

**SUBJECT**

iSucceed Virtual High School Proposed Charter Amendment

**APPLICABLE STATUTE, RULE, OR POLICY**

I.C. §33-5206(8)  
IDAPA 08.02.04.302

**BACKGROUND**

iSucceed Virtual High School (iSVHS) is a statewide virtual charter school authorized by the Public Charter School Commission (PCSC) since 2008. iSVHS currently serves students in grades 9-12. The school targets at-risk students and was designated as a school-wide Title I program in 2014.

**DISCUSSION**

iSVHS is proposing a charter amendment that would give the school an option to establish an alternative program. The proposed amendment also includes general edits to correct or remove outdated information.

The school does not expect a significant enrollment increase upon addition of an alternative program. Rather, they anticipate that many of their existing students will be designated as at-risk and shift from the general education program to the new alternative program.

The school indicates that the alternative program would be similar in nature to the general education program, but will meet all statutory requirements for alternative programs.

The addition of an alternative program would permit differentiated performance expectations for iSVHS's general and at-risk student populations, resulting in more nuanced reflection of the school's performance outcomes in its annual reports.

The financial impact of the alternative program is likely to be slightly net positive or net neutral.

**IMPACT**

If the PCSC approves the proposed amendment, relevant modifications to the performance certificate will be adopted accordingly, and iSVHS will immediately begin operating under the amended charter and performance certificate.

If the PCSC denies the proposed amendment, iSVHS could appeal this decision to the State Board of Education, or could decide not to proceed any further.

June 14, 2018

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**STAFF COMMENTS AND RECOMMENDATIONS**

PCSC staff recommends approval of iSVHS's proposed charter amendment as presented.

**COMMISSION ACTION**

A motion to approve the proposed charter amendment as submitted by iSucceed Virtual High School related to the establishment of an alternative program and general updates to the charter.

OR

A motion to deny the proposed charter amendment submitted by iSucceed Virtual High School on the following grounds \_\_\_\_\_.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_



June 2018

Idaho Public Charter School Commission:

For your consideration, iSucceed Virtual High School, Inc. (iSVHS) wishes to add an additional program element of an alternative high school program to its existing charter high school operations. Below is a summary of specific information regarding the rationale and capacity of iSucceed Virtual High School to meet the proposed addition. Additionally, you will see changes made to iSucceed's current Charter in Tab 3 to reflect the addition of an alternative program (*Charter Revisions attached*).

**iSVHS Program Addition 2018-2019 School Year  
Proposal to the Idaho Public Charter Commission**

**Need, market and rationale for program addition**

The mission of the school's charter from its inception in 2008 expressly states it will target and serve at-risk students across the state of Idaho in addition to all students who need an alternative form of instruction. The school has historically served an at-risk population in large numbers meeting many of the SDE's criteria for an alternative program and currently 63%-65% of the students the school serves are at the poverty level.\* As ISEE and program data were reviewed every year for several years it was apparent that a portion of the student demographics were enrolling the school behind in credits, graduation cohort and academic skill. This is also exacerbated by the length of enrollment and mobility of this type of student enrolling with the school.\* Often, this population of students are at their "last resort" when it comes to high school completion. This group tends to have different needs centering on engagement and credit completion that regular high school programs are not always equipped to handle and that is where an alternative program is a good fit. Because the students come to the school credit and skill deficient they also do not perform well on the standardized test the state provides (only 10th grade) because the current ISAT test is a criterion-referenced measurement.\* A criterion-referenced assessment is appropriate to measure students over several years rather than a capture in time. These students also need significant support in engagement, attendance and credit recovery. The state's current system of measuring academics is not well suited to this population nor do the current limited measurements reflect the entire high school populations academic achievement, therefore an alternative program would assist the charter in not only providing specific programmatic supports but setting internal academic measurements suited to the population and the time frame they are enrolled. Some of the students in this population enrolling with iSucceed are already outside of the 4-year cohort graduation rate, however those students who remain with the school will indeed graduate if eligible with a high school diploma thus improving the state's *overall rate of high school completion*. An alternative program would assist the most at-risk students enrolling at iSucceed with additional support to achieve that goal.

Given the historical student demographics of the school, the school pursued a Title I program in 2014 and by meeting the rigorous requirements and criteria set, iSucceed is now Schoolwide Title I program. The requirements for federal program and progress monitoring helped the school develop interventions that are improving instruction and engagement for the majority students however, the instructional gap for those students meeting multiple criteria for alternative programming is very wide and needs additional supports. Additionally, the school's enrollment has been growing steadily at a rough average 13-15% for the past three years and that growth is reflected in all types of student demographics, including those at-risk students described above.\*

(\*ISEE and Title I program monitoring data, and Annual Report appeals 2015-2017, Supplemental data provided to PCSC staff 2016 for review, Renewal visit appeal data and Renewal Application 2016-2017)

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Board of Directors: Don Pena, Chairman | Tina McDonald | Amanda Leader | C.D. Breshears | Petra Jauregui  
Laura Baker, Board Clerk



### **Capacity for for program addition**

An online charter school that is true to the mission of serving at-risk students and meeting them where they are when they enroll, current school operations and staff training are suited to many of the program elements an alternative program requires. The school recognizes that while many of their students many already fit the alternative criteria, there is also a population of students that succeed academic standards that need additional supports reaching higher standards beyond high school completion and into college and career opportunities. The addition of an alternative program would assist the charter in developing programs suited to each type of demographic. The school has maintained the rigor of a Schoolwide Title I program, actively participated in extensive school improvement plans (SDE, AdvancEd and internally) and improved scoring in many areas of the PCSC rigorous framework in the past three years. iSucceed also went through their five-year AdvancED Accreditation review in Spring 2018 with high marks highlighting the strengths of serving a wide variety of students with a systematic, data based practice. iSucceed will also be rolling out evidenced-based college and career program elements that will support its counseling program. iSucceed has become a high performing school serving a large population of academically low-performing and mobile students. However as mentioned above, the state data collection is currently lacking in appropriate academic measurements of alternative students with these demographics. iSucceed would utilize their existing support elements measuring academic skill acquisition and engagement as well as develop new school improvement measures appropriate to the alternative student demographic. Additionally, the school already operates on a Quarter systems that allows multiple entry points for enrollment and assists students with credit recovery mid-semester that may be struggling in other settings.

### **Fiscal Status Update**

iSucceed has a current fiscal status update on file with PCSC staff. Additionally, the 2016-2017 Annual Report compiled by PCSC staff reflects iSVHS in Honor Standing in financial by the rigorous standards of the PCSC Framework. The school has a solid monetary contingency, implemented a new financial software this past school year and is financially prepared to take on an additional program suited to alternative students meeting the state criteria.

### **Estimated Budget summary - Alternative Program**

State funding for an alternative program is listed at a slightly higher rate per student. Staff and service provision will be at the same financial rate as traditional students with the exception of increased supports in teacher ratio and counseling services not to exceed the expected rate of funding. (*Estimated Budget Overview 2018-2019 with Alternative program attached*).

### **Cash Flow Summary**

The addition of an alternative program in conjunction with the regular charter school would not have a negative impact on cash flow of the school due to following the same budget outline and parameters currently followed in addition to the increased per student rate of funding mentioned above. However, the school will be setting aside additional funds above the minimum 5% contingency for the 2017-2018 school year for capital outlay in the 2018-2019 school year should any additional unanticipated expenses occur due to this addition. (*Four Year Summary, Cash Flow overview attached*).

Thank you for your time and consideration,

Kathleen M. Allison, Executive Director and the iSucceed Board of Directors:  
Don Peña (Board Chairman), Tina McDonald, Amanda Leader, C.D. Breshears, Petra Jauregui

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Laura Baker, Board Clerk

Petition for a  
Statewide Virtual Charter High School

*iSUCCEED VIRTUAL*

*HIGH SCHOOL*

*Administration Office:*

*6148 N. Discovery Way  
Boise, Idaho 83713*

*Submitted to:*

Idaho Public Charter School Commission  
P.O. Box 83720  
Boise, Idaho 83720-0037

*Submitted by:*

Board of Directors  
iSucceed Virtual High School, Inc.  
An Idaho Non-Profit Corporation

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Spring 20~~13~~18

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**Exhibits Attached**

**A – Amended Articles of Incorporation**

**B – Amended Bylaws**

**C - Board of Directors**

**D - Signatures**

**G – Online Learning Best Practices**

**I – Financial Plan**

## **Tab 1: Articles of Incorporation, Bylaws, Signatures, Mission Statement**

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iSucceed Virtual High School (iSVHS) is operated and governed by iSucceed Virtual High School, Inc., an Idaho, non-profit public benefit corporation. The iSucceed Virtual High School, Inc. Amended Articles of Incorporation (Exhibit A) are on file with the Idaho Secretary of State. iSucceed Virtual High School, Inc. is governed pursuant to its Amended Corporate Bylaws (Exhibit B), which shall be maintained to be consistent with this charter.

iSucceed Virtual High School, Inc. ~~was initially has been~~ created and established for the purposes of commencing and operating a public virtual charter high school program throughout the state of Idaho. Thereafter the school sought and was granted permission to expand the school's student population to include alternative school students, if the Board chooses to add such programs in the future. iSucceed Virtual High School, Inc. is an independent non-profit corporation.

