<u>Required Annual Notices</u>
8705	<u>Generative Artificial Intelligence</u>
9550	<u>Cybersecurity & Data Breach Response Policy</u>