

## Policy Manual Table of Contents April 2024

|                           | April 2024                               |       |
|---------------------------|--|-------|
| 1000 Section - Charter    |  |       |
|                           | Charter                                  | 1000  |
| 2000 Section- Instruction |  |       |
|                           | Goals                                    | 2000  |
|                           | Curriculum Development & Assessment      | 2100  |
|                           | Student and Family Privacy Rights        | 2140  |
|                           | Copyright                                | 2150  |
|                           | School Year/Calendar/Instructional Hours | 2200  |
|                           | School Closure                           | 2210  |
|                           | Grade Organization                       | 2230  |
|                           | Class Size                               | 2240  |
|                           | Student Religious Activity at School     | 2350  |
|                           | Interscholastic Activities               | 2370  |
|                           | Homebound, Hospital, & Home Instruction  | 2380  |
|                           | Section 504 – Rehabilitation Act of 1973 | 2410  |
|                           | Section 504 Policy Procedures            | 2410P |
|                           | Federal Programs                         | 2420  |
|                           | Federal Program Parent Engagement        | 2421  |
|                           | McKinney-Vento Homeless Assistance Act   | 2422  |
|                           | Policy                                   |       |
|                           | Library Materials                        | 2500  |
|                           | Selection of Library Materials           | 2510  |
|                           | Selection of Library Materials Procedure | 2510P |
|                           | Curricular Materials                     | 2520  |
|                           | Learning Materials Review                | 2530  |
|                           | Selection, Adoption, and Removal of      |       |
|                           | Curricular Materials                     | 2540  |
|                           | Website/Blog Use & Publishing            | 2545  |
|                           | Field Trips, Excursions, and Outdoor     |       |
|                           | Education                                | 2550  |
|                           | Contests for Students                    | 2560  |
|                           | Homework                                 | 2630  |
| 3000 Section - Students   |  |       |
|                           | Registration/Enrollment Policy           | 3010  |
|                           | Readiness Screening                      | 3012  |
|                           | Foreign Exchange Student Policy          | 3015  |
|                           | Enrollment and Attendance Records        | 3020  |
|                           | Enrollment and Attendance Records        |       |
|                           | Procedures                               | 3020P |
|                           | Immunization Records Policy              | 3030  |
|                           | Student Handbook                         | 3040  |
|                           | Attendance Policy                        | 3050  |
|                           | Attendance Policy Definitions            | 3050D |
|                           | Remote Learning                          | 3055  |
|                           | Grade Promotion Policy                   | 3060  |



| Alternative  | Graduation Plan                  | 3065   |
|--------------|----------------------------------|--------|
| Graduation   | Requirements                     | 3070   |
| Advanced C   | Opportunities                    | 3072   |
| High Schoo   | I Grading Scale Policy           | 3075   |
| Grade Appe   | eal Process Policy               | 3080   |
| Math Place   |                                  | 3090   |
| Behavior Ex  | pectations and Discipline Policy | 3100   |
| Extracurricu | lar Activity Eligibility         | 3150   |
|              | hts and Responsibilities         | 3200   |
| Uniform Gri  | evance Procedure                 | 3210   |
| Student Clu  | bs: Equal Access                 | 3225   |
| Student Clu  | b Risk Management Plan           | 3225F  |
| Student Go   | vernment                         | 3230   |
| Student Put  | olications                       | 3240   |
| Distribution | and Posting of Materials         | 3250   |
| Student Dre  |                                  | 3260   |
| Intranet and | I Internet Availability and Use  |        |
|              |                                  | 3270   |
|              | Internet Access Conduct          | 3270F  |
| Agreement    | - Constant Production Constant   |        |
|              | ation, Non-discrimination and    | 3280   |
| Sex Equity   | t, Intimidation and Bullying     | 3290   |
|              |                                  |        |
|              | t Reporting Form for Students    | 3290F  |
|              | f Students with Disabilities     | 3360   |
|              | nd Seclusion                     | 3362   |
|              | ocumentation Form                | 3362F  |
| Searches a   |                                  | 3370   |
|              | nd Seizure Procedures            | 3370P  |
| Mobile Devi  |                                  | 3372   |
|              | ce Coverage Agreement Form       | 3372F1 |
|              | vice Usage Agreement Form        | 3372F2 |
|              | nsored Student Activities        | 3410   |
|              | nd Raising Activities            | 3420   |
|              | of Fund Drive Literature         |        |
| Through Stu  |                                  | 3430   |
|              | es, Fines and Charges/Return of  |        |
| Property     |                                  | 3440   |
| Student Hea  |                                  | 3500   |
| Medical Inst |                                  | 3505   |
|              | ng Medicines to Students         | 3510   |
| Student We   |                                  | 3515   |
| ×            | Infectious Diseases              | 3520   |
| Suicide      |                                  | 3530   |
| Emergency    |                                  | 3540   |
|              | Student During School Hours      | 3550   |
| Removal of   | Student During School Hours      | 3550P  |
| Procedures   |                                  |        |
| Video Surve  | eillance                         | 3560   |
| Student Red  | cords                            | 3570   |