### **Board of Directors**

iSVHS is governed by the Board of Directors of iSucceed Virtual High School, Inc., whose major roles and responsibilities, in conjunction with the Amended Corporate By-Laws and Amended Articles of Incorporation include, but are not limited to: establishing and approving all major educational and operational policies, approving all major contracts, approving the annual budget, monitoring the performance of contracted services, overseeing fiscal affairs, meeting and selecting and evaluating key executive staff, employment of teaching staff and all operational obligations as mandated by the Idaho Code.;

The initial Board of Directors was assembled based upon expertise and/or interest in one or more of the following areas: education, school operations, public school finance/general finance, virtual learning, government, community outreach and service, law, or any other area of expertise which would increase the likelihood of success of iSVHS. The initial Board of Directors has turned over with the passage of time. The subsequent Board composition has been consistent with the corporate documentation for the school.

Exhibit C contains the resumes for the Board of Directors.

### **Services Providers**

iSucceed Virtual High School, Inc., after consideration of similar service providers, will negotiate an arms-length, fully revocable Agreement with vendors and/or service providers and/or consultants to assist in the development and operation of the School. Regardless of the existence of any such Agreement(s) the governance and employment of the school's Business Manager, Board Clerk, Teachers and Executive Director remains fully vested with the Board of Directors.

iSucceed Virtual High School, Inc. complies with the requirements of I.C. 67-2806 to the extent applicable in the procurement of all services and personal property.

Vendor Agreements may include provision of the following services to iSucceed Virtual High School, Inc. for the operation of the school:

- ~~Laptops-Computer technology~~ and printers for student use (Technology equipment and service)
- Broad selection of independent online courses aligned to Idaho state standards
- School platform (SIS, LMS, Virtual Classroom)
- Community building programs
- Student recruitment and outreach
- Assistance to the Administration and support staff employed by iSVHS
- Back Office Services (i.e. accounts payable/receivable, payroll).

Any other services necessary for the operation of the school not specifically reserved as a Board responsibility as detailed in this Charter.

**a. Copies of Amended Articles of Incorporation, file-stamped by the Idaho Secretary of State's Office; and of the signed Amended Bylaws adopted by the board of directors of the nonprofit corporation. See Section 33-5204(1), Idaho Code.**

Please see: Exhibits A – Amended Articles of Incorporation  
Exhibit B – Amended Corporate Bylaws

**b. Signatures of at least thirty (30) qualified electors of the proposed charter school's service area. Proof of qualification of electors must be attached. See Section 33-5205(1)(a), Idaho Code. (4-11-06)**

Please see Exhibit D – Signatures

**c. Vision and Mission statement**

**Vision Statement**

Every student deserves an opportunity to excel—an honest and real chance to reach their potential. **At iSucceed Virtual High School (iSVHS), our mission is to provide this opportunity and greatly increase the probability that high-school-age students will achieve their individual potential.** iSVHS's online learning instructional model will leverage research – based, 21<sup>st</sup> century learning skills in order to facilitate self-motivated, competent, life-long learners who participate effectively in society. We intend to provide an excellent educational alternative for those high-school-age students throughout the State of Idaho who, for a variety of reasons, do not attend high school, or who may benefit from a non-traditional school setting. iSVHS is available to all high school aged youth seeking an alternative academic setting, no matter what their specific life circumstances may be.

**Mission Statement**

iSVHS will operate as a full-time, online public high school that will serve high school students who have needs that may not be easily met in a traditional school or classroom setting. The school is requesting authorization from the Public Charter School Commission to enable iSVHS to serve students throughout the State of Idaho.

We will provide a personalized, flexible, innovative, student-led/instructor-facilitated and supervised learning program, where high-school-aged students can study at their own pace, on their own schedule—with instruction, supervision, and support from a team of ~~highly qualified~~ Idaho-certified instructors. We will also provide a broad selection of online courses aligned to Idaho state standards, while supplying each student with ~~a school laptop~~ computer ~~technology~~ and also providing a monthly internet stipend.

*Further discussion of Statement of Need is outlined in Tab 2 below.*

## Tab 2: Proposed operation and potential effects of the public charter school

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### Statement of Need/Student Population

Across the nation, approximately 5 million high-school-age children do not presently attend high school. According to a recent (Feb-2005) study by the Policy Information Center at Educational Testing Service, the high school drop-out rate averages 30% across the nation.

In addition, a recent study (Mar-2006), funded by the Bill & Melinda Gates Foundation, states that among dropouts surveyed, the top cited reasons for leaving high school before graduation were:

- 32% - Needed to take a job for family financial reasons
- 26% - Needed to care for a family member
- 22% - Became a parent

Of the respondents who listed one of the above as a reason for dropping out, ***88% indicated that they had passing grades before leaving school***, and ***81% indicated that they knew completing high school was important to future success***.

Many of today's high school students find themselves needing a different kind of high school environment, for a variety of reasons:

- Home-schooled students may want subject matter support from a certified instructor, in advanced classes, but do not want to attend the traditional setting;
- Some students don't function well in a large, impersonal classroom setting, or don't connect socially in a large school;
- Some students may need more challenging coursework, or to move at a faster pace;
- Students may reach their creative peak in the evening, and find it difficult to attend school in the early morning;
- Some are challenged by health or physical issues;
- Teens who are pursuing their goals in sports, entertainment, modeling, dancing, or other careers may not be able to attend school regularly; and
- High-risk/at-risk for not successfully achieving high school graduation or equivalency.

Serving teens seeking a different kind of educational experience requires a focus on providing engaging opportunities for success in high school, an innovative model of online study, and an experienced team.

Community outreach seeks to bring ~~this population of~~ students back into the public schools to complete their education and obtain a high school diploma. Given the historical roots and interests of the founders and Board, one of the subpopulations of students for outreach will include the underserved Hispanic and migrant community. Many of our students may come from families where they are the first to graduate from high school and no member of their family has ever attended college or any post-graduate training program. We also seek to assist our student to attain some college credits during their high school years, increasing their likelihood to continue their education either through community college programs, technical or trade programs and local universities.

### Idaho Statistics

The goal of iSVHS is to bring high school aged students back into the public school system, and provide them with an alternative method to obtain their diploma. Although the State of Idaho does not publish a statistic specific to high school aged youth not attending school, an estimate can be derived utilizing a combination of state census data and high school enrollment figures provided by the Idaho State Board of Education.

Census data obtained from U.S. Census Bureau, Population Division (released May 17, 2007 - <http://www.census.gov/popest/estimates.php>) estimated that the population of high school aged students between the ages of 14-18 in the State of Idaho to be approximately 101,147.

Data obtained directly from the Idaho State Department of Education website showed that there were 80,433 high school students enrolled in Idaho public schools during the 2006-2007 school year.

Based upon these figures, it can be estimated that the State of Idaho has as many as 20,714 high school aged youth not attending the public school system. We acknowledge that some small percentage of this number may be attending private school or be participating in a home school educational program; however, iSVHS may serve as an alternative to these approaches as well. iSucceed Virtual High School, Inc. believes that program provided by iSVHS benefits the State of Idaho by providing options for high school aged youth currently not attending the public school system.

### **Core Values and Educational Philosophy**

Our vision is to enable these individuals to acquire the necessary life skills that equip them for later stages in life, and to optimize learning for each student so that they can achieve their individual learning objectives. This requires an understanding of each student and his/her profile; designing a high quality and relevant program that gives these students the best possible opportunity for academic success.

The application of technology has made the personalization of education possible. Although full-time online school is not appropriate for every student, for many, iSVHS can be the bridge that brings them back into the public school system:

- Allowing students to advance at their own pace;
- Providing schedule flexibility to accommodate work or family care responsibilities;
- Enabling freedom of location, for those who have physical challenges;
- Providing connections in a one-to-one setting with certified instructors and mentors/advisors, for those who need more personalized attention.

The guiding principle's around which iSVHS is designed begins with:

#### All students – as individuals – should be celebrated

- Traditional schools are not for every student.
- Some students may need to take a different path to achieve academic proficiency and to achieve their desires and goals.
- Education should be supportive of differences in interests, abilities, styles, and goals.

#### Online delivery meets student needs that aren't met in a classroom

- Technology in education enables the delivery of educational content that can be efficiently personalized to multiple learning styles, interests, and capabilities.
- Online delivery leverages the power of the information age through deep, varied content made available through the Internet.
- Technology allows students to be educated efficiently and effectively through a flexible schedule where they can learn at the time, pace, and place of their choosing.

#### Personalized learning helps high school students build life skills

- Lessons learned through independent work can be “stickier” than if learned via lecture and tends to remain with the learner longer than knowledge gained through a classroom lecture.
- Students in a personalized learning program develop more effective time-management skills, self-discipline, and self-direction.
- Maturity, time-management, and self-direction aid in college and/or career success.
- We believe that today's ~~teen~~students are capable of building successful educational and social relationships even though they work independently. However, we also believe that supplementing the online high school experience with community-based interactions will provide powerful social and academic benefits for students.

### **School Administration Facilities (Central Office)**

iSVHS is a full-time, online, public high school, thus not requiring a facility the size or complexity of a traditional high school. iSVHS's Central Office will at all times remain physically located in the Treasure Valley. located at:

The current lease agreement has previously been provided to the Commission's staff and remains available for review by the Public Charter School Commission.

In addition to the administration offices, iSVHS may, from time to time, reserve temporary space (short-term basis) throughout the state, for the purposes of facilitating student services such as but not limited to; proctored ISAT exam/[state mandated testing](#) sites, face-to-face special education consultation services, academic student services, community outreach or other school related activities. The need for such temporary space is dictated by the necessity for such services, as well as the enrolled student population and their resident geographic location throughout the state.

#### **Administrative Services**

iSVHS is lead by an Executive Director who will be responsible for recommending the hiring and day-to-day management and administration of the school.

iSVHS has recruited professional, effective, and qualified personnel to serve in administrative, instructional, instructional support, and non-instructional support capacities. iSVHS believes that all of its employees play a key role in creating a successful learning environment and has recruited qualified employees passionate about serving the students and their families.

#### **Impact on Idaho School Districts**

Providing every student the opportunity for a high quality education to assist them in meeting their individual goal and becoming a productive member of our society is a philosophy and mission shared by the State of Idaho Board of Education, [charter schools](#) and school districts throughout the state. It is also a core value of iSVHS. iSVHS has worked collaboratively with the educational community in Idaho providing an option for high school aged students currently not served by the traditional academic environment and for students who simply are not succeeding in the traditional academic environment. Often our school is recommended by the educational community when a student has been expelled, is seeking to "drop-out" of the traditional educational setting or when the educational community recognizes its method of instruction simply is not best for the individual student.

The program offered by iSVHS, provides the level of flexibility and personalization that empowers iSVHS students who may have struggled in a traditional classroom setting to re-engage the learning process and succeed where they may have been challenged in the past.

iSVHS- attracts high school aged students who are currently not enrolled in the public school system; disenfranchised students; students who would be likely to drop out before graduation, who have already dropped-out, who are, perhaps, currently home-schooled or who have totally left any formal education. Our goal is to bring these students back into the public school system. A small percentage of the school's student population is drawn from traditional brick and mortar schools, and, as a statewide school, this impact is dispersed among all districts and schools across the State of Idaho.

#### **Civil liability Effects on iSVHS and the Public Charter School Commission**

To the fullest extent permitted by law, iSucceed Virtual High School, Inc. agrees to indemnify and hold harmless the State of Idaho, the Idaho Public Charter School Commission, resident school districts, and their officers, directors, agents, or employees from and against all claims, damages, losses, and expenses for wrongful acts, including but not limited to attorneys' fees, arising out of or resulting from any action of the school, providing that such claim, damage, loss or expense;

1. is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property including the loss of use resulting there from; and
2. is issued in whole or in part by any negligent act or omission of the school, any contractor of the school, or anyone directly or indirectly employed by any of them who may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation will not be construed to negate, abridge, or otherwise reduce any other right of obligation of indemnity, which would otherwise exist as to any party or person, described in this paragraph. No host, or receiving district, will be held liable for damages in an action to recover bodily injury, personal injury, or property damage arising out of the establishment or operation of the school.

The Idaho State Board of Education and the Idaho Public Charter School Commission shall have no liability for the acts, omissions, debts or other obligations of iSVHS or iSucceed Virtual High School, Inc.

**Types of Insurance**

iSVHS has procured and maintains a policy of general liability insurance in the amount required by state law and errors and omissions insurance with limits not less than one million dollars. iSVHS has the same role as a public school in matters of civil liability. The appropriate insurance and legal waivers of all district liability will be obtained as required of other non-profit users of district resources and facilities. Liability and property insurance will be similar to other full-time online charter schools, and iSVHS will continue to work with the Public Charter School Commission to ensure coverage is in line with state law.

iSVHS has secured liability insurance of the following types and amounts:

- General Liability
  - Each occurrence \$2,000,000
  - Damages to rented premises (ea. occurrence) \$50,000
  - Med exp. (any one person) \$1,000
  - Personal and adv. injury \$2,000,000
  - General aggregate \$5,000,000
  - Products – comp/op agg. \$,000,000
- Workers Compensation & Employers’ Liability
  - As per the requirements of and compliant with the State Insurance Fund Program.

iSVHS has provided a Certificate of Liability Insurance to the Public Charter School Commission and a copy of such remains available to the Commission upon request.

All personnel employed by iSVHS are covered by Federal Social Security, Unemployment and Worker’s Compensation Insurance, and Health Insurance, and, if qualified by statute, participate in the Public Employee Retirement System of Idaho (PERSI).

## Tab 3: Educational Programs and Goals

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### a. Educational program and goals, and fulfillment of the educational thoroughness standards

#### The Learning Process

iSVHS believes that learning best occurs when students are offered an opportunity which combines a rigorous academic curriculum, a strong support network of highly-qualified staff, and reasonable standards and expectations in a flexible personalized learning environment. iSVHS is structured to support significant student achievement by creating a high-quality online, personalized learning environment for all its students.

#### Program Overview

iSVHS provides a full-time, online, diploma-granting high school program for students in grades 9-12. All students must be able to demonstrate completion of the 8<sup>th</sup> grade prior to participating in our high school program. [iSVHS may also provide an alternative program for approved grade levels.](#)

Through each course, students can progress at their own pace, subject to weekly and term boundaries, and complete their studies at the time of day and day of week of their choosing, subject to course assignment schedules. Support is offered to students to ensure that they remain on track with completing course assignments.

#### Program Format

The program at iSVHS is primarily a student-led/instructor-facilitated and supervised, online, personalized learning program that operates on a term schedule. Target deadlines are set within each course to help students budget their time and stay on task throughout the term, but the actual time that a student spends on the instructional and evaluative components of each course varies according to student's ability, prior learning, and special needs.

Academic counselors, student support personnel and school administrators track student progress toward graduation, identifying what further credits are needed and working with students to address course needs for graduation. [Our Ss](#) students ultimately determine the sequencing of courses that do not have prerequisites. Students are expected to complete a set of core courses as required for Idaho Graduation standards (as such may change from time to time), as well as a number of electives as required for graduation. Each year a broad array of courses, at differing levels, are offered depending upon student interest and current teacher certification/endorsement.

The course catalog for iSVHS includes a wide variety of selections in all core academic areas—Math, Language Arts, Science, Social Studies, as well as electives in areas such as World Languages, Business and Marketing, Digital Technologies, Fine/Visual/Performing Arts, Life/Study Skills, and Physical Education. [Additionally, iSVHS may provide courses that meet criteria for alternative program specifications.](#)

Courses may include text, diagrams, images, audio content, and interactive simulations to facilitate the comprehension of concepts, assessments (self, objective, and subjective) that test mastery of concepts, and activities/projects/assignments that test higher-order thinking skills and engage students in a social constructivist environment. Courses are taught by Idaho-certified, [highly-qualified \(under No Child Left Behind —“NCLB”\)-](#) instructors who engage students who have questions, problems, or curiosities through a virtual whiteboard, email, phone, instant messaging and scheduled office hours or discussion groups.

Content selection is based on sound research-based pedagogical theory and practice; it is effective, efficient, and appealing; is aligned to Idaho state content and national quality standards; and -accommodates multiple learning styles and individual needs.

[With the school's mission aligned to reaching students who need alternative types of instruction, iSVHS may also establish an alternative program with the district for students that meet the state alternative program requirements. While the alternative program will use similar program components listed of its regular education programs to meet the wide demographics \(including at-risk characteristics\), it will have specific focus on engagement and course completion. The alternative program may include lower teacher to student ratios, enhanced regional Orientation sessions, counseling services specific to the program, summer courses and meet all specific state of Idaho criteria for alternative programs.](#)

## **Attendance Policy**

iSVHS is most concerned with student progress made toward ~~graduation advancement~~ requirements, whether such be graduation or grade advancement. We recognize that many of our students have work and family responsibilities that make “traditional” school attendance difficult to comply with, and that is why they choose to attend iSVHS. However, attendance is tracked for State and Federal reporting.