|                                       | Student Records Forms                               | 3570F  |
|---------------------------------------|---|--------|
|                                       | Student Records Procedures                          | 3570P  |
|                                       | Student Data Privacy                                | 3600   |
|                                       | Transfer of Student Records                         | 3620   |
|                                       | Withdrawal Policy                                   | 3630   |
| Section 4000 – Community<br>Relations |   |        |
|                                       | Visitor Policy                                      | 4010   |
|                                       | Parent Complaints and Grievances                    | 4200   |
|                                       | Parent Feedback Form                                | 4200F  |
| Section 5000 – Personnel              |   |        |
|                                       | Sexual Harassment/Sexual Intimidation in            |        |
|                                       | the Workplace                                       | 5240   |
|                                       | Staff Complaints and Grievances                     | 5250   |
|                                       | Abused and Neglected Child Reporting                | 5260   |
|                                       | Abused and Neglected Child Reporting                |        |
|                                       | Form  | 5260F  |
|                                       | Personal Conduct                                    | 5280   |
|                                       | Professional Standards Commission Code<br>of Ethics | 5281   |
|                                       | Teacher Evaluation                                  | 5285   |
|                                       | Evaluation Procedure                                | 5285-P |
|                                       | Political Activity – Staff Participation            | 5290   |
|                                       | Tobacco Free Policy                                 | 5310   |
|                                       | Drug-Free Workplace                                 | 5320   |
|                                       | Employee Electronic Mail and Online                 |        |
|                                       | Services Usage                                      | 5330   |
|                                       | Family Medical Leave                                | 5410   |
|                                       | Family Medical Leave Procedures                     | 5410P  |
|                                       | Long-Term Illness/Temporary                         |        |
|                                       | Disability/Maternity Leave                          | 5420   |
|                                       | Long-Term Illness/Temporary                         |        |
|                                       | Disability/Maternity Leave Procedures               | 5420P  |
|                                       | Sick Leave Policy                                   | 5430   |
|                                       | Sick Leave Bank                                     | 5435   |
|                                       | Sick Leave Bank Membership Appl. Form               | 5435F1 |
|                                       | Sick Leave Bank Grant Request Form                  | 5435F2 |
|                                       | School Holidays                                     | 5440   |
|                                       | Workers' Compensation Benefits                      | 5460   |
|                                       | PERSI Benefits and Sick Leave                       | 5470   |
|                                       | PERSI Sick Leave Transfer Request                   | 5470F  |
|                                       | Personnel Files                                     | 5500   |
|                                       | Contracts   | 5510   |
|                                       | Staff Health  | 5600   |
|                                       | Prevention of Disease Transmission                  | 5610   |
|                                       | Intellectual Property Policy                        | 5700   |
| Section 6000 –                        |   | 5700   |
| Administration                        |   |        |
| Administration                        | Anti-Nepotism                                       | 6200   |
|                                       | Exit Interviews                                     | 6340   |



|                                     | Exit Interview Form                                    | 6340F  |
|-------------------------------------|--|--------|
| Section 7000 – Financial            |  |        |
| Management                          |  |        |
|                                     | Budget and Program Planning                            | 7100   |
|                                     | Budget Implementation and Execution                    | 7110   |
|                                     | Budget Adjustments                                     | 7120   |
|                                     | Accounting System Design                               | 7200   |
|                                     | Documentation and Approval of Claims                   | 7220   |
|                                     | Financial Reporting and Audits                         | 7230   |
|                                     | Student Activity Fund                                  | 7260   |
|                                     | Property Records                                       | 7270   |
|                                     | Revenues   | 7300   |
|                                     | Purchasing   | 7400   |
|                                     | Petty Cash Funds                                       | 7410   |
|                                     | Personnel Reimbursements                               | 7420   |
|                                     | Travel Allowances and Expenses                         | 7430   |
|                                     | Professional Development Credits and<br>Reimbursements | 7440   |
|                                     | Professional Development Fund Request<br>Application   | 7440F  |
| Section 8000 - Non-                 |  |        |
| Instructional Operations            |  |        |
| •                                   | Records Retention & Destruction                        | 8100   |
|                                     | Safety Busing  | 8200   |
|                                     | Student Transportation                                 | 8250   |
|                                     | AED Policy   | 8300   |
|                                     | Lunch Charges Policy                                   | 8340   |
|                                     | Meal Accommodation Policy                              | 8350   |
|                                     | Employee Use of District Owned Vehicles                | 8400   |
|                                     | Motor Vehicle Record Check                             | 8410   |
| Section 9000 – School<br>Facilities |  | 0410   |
|                                     | Acquisition, Use, and Disposal of School<br>Property   | 9100   |
|                                     | Contractor License, Surety Bonds, and<br>Insurance     | 9200   |
|                                     | Operation and Maintenance of School                    |        |
|                                     | Facilities   | 9300   |
|                                     | Security   | 9500   |
|                                     | Facilities Operations                                  | 9600   |
| Section 10,000 -                    |  |        |
| Miscellaneous Policies              | Board Member Conflict of Interest Policy               | 10,000 |
|                                     | Employee Conflict of Interest Policy                   | 10,050 |
|                                     | Founder Policy   | 10,200 |
|                                     |  | ,      |
|                                     | Lotter Priority for Unique Situations                  | 10,250 |
|                                     | Sibling Definition for the Purpose of the<br>Lottery   | 10,300 |
|                                     | Lottery, Archiving Applications                        | 10,350 |
|                                     | Policy Manual Revision Policy                          | 10,330 |
|                                     |  |        |
|                                     | Balanced Calendar Policy                               | 10,500 |



4667 W. Aviator St. • Meridian, Idaho 83642 (208) 888-5847 Office • (208) 895-0219 Fax www.compasscharter.org