In compliance with I.C. 33-512, iSVHS monitors and reports student Average Daily Attendance (ADA) based upon course progress while the student is logged into their courses and/or engaged in offline instruction/learning or via course mastery as such is permitted by the state. In accordance with I.C. 33-512, iSVHS will provide a minimum of 990 instructional/learning hours to each iSVHS student during the course of each year and/or any other minimum standards that may hereafter be mandated by the state.

General student attendance is reviewed as days since last login.

The following attendance guidelines guide contact with absentee students:

- Student has not logged in to the Student Information System or the Learning Management System for three or more consecutive school days.
- Student has not communicated with student support personnel during this time.
- Student does not have an excused absence on record with student support personnel.

Students who meet the criteria stated above are considered to be “absent unexcused” and will be on record as such.

If a student receives twenty consecutive school days of unexcused absences, or there is other significant evidence of violation of the school’s attendance policies, the student’s attendance is reviewed by the administration, with a possible recommendation to the Board for expulsion based upon habitual truancy. Idaho Code § 33-205 and § 33-206 and/or a determination in communication with the student/family that the student has voluntarily withdrawn from the school. If the student has never actually started attendance at the school and logs no attendance the first twenty consecutive days of school, the student has never completed the enrollment process and is removed from the school’s student roster.

## **Synchronous Instruction**

Our instructional model is an instructor-facilitated, personalized learning model. A key component of this model is the inclusion of a significant portion of online, synchronous interactions between students and instructors, and between students and other students. An instructor’s goal is that once each week, the instructor in every course holds a synchronous “virtual classroom” session or posts an exercise or recorded session for student review. More or less activity will be dependent upon the particular discipline. These virtual classroom sessions typically involve a presentation by the instructor of prepared materials, together with extensive question-and-answer opportunities for students, or group work activities. The virtual classroom offers a voice-over-IP delivery, so that students can talk to the Instructor and hear the conversations between the instructor and other students; the virtual classroom also facilitates instructor-student and student-student communications via a shared whiteboard and text messaging among other capabilities. Virtual classroom sessions are archived, so that students can review recordings later if they were unable to attend the session or are preparing for an exam.

## **Accommodation of Multiple Learning Styles and Needs**

iSVHS celebrates the inherent differences in learners by providing courses that speak to the strengths of multiple learning styles and accommodate in advance the special needs of students. Content may be presented in multiple formats including audio, text, diagrams and drawings, illustrations, and interactive simulations to accommodate the learning preferences of audio, visual, and kinesthetic learners.

Courses are selected to accommodate students with many diagnosed and undiagnosed learning disabilities and to scaffold the metacognitive and organizational skills of all students.

Each student participates in some or all of the following activities to help the instructional staff at iSVHS identify and accommodate the needs of each student. Each student will be adequately assessed to determine their appropriate placement into courses that meet their needs for graduation. This will include consideration

of such matters as IEP and special needs reporting, ESL, Section 504 and other such applicable considerations.

### **Student Support Team**

Each student works with student support personnel, members that may be comprised of Instructors, administrators, counselors and/or other student support personnel who work in union to achieve the individual learning objectives of the students, the families, and the school. The focus of student support services is to challenge the student to not only achieve a basic understanding of the core material, but to explore and expand on those concepts by applying them to real-world scenarios. Each individual providing student support services plays a key role in the academic experience of the student.

#### Instructor - Role and Responsibilities

At iSVHS, students are facilitated by Idaho-certified instructors. The Instructor's role at iSVHS is to support and personalize learning and to inspire students to reach beyond the content and find meaning and application to life. iSVHS instructors are employees of iSucceed Virtual High School, Inc.

Technology and the nature of online communication/courses enable instructors to meet and work with each student as an individual. The instructor's role in the online environment is to assist the students to obtain an understanding and mastery of the course of study; however, instructors also establish and maintain individual relationships with students. Students engage instructors and ask questions privately via email or publicly via the virtual classroom or discussion boards.

#### Student Support Personnel – Role and Responsibilities

Student support personnel serve as the main school contact with the students and their families. Once the student is enrolled in iSVHS, the student support personnel engage the student and the family to develop a plan to help the student meet graduation requirements. Student support personnel also monitor student progress and remediate, as required. The student support personnel also seek to assist students who are "hiding" in the back of the class (i.e., not participating), who are not logging in or completing assignments in a timely manner or who need assistance in changing their course expectations in order to encourage and assist the students as they get back on track.

The student support personnel are accountable for the outcomes of their assigned students, as they are focused on a 360 degree view of the student, utilizing not only the information provided by Instructors, but also accounting for the personality, individual circumstances and characteristics of the student. Student support personnel seek effective learning strategies for each student and maintain good relationships with both the student and their family. With this targeted demographic of students, many being those who have already chosen to leave the public education system prior to having earned a diploma, the student support personnel role in working directly and regularly in communicating with our students is critical in keeping our students engaged in the learning process and ultimately in school.

### **Student Support Programs**

iSVHS knows that the likelihood of success of an online learner is significantly higher when that student's initial experience is positive and when she/he feels a clear sense of personal direction. A positive experience is marked by student confidence, excitement, connection, support, and a feeling of momentum. iSVHS believes that the crucial time period for student engagement and retention begins weeks before the student officially starts his/her studies. By the very nature of technology and taking online courses, rich data that indicates activity (login, assignment submission, time of study, assessment completion) can be readily reported on and monitored. To ensure student success, iSVHS offers the following actions:

- Assignment of iSVHS student support personnel as part of the student support services
- Personal Interview to determine personal goals and interests (optional depending upon student circumstances)
- Collection of Personal Data (including confirmation of Idaho residency)
- iSVHS online Orientation module (for students and parents of minor students)
- Face-to-face school orientation (optional - recommended for students and parents/legal guardians)
- Readiness check prior to school start
- iSVHS social events (optional throughout the school year)
- Placement tests (if determined necessary by iSVHS)

- Course selection
- Start-up Check (typically within the first week - for technical issues and startup)
- Follow up Check (typically within the second/third week - further follow-up)
- First term review w/parents/legal guardians

### **Continuous Monitoring/Support**

Continual monitoring of student progress to improve student outcomes and completion is also critical to long-term student success. To ensure continuing progress, iSVHS plans to offer the following actions:

- Course selection
- Term parent/legal guardian reviews
- Weekly checks (if determined necessary by iSVHS)

### **Student Support Services**

The educational experience provided by iSVHS has been designed with the students and families in mind. iSVHS utilizes computer technology as one component of the learning experience to connect students with courses, content, student support teams and other students. Students are supplied with a ~~laptop~~ computer ~~technology~~, software and an internet stipend to help cover the costs of internet service. By supplying each student with a pre-configured hardware and software platform ("Student Technology") fully loaded with all necessary software, filters and monitors necessary for each student to access their specific coursework, iSVHS can provide better support and ensure a consistent and secure educational environment for every student. Each student is required to enter into the school's -Technology Use Agreement to assure that the school's technology and computer equipment are used in conformance with established Board technology use policies. The School's -Technology Use Agreement has been provided to the staff of the Idaho Public Charter School Commission.

Technical support begins the moment the student registers and the Student Technology is prepared to ship. iSVHS performs a detailed quality assurance check at the point of shipment to make sure all the necessary components are included in the shipment. In addition to the Student Technology, iSVHS includes a number of "Getting Started" documents to assist the student and their families. The iSVHS Technology Check provides a checklist including: shipment contents, hardware setup, internet connection, and software application check. Additionally, the Technology Check explains how to contact iSVHS should they have questions. Students and their families have numerous ways to access support from iSVHS.

Students and their families are provided with an orientation that enables them to become familiar with all aspects of the iSVHS online learning environment. Again, questions associated with this orientation can be addressed through phone, email, or online support.

Ongoing technical support is categorized as follows:

- Hardware/software/connections that don't work
- Fulfillment of school materials
- Accessing courses/Learning Management System
- Academic questions
- Course change questions
- Policy/dispute questions/issues

iSVHS is organized to ensure that specific questions can be responded to in an expedient fashion. iSVHS [provides tech support in manners that, from experience, have proved to be most effective. This may include but not necessarily be limited to plans to provide](#) telephone and online support.

iSVHS believes that improvement in student achievement results through a balanced application of technology and online learning best practices. iSVHS constantly evaluates technology in an effort to improve our ability to engage our students, support our instructors, and communicate with the families we serve. We believe that iSVHS has aggregated best-of-breed technology platforms that are comprised of innovative and practical applications, enhancing our students' ability to engage with the course material and their student support personnel, while gaining expertise with 21<sup>st</sup> century technologies.

iSVHS believes that combining the Student Technology with online learning best practices serves to further enhance student achievement. iSVHS is committed to applying proven best practices as appropriate.

#### **“The Life of an iSVHS Student”**

Students enroll in an online learning environment for a variety of reasons. Some have work and family obligations, while other students are involved in activities and/or careers that require a flexible schedule. For this reason, there is no “typical” day for students enrolled at iSVHS; however, many students discover they can benefit from spending an extended amount of time on a single subject. Students are able to get into the flow of learning, build momentum, and become more accomplished than if they divided up that time between multiple classes. Through the learning styles assessment, students discover not only how they learn best, but also at what times they learn best, thus making more effective use of their time.

Some students log on early in the morning on the same rhythm of a traditional school, but many more find their productivity is highest in the afternoon or evenings. At iSVHS, students can learn at times convenient to their schedules. Though students have the flexibility to choose the time frame in which they study, they are required to demonstrate work progress in all subjects weekly.

Students turn in assignments through the digital drop-box, access tests and quizzes, and also submit papers. A student’s progress and grades are posted on a secure, private site so that both student and parents/legal guardians are always aware of their current status.

Through their online interactions, students develop and pursue friendships, both during official online sessions, or through password-protected message boards based on student interests. Extracurricular events allow kids and parents/legal guardians to meet and build friendships based on mutual interests. In addition, many students pursue sports, music, and other activities in coordination with local community-based organizations.

#### **Plan for Students who are Academically Low Achieving**

Students who are low or non-achieving are identified by members of the student support team through progress and attendance reports, placement tests, and standardized test results. iSVHS utilizes strategies to improve student success such as curriculum modification, parent education, and mentoring.

iSVHS enrollment is based upon student transcript analysis and course requirement needs for graduation. As individual situations dictate, further assessment may occur for proper placement in enrollment and iSVHS uses other in-house assessment tools to help gauge student the academic levels. Assessments may be an important piece in determining placement but are not the only indicator that is considered. The results of such assessments and review of additional data are used to carefully choose courses for the student and provide appropriate placement in differentiated instruction.

Supplemental instruction utilizing selected curriculum is provided for those students performing well below their achievement level. Utilizing a diagnostic assessment system, iSVHS is able to diagnose each student’s ability, enabling iSVHS to direct the student to an appropriate course or lesson. iSVHS plans to utilize select foundational curriculum described in the course catalog for those students who are struggling academically.

iSVHS also provides an instructional model that allows for one-on-one instructor-student/student-student engagement, enabling personalized support and guidance from Idaho-certified instructors.

#### **Plan for Gifted and Talented Students**

Students who are academically high achieving are identified by members of the school’s student support personnel through progress and attendance reports and standardized test results or through any other applicable measure or indicator for the respective student. Gifted students are able to move quickly through the curriculum while still under the supervision of a highly qualified, credentialed instructor. iSVHS’s course catalog provides the flexibility to include challenge activities for honors students, which allow the student to complete a more in-depth study or to move more quickly through the curriculum. Students are able to enroll in advanced courses, such as AP courses and dual credit courses. Dual credit courses are iSVHS courses that have gained prior approval from an institution of higher learning for credit acceptance within their program. These courses are clearly identified by iSVHS to the students as they become available. Further, students may

also use AP/Dual Credit courses through IDLA and other course providers and/of Idaho higher educational institutions as may be available and may change from time to time.

### **Plan for English Learners**

Due to the underlying interests and historical background of founders of iSucceed Virtual High School, Inc., iSVHS seeks to effectively serve the Latino community that has been long underserved by our educational systems and charter school programs.

iSVHS meets all applicable legal requirements for English Learners (“EL”) as they pertain to admissions, annual notification to parents/legal guardians, student identification, placement, program options, EL and core content instruction, instructor qualifications and training, re-classification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirements. iSVHS has implemented policies to assure proper placement, evaluation, and communication regarding EL’s and the rights of students and parents/legal guardian(s). iSVHS adheres to all Federal and State laws regarded for the delivery of educational services.

#### Language Survey

Associated with enrollment, all students who indicate that their home language is other than English are tested to determine English proficiency.

iSVHS follows all activities, testing and programs required pursuant to both state and federal regulation, as such may be amended from time to time and works within the guidelines consistent with the Idaho LEP Program Guidance as updated on August 20, 2007 (and later versions hereinafter enacted).

- Upon a student’s registration at iSVHS inquiry is made as to the primary language spoken in the home. If the answer to this inquiry is any language other than English, a survey (Home Language Survey) is provided to the family.
- If the results of the Home Language Survey indicate a possible EL issue, the student takes the Idaho ELL Placement Test within thirty (30) days of registration at the school or within fifteen (15) days of entry into the school if enters during the school year.
- If the student’s score on the Idaho ELL Placement Test indicates a student’s needs for services and the family has not waived services, the student is placed into the school’s program to address the specific needs of the individual student.
- Subsequent to use of the Idaho ELL Placement Test, additional student testing through the use of the Idaho English Language Assessment (IELA) are utilized to determine students’ proficiency in the English language.
- iSVHS complies with provisions of NCLB which require school districts to test their LEP students with an annual English language proficiency test (IELA) in addition to the ISAT. The IELA is administered each spring.

#### Reclassification Procedures

Reclassification procedures utilize multiple criteria in determining whether to classify a pupil as proficient in English including, but not limited to, all of the following:

- Assessment of language proficiency using an objective assessment instrument,
- Participation of the pupil’s instructors and any other certificated staff with direct responsibility for teaching or placement decisions of the pupil to evaluate the pupil’s curriculum mastery,
- Parental opinion and consultation, achieved through notice to parents or guardians of the language reclassification and placement including a description of the reclassification process and the parents’ opportunity to participate, and encouragement of the participation of parents or guardians in the reclassification procedure including seeking their opinion and consultation during the reclassification process
- Comparison of the pupil’s performance in basic skills against an empirically established range of performance and basic skills based upon the performance of English proficient pupils of the same age that demonstrate to others that the pupil is sufficiently proficient in English to participate effectively in a curriculum designed for pupils of the same age whose native language is English.

iSVHS notifies all parents of responsibility for testing and of results. As addressed above, these tests shall be used to fulfill the requirements under any applicable state or federal law, rule or regulation ~~the No Child Left Behind Act~~ for annual English proficiency testing.

### Strategies for English Learner Instruction and Intervention

Instructors are trained to use best practices in academic instruction techniques to meet the needs of English language learners and develop ways to utilize those techniques in an online setting.

- iSVHS will continue to seek to employ numerous bi-lingual instructors to work with EL students and in addressing targeted programs and resources for the EL student.
- Professional development activities are provided to both teachers and administrators regarding research-based programming on how to best serve the school's EL student population.

Educational Learning Plans (ELP) are developed by iSVHS to address instructional programs, assessment and possible accommodations. Instructional programs may include, but not necessarily be limited to implementation of specific English language classes, classroom accommodations and/or modifications, sheltered English instruction in academic classes by a teacher trained in the SIOP model/SDAIE techniques and/or any successor models and/or techniques.

Targeted resources may additionally include the following:

- parent workshops
- student workshops
- curriculum modification
- supplementary resources.

### **Curriculum Overview**

Curriculum selection is based on sound pedagogical theory and practice; is effective, efficient, and appealing; aligned to state content and national quality standards; and accommodates multiple learning styles and individual needs.

### **Content Selection Criteria**

Online, high school curriculum is available from many content providers today. iSVHS evaluates and selects from the best available online courses, seeking the best in each specific area of educational discipline. Course evaluation and selection are based upon the following criteria:

#### Course Organization and Structure

- The organization and sequence of content is clear and logical.
- Lessons and modules are easy to access and navigate among.
- The course structure is transparent to students.
- The organization of the course facilitates the construction of mental models and schemata.
- Lesson components include objectives, introduction and presentation of concepts, guided practice, application of concept, and assessment of understanding.
- Activities are authentic, challenging, and, where appropriate, interdisciplinary in approach.
- An organizational theme is used to enhance content and student engagement.
- Structure allows for adaptable, customizable pacing within the academic term.

#### Graphic Design

- Instructional pages make use of best practices in online layout and design.
- Fonts and themes are used consistently throughout the course.
- Color schemes are applied systematically and conservatively; they enhance learning and are not distracting.
- Images are used liberally to enhance learning.
- Low resolution images are used to ensure that students with low-bandwidth connections can view the images.
- Overall appearance is visually appealing and the message design is clear.

### Communication and Interactivity

- Students have frequent opportunities to interact with the content, with other students, and with the instructor through regular two-way communication.
- The communication process is clearly defined within the course.
- Communication tools are reliable and used appropriately.
- Requirements, rules, and expectations for student-student communication are clearly defined and modeled.

### Content Quality

- Content is written at an audience-appropriate level.
- Content uses standard language and is free of slang.
- The content has depth and richness.
- Content is accurate and current.
- The tone of the text is unambiguous and engaging.
- Multimedia presentation and interactive simulations are used appropriately to reinforce mastery of concepts.
- Content images and examples reflect the multicultural world of which our students are a part.

### Web Resources

- Web resources are redundant and stable.
- Resources are directly related to the content in the course.
- Resources direct students to trustworthy content sources.
- Explanations of the relevance of the resource, what the student is looking for, and how he/she knows when he/she is finished, are provided.
- Resources supplement and enrich the content of the course.

### Accessibility

- Courses comply with ADA section 504~~8~~ accessibility requirements.
- Images have alt tags.
- Text versions of audio and flash presentation are provided.

### Assessment and Evaluation

- Assessment opportunities are authentic and mapped to the learning outcomes.
- Opportunities for pre-assessment are provided (as appropriate).
- Self-checks with automated feedback are used frequently to help students and instructors gauge how well a student is “getting it.”
- Multiple approaches to assessment, including objective and subjective quizzes and exams, creative writing assignments, research papers, and group projects, are included in the course.

### **Pedagogical Approach**

iSVHS courses implement sound instructional theory and practice. Learning objectives, including both mastery of principles and concepts and their application, are clearly defined for each organizational unit.

Courses use a blended approach of objectivist content presentation and constructivist application of content. Course content engages student attention and provide anchors for the construction of new knowledge and schemata.

Content is presented in instructionally effective, efficient, and appealing ways; students will have the opportunity to demonstrate understanding of new material and to apply the concepts to unique and relevant situations, thereby making the knowledge and skills gained their own.

Ongoing research into best practices of online course design and implementation will continuously inform the course design, development, review, and revision process.

### **Course Catalog**

An iSVHS course catalog is created for each school year. The catalog offerings vary from year to year and it is intended that such will be developed to include a broad range of courses in each of the following areas:

1. AP Courses

2. Honors Courses
3. Core Courses
4. Foundation/Support Courses
5. Foreign Language Courses
6. Elective Courses
7. Career and Technology Education (CTE) Courses
8. Library of Skill-Building and Remediation Modules
9. Senior Project (required for graduation)

All courses must align to Idaho state standards as applicable.

### **Standards Alignment**

iSVHS may leverage curriculum from a variety of online content providers with the express purpose of providing the most effective, efficient, and appealing educational experience to its students. The current courses present, on average, 75-90 total hours of course work each term.<sup>1</sup> This work is completed in a mix of online and offline activities which may, include, but not limited to, online content presentations, practice activities, interactive modules, self-checks, quizzes, discussions, worksheets, group projects, web research projects, essays, and exams. Courses in the iSVHS catalog averages 50 assignments each term.

Core content courses are correlated to Idaho content standards using a combination of information provided by vendors and standards correlations created by instructors holding state certifications in the subject they are creating correlations for. These standards correlations show not only which standards are met in the course but also where in the course each standard is met.

### **Academic Tracks**

When a student enrolls in iSVHS, they are provided course selection guidance that is broad enough to meet various educational needs of students in various educational tracks. Students can mix and match their course selections from the available academic tracks. The academic tracks are flexible enough to prepare students from a variety of backgrounds, but focused enough to fulfill current and future educational objectives.

### **Graduation Requirements**

iSVHS's graduation requirements, at a minimum, will always meet state mandated graduation requirements as outlined in IDAPA 08.02.03, as such may change from time to time.

### **Alternative School Requirements**

If and when iSVHS incorporates an Alternative School into the school's offerings, at a minimum, it will always meet the Alternative School program requirements as outlined in IDAPA 08.02.03, as such may change from time to time.

### **Fulfillment of the Thoroughness Standards [33-1612]**

iSVHS will continue to fulfill the thoroughness standards identified in Idaho Code. It has been established that a thorough system of public school in Idaho is one in which the following standards are met:

**Standard A:** A safe environment conducive to learning is provided.

**Goal:** Maintain a positive and safe teaching and learning climate. Every student has the right to attend a school that encourages positive and productive learning, provides a safe and orderly environment, and promotes student respect for themselves and others.

**Objectives:** iSVHS:

1. Enables students to select the place and time that they engage in the learning process, including the location and time that best aligns with their life circumstances, providing them the optimal opportunity ability to learn. In doing so, iSVHS students are free from various social or physical safety issues often encountered in a traditional brick and mortar high schools.

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<sup>1</sup> The actual number of total course offerings will vary from year to year as program offerings change and dependent upon the school's ability to retain Idaho Certified Highly Qualified instructors for each of the identified potential course offerings and the course interests of the school's students.

2. Maintains a strict discipline procedure associated with student behavior for both online and during face-to-face activities.
3. Provides students with a school laptop-computer technology that is pre-configured and installed with the latest internet filtering technology. Adopt and maintain policies that prohibit the use of vulgar, obscene, abusive, or demeaning language, writing, pictures, signs, or acts in written or oral communications, including email, discussion board, listserv, virtual classroom, student websites, or in photographs. Policies will also prohibit students from posting content from or links to suggestive, lewd, or otherwise inappropriate websites. iSVHS sponsored bulletin boards, chat sessions, and virtual office sessions will be monitored and all face-to-face field activities will be voluntary and heavily staffed to ensure that iSVHS students are safe while attending school online or during extra-curricular activities.
4. Requires all personnel employed at iSVHS to pass a background check and every instructor and administrator to be certified or licensed to work in the State of Idaho to ensure safety and a professional learning environment for iSVHS students.

**Standard B:** Educators are empowered to maintain classroom discipline.

**Goal:** Create a positive teaching and learning environment with an emphasis on high expectations of behavior and performance

**Objectives:** iSVHS :

1. Trains instructors on best practices in online learning including; iSVHS operational procedures, discipline policies and strategies for policy implementation, and the effective use of the Learning Management System.
2. Provides all students and parent(s)/legal guardian(s) with an iSVHS student handbook that clearly outlines expectations and consequences of student conduct within the classroom or during any iSVHS sponsored activity.
3. Provides instructors are part of a student support team that includes administrators and mentors/Advisors, as well as encourage parent/legal guardian participation.
4. Offers instructors the freedom to create their own classroom “culture” while remaining consistent with iSVHS student conduct and discipline policy.

**Standard C:** The Basic values of honesty, self-discipline, unselfishness, respect for authority and the central importance of work are emphasized.

**Goal:** Offer opportunities for students to develop and express exemplary character traits in concert with the overall educational program.

**Objectives:** iSVHS:

1. Facilitates opportunities for students to collaborate in formal and informal peer group sessions that create a learning community focused on every student’s success.
2. Emphasizes the importance of adults modeling important values at school, both during online and face-to-face activities.
3. Provides students with a rigorous independent study program that will require them to demonstrate a commitment to their own educational success.
4. Requires every student ~~that enters the ninth grade in 2009~~, in order to graduate, to complete a community-based service learning project (Senior Project). By doing so, each student will learn to put their education into practice and the importance and value of community and their role as an influential member of that community.

**Standard D:** The skills necessary to communicate effectively are taught.

**Goal:** Teach students a range of effective communication skills appropriate for the 21<sup>st</sup> century

**Objectives:** iSVHS:

1. Acknowledges that effective communication in the 21<sup>st</sup> century occurs through both the spoken and written word, as well as through new technologies such as those utilized in an online learning environment. Students will learn effective communication skills through a rigorous curriculum that tests their abilities through frequent formal testing. New technology skills will be taught by iSVHS

- instructors through example and practiced through formal course activities as well as through informal peer-to-peer dialog.
2. Provides frequent training to instructors on best practices in online learning such that they can utilize these new skills to communicate with school staff, as well as demonstrate and teach these practices to their students.
  3. Encourages all students to participate in online forums to communicate, in writing, with staff and classmates.
  4. Requires regular contact with Instructors and mentors/advisors using telephone, email, IM and virtual classroom sessions conversations, ensuring that students understand and have the chance to practice and perfect communication with authority figures.
  5. Provides instruction in foreign language. Knowledge of a second language is essential in many occupations. In addition, knowledge of a second language will boost proficiency, improve memory and self-discipline, and enhance verbal and problem-solving skills.

**Standard E:** A basic curriculum necessary to enable students to enter academic or professional-technical postsecondary educational programs is provided.

**Goal:** Develop an educated citizenry for the 21<sup>st</sup> century through a dynamic, interactive academic program where student capabilities rather than textbooks drive pacing. Students must be well grounded in basics such as reading, writing, mathematics, science, and social studies.

**Objectives:** iSVHS:

1. Selects curriculum based on sound pedagogical theory and practice, aligned to state content and national quality standards, and that will accommodate multiple learning styles and individual needs.
2. Provides an independent study program that enables students to study at their own pace within a supportive, structured environment. This approach will enable students to move through course materials as quickly or slowly as they require, allowing them to truly master the material prior to moving on.
3. Facilitates a wide range of student interests and explorations through the provision of broad course offerings for college, career or vocational bound students.
4. Allows students the opportunity to demonstrate understanding of new material and to apply the concepts to unique and relevant situations, thereby personalizing the knowledge and skills learned.

**Standard F:** The skills necessary for students to enter the work force are taught.

**Goal:** Provide students with the basic skills that prepare them for future employment using learning tools such as computers, scientific equipment, and local and national resources. These tools assist students in learning how to learn so that they become lifelong learners and are prepared to enter the workforce with a solid foundation of knowledge and skills.

**Objectives:** iSVHS:

1. Teaches students the core academic requirements aligned to state and national content and quality standards.
2. Expands beyond core academic requirements to provide a dynamic online curriculum that is based upon the best practices of online learning combined with 21<sup>st</sup> century skills key to succeeding in today's workforce.
3. Trains students in technological techniques including internet, computer software, and technologically based communication techniques relevant in today's work environment.
4. Integrates self-discipline and motivation into every aspect of the student's work, while supplying students with the support and infrastructure to succeed.

**Standard G:** The students are introduced to current technology.

**Goal:** Provide students with a technology environment using tools such as computers, scientific equipment, and networks linked to local and nationwide resources.

**Objectives:** iSVHS:

1. Licenses and incorporates the best-of-breed technology to facilitate the delivery of exciting, engaging and rigorous online curriculum.
2. Trains instructors on the application of technology toward online education such that they can instruct students not only on the courses being taught, but also in the technology used to interact with the content, as well as to communicate with other students and school staff.
3. Ensured every full-time student has access to computer technology along with a stipend for an internet connection, thus equalizing the playing field for all students enrolled at iSVHS.
4. Provides students and their families with an online orientation that enables them to become familiar with all aspects of the online learning environment and provide appropriate technical support to iSVHS students.
5. Integrates technology into the everyday school environment. By using technology every day to communicate, complete homework and accomplish other school related tasks; students will practice using technology in a working and relevant environment every day.

**Standard H:** The importance of students acquiring the skills to enable them to be responsible citizens of their homes, schools and communities is emphasized.

**Goal:** Provide students with the skills and understanding necessary to become responsible citizens in their respective jobs and communities of the 21<sup>st</sup> century.

**Objectives:** iSVHS:

1. Enables iSVHS students to pursue their goal of obtaining their high school diploma while responding to their specific life circumstances that make attending a traditional school impractical or impossible.
2. Recognizes that it is the responsibility of a school to provide opportunities beyond academics to explore their skills and passions. iSVHS\_ will assist students to create and operate school clubs that are specific areas of interest to the student body, and directly applicable to post high school careers. These may be related to academics, but can also focus on non-academic activities. These clubs will enable peer-to-peer, student-to-staff and student-to-community interaction, allowing students to further explore their life interests and practice their skills.
3. Requires every student that enters the ninth grade in 2009, in order to graduate, to participate in a community-based service learning project (Senior Project). This requirement is intended to help students understand the importance of their community and what it means to be stewards and participants in that community.
4. Uses an independent study program to train student to develop life skills such as self-discipline, motivation, time management, direct and indirect collaboration, honesty and integrity.

### **Learning Community**

iSVHS students can make connections with iSVHS staff, students and other families –both face-to-face and through virtual means. iSVHS provides a vibrant learning community that enriches the school experience of iSVHS students. While some students are self-sufficient and desire little support, others may seek more structure, guidance, encouragement and collaboration.

iSVHS students can join student clubs and organizations. The number and identification of student clubs varies from year to year, depending upon and driven by student interest. Students can even start their own club by engaging other students online to discuss specific areas of interest. Students may use a school sponsored and staff monitored social media to engage in conversations ranging from academic to general interest topics. The same virtual classroom technology that is utilized by iSVHS for Instructor Office hours doubles as a platform for club members to come together and engaged in real-time club meetings or activities.

iSVHS, through the effort of our school personnel, organize various face-to-face activities such as an occasional dance, field trips or social gathering for students and families. The number and type of activities vary each year depending upon student and employee interests. Graduation ceremonies are held on a statewide or regional level, enabling students and families to meet and participate together.

**b. An “educated person” in the twenty-first century, and how learning best occurs. See Section 33-5205(3)(a), Idaho Code.**

A recent national survey of human resource officials found that:

- Almost 70% believe that high school graduates fall short in critical thinking skills
- 81% believe high school graduates are deficient in written communications
- Almost a third said they will reduce their hiring of employees with just a high school diploma
- 42% said they will hire more people with advanced degrees

According to a 2004 RAND report, *The 21st Century at Work: Forces Shaping the Future Workforce and Workplace in the United States*, the marketplace will require knowledgeable workers in every industry – from nanoscientists to package deliverers – “requiring high-level cognitive skills for managing, interpreting, validating, transforming, communicating, and acting on information. Valued skills include such non-routine analytic skills as abstract reasoning, problem solving, communication, and collaboration.”

All of these findings indicate that the traditional methods of education may fall short of what is needed to produce high school graduates that are prepared to participate and be productive in the global economy of the 21<sup>st</sup> century. iSVHS believes that through the incorporation of online learning “best practices” combined with rigorous curriculum and community activities, we can help our students to reach their potential and be prepared to enter into the 21<sup>st</sup> century workforce. Graduates of iSVHS will:

- Have been exposed to and gained proficiency in the Idaho educational state standards
- Be able to gather, manage and communicate information effectively
- Have high-level thinking, problem-solving and interpersonal skills
- Be self-directed and self-motivated
- Have mastery of the effective use of digital technologies and communication tools

An education in the 21<sup>st</sup> century integrates core academics within a technology rich environment, driven by self-discipline and motivation. iSVHS utilizes the Online Learning Best Practices identified in Exhibit G to enhance iSVHS student’s ability to obtain 21<sup>st</sup> century learning skills.

**c. The manner by which special education services will be provided to students with disabilities who are eligible pursuant to the federal Individuals with Disabilities Education Act. See Section 33-5205(3)(q), Idaho Code.**

iSVHS is committed to serving all children in Idaho, including those with disabilities. iSVHS believes that every student is entitled to a Free and Appropriate Public Education and tailors the educational program at iSVHS to meet the individual needs of each student. Individualized services may include individual or small group instruction, curricular or instructional modifications, transition services, assistive technology devices, or other specialized services. In addition, some special education students may require related services such as physical, occupational or speech therapy, and/or special transportation. iSVHS is prepared to accommodate all students attending the school either directly or through contracted services with 3<sup>rd</sup> parties.

**Enrolling Students with Special Needs**

The mission of iSVHS is to serve students whose needs are not well met for a variety of reasons in traditional classroom settings. In addition to the services and programs required by state and federal law, iSVHS provides enrollment counseling to all students who have been in the past or who currently are on an Individualized Education Plan pursuant to IDEA or Section 504 Plan. The enrollment counseling process is led by Special Education Coordinator who holds s current state certification in special education. The enrollment counseling process has two intended outcomes: first, it is an educative process for students and families; it helps them become familiar with the requirements and unique challenges that online learning could pose given the student’s need. Second, it allows the school to better understand the student’s needs and make adequate provision for servicing those needs.

The special needs enrollment process begins with the self-identification by the student and/or family that the student has need of special services. After the school has obtained permission from the parent/legal guardian, or from the student, if the student is emancipated or attained the age of majority, the student’s special education records are requested from the resident district. These records are received via electronic fax and stored online in a password protected environment. In accordance with FERPA and IDEA requirements, only those who have legitimate educational reasons for viewing the records can obtain access to them. Once the records have been received, the Special Education Coordinator reviews the records and contacts the student

and parent/legal guardian for an initial consultation about the student's needs and to assure that the incoming student's special services records are in compliance with federal and state guidelines.

### **Student Services**

iSVHS offers several types of academic support for students on IEP's. iSVHS offers different levels of most core academic classes or accommodation/modifications to allow for the student's special needs. Students with special needs who are admitted to the school are placed in the level of each core course that best corresponds to their current needs and abilities as well as to their target performance goals. Course placement decisions and student goals are made by the IEP Team. iSVHS has developed program adaptations or contract for services to address the needs of severely disabled students whose IEP's require full-time, one-on-one, or professional support.

In addition to instructional work with Special Education teachers, students' progress is monitored regularly by the Special Education Coordinator. The school's student support personnel will informally communicate progress to the student and family weekly by phone and coordinates with the rest of the personnel addressing the individual student's special needs to ensure that student academic needs are accommodated in the online classroom. A formal, written progress report is issued with the student's term course grades.

### **Identifying and Evaluating Students with Special Needs**

Parents or school administrators or staff may recommend that a currently-enrolled student be screened for special education services at any time during the school year, and uses the Idaho Special Education Manual for identifying, evaluating, programming, developing individualized education plans, planning services, developing our discipline policy, budgeting, and providing transportation for special needs students, as necessary.

Recommendations may be based on evidence including, but not limited to, student's cumulative academic records, enrollment records, health records, and report cards and must be made in writing to the school Principal and Special Education Coordinator. Once the parent(s)/legal guardian(s) permission to evaluate the student is obtained, the school either performs the initial evaluation directly or contracts with a 3<sup>rd</sup> party to perform an initial evaluation of the student's academic achievement level and/or needs. The evaluation process is designed to assess at minimum the educational and learning needs of the individual student. Parents/legal guardians also have the right to obtain an independent evaluation.

Once an evaluation has been completed, students who are identified as having special needs will go through the Special Education Coordinator process to ensure that students and families are aware of the services available and the unique opportunities and/or challenges of online learning. Should a special needs child and family decide to enroll in iSVHS, the Team creates IEP or 504 Plan documentation as appropriate based on the evaluation findings and recommendations. Once the documentation has received all necessary signatures, the student is assigned a Special Education Case Manager. From that point, the Special Education Case Manager adheres to state and federal law for timelines and procedures for reporting and evaluation.

Any staff hired by iSVHS to assist special needs students must meet the minimum requirements of IDEA for qualified staff.

### **Least Restrictive Environment (LRE)**

In the event that the IEP team determines that the student's academic needs cannot be met by the program offered by iSVHS, the IEP team of iSVHS determines the least restrictive environment. A continuum of placement options are available for all students with disabilities, including those attending iSVHS. This continuum may include supplementary aids and services in conjunction with regular class placement, and may include iSVHS contracting with a school district or private provider.

### **Section 504 /ADA**

iSVHS is solely responsible for its compliance with Section 504 and the ADA. Any facilities of iSVHS must be accessible for all students with disabilities in accordance with the ADA.

Further, iSVHS has adopted a policy which outlines the requirements for identifying and serving students with a 504 accommodation plan. iSVHS recognizes its legal responsibility to ensure that no qualified person with a

disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program of iSVHS. Any student who has an objectively identified disability which substantially limits a major life activity such as learning is eligible for accommodation by iSVHS.

#### **Confidentiality**

iSVHS maintains the confidentiality of personally identifiable information regarding children with disabilities.

#### **Record Keeping**

iSVHS follows IDEA and FERPA guidelines for protecting and keeping confidential information relating to all students, including the special needs of students.

#### **d. The plan for working with parents who have students who are dually enrolled pursuant to Section 33-203(7), Idaho Code. See Section 33-5205(3)(r), Idaho Code.**

In accordance with 33-203, local school districts and parents retain the decision-making capacity regarding dual enrollment. Requests for dual enrollment for courses not provided by iSVHS are honored by iSVHS with the understanding that shared state apportionment funding may be collected from the resident district, per State Board of Education rules, and Charter Board Policy, by the dually attended district.

Dual enrollment will include the option of enrollment in a post-secondary institution and credits earned from an accredited post-secondary institution shall be credited toward State Board of Education high school graduation requirements.

If an iSVHS student wishes to participate in nonacademic public school activities, iSVHS confirms that the student has demonstrated grade-level academic proficiency via recognized achievement tests, portfolios, or other mechanisms. iSVHS recognizes that any iSVHS student wishing to participate in non-academic public school activities must reside within the attendance boundaries of the school for which the student participates. iSVHS works with resident school districts, students and families in an attempt to allow student participation in extra-curricular activities of the resident school district to the extent possible.

## Tab 4: Assessment of Student Educational Progress

a. The measurable student educational standards the public charter school will use. See Section 33-5205(3)(b), Idaho Code.

iSVHS is a school that motivates and assists all students in meeting or exceeding proficiency on state academic standards. iSVHS ensures alignment of the curriculum with Idaho Content Standards in order to ensure success for all students in meeting the requirements of state-required standardized tests. These standards will serve as a guide in developing school goals and in making decisions regarding expenditures of resources, allotment of budget, staff development, program priorities, and policy decisions.

Measurable Student Outcome
<p>Student Performance On State Proficiency Test</p> <ul style="list-style-type: none"> <li>• <del>After three years of continuous enrollment at iSVHS, 70% of iSVHS students will demonstrate proficiency on the ISAT in the Reading and Math Components.</del></li> <li>• <u>iSucceed will strive to meet state Department of Education accountability expectations for standardized testing. For continuously enrolled students, student scores should meet the state average or better in applicable subjects. If a student scores fall below this benchmark, the school will implement an evidence-based intervention plan for those students.</u></li> </ul>
<p>Academic Progress</p> <ul style="list-style-type: none"> <li>• <del>iSVHS students' average semester term course completion rate will demonstrate a year over year increase until stabilizing at 80% or higher.</del></li> <li>• <u>Of iSVHS students' who are engaged in courses, the schoolwide average term course completion rate will be 70% or higher.</u></li> </ul>
<p>Retention Rate</p> <p>Within two years of the school's commencement, iSVHS will maintain a retention rate of 65% or higher. <del>from term to term within school year.</del></p>
<p>Graduation Rate</p> <ul style="list-style-type: none"> <li>• <del>iSVHS will realize a year over year increase in the graduation rate percentage of all continuously enrolled eligible seniors until stabilizing at 85% or higher.</del></li> </ul> <p><u>iSucceed's mission is to serve students from a wide spectrum of demographics with an emphasis on at-risk and mobile students. iSucceed will target a graduation rate percentage of eligible to graduate students at 70% or higher.</u></p>
<p>Parent Satisfaction</p> <ul style="list-style-type: none"> <li>• <del>Of the iSVHS parents responding to an annual parent survey, on a 1-5 scale, iSVHS will maintain a score of 3.75 (1=Unsatisfied 3=Neutral 5=Satisfied).</del></li> <li>• <u>Of the iSVHS parents responding to an annual parent survey, on a 1-5 scale, iSVHS will maintain a score of 75% or better satisfaction.</u></li> </ul>
<p>Professional Development</p> <ul style="list-style-type: none"> <li>• Each year 100% of iSVHS teachers will participate in a minimum of three school-sponsored professional development activities.</li> </ul>

These and other similar curriculum specific educational objectives will enable iSVHS to measure not only individual student success but also overall program effectiveness.

**b. The method by which student progress in meeting the identified student educational standards is to be measured. See Section 33-5205(3)(c), Idaho Code.**

### **Mastery of Course Content**

Students demonstrate mastery of state standards through their ongoing success measured by assessments according to school-wide rubrics, with input from iSVHS instructors across all content areas, including successful completion of courses aligned to state standards and all necessary graduation requirements. "Mastery" for special needs and LEP students will be defined appropriately according to the student's Individualized Education Plans ("IEP") and English proficiency levels.

iSVHS gives high priority to multiple, varied, and frequent opportunities for students to demonstrate mastery of course content and as a best practice to strengthen student learning. iSVHS courses average approximately 50 graded assignments per term course; these assignments include practice assignments, quizzes, journals, class discussions, worksheets, group projects, web research projects, essays, research papers, and exams.

Finally, iSVHS students will may be required to ~~achieve a proficient or advanced score on the required participate in~~ state standardized testing (~~including ISAT and college entrance exams~~) and complete the state mandated Senior Project in order to graduate with a high school diploma.

### **Traditional Academic Courses**

Courses licensed and/or developed by iSVHS allow students multiple opportunities to demonstrate mastery of traditional academic course content. Because our students are unique individuals with unique learning styles and strengths, we also allow students to demonstrate their learning in multiple formats. These formats include self-checks, quizzes, and exams which utilize a combination of objective (multiple choice, true/false, matching, and fill-in-the-blank) and subjective (short answer and essay) questions. Students may also be assessed through research or creative writing papers, written assignments including reviews and essays, case studies, simulations, group projects, and portfolio pieces. The focus of traditional academic assessment is on authentic assessment types that demonstrate mastery of content standards and is appropriately weighted to take into account common student characteristics such as test-taking anxiety and learning difficulties.

### **Physical Education**

Students demonstrate mastery of concepts, principles, and rules related to health and physical education through activities, online quizzes and self-checks. Students apply learned concepts and principles as individuals or by participating in organized group sports; they report their progress through journals and other documentation as appropriate. These progress reports are evaluated by iSVHS instructors. iSVHS provides the necessary equipment needed to complete certain individual activities, including monitors, pedometers, and resistance bands.

### **Literacy, Numeracy, and Core Skills**

iSVHS will meet or exceed standards and benchmarks currently outlined in IDAPA 08.02.03.107 or as modified from time-to-time by the Idaho Board of Education for each particular year.

- Norm-Referenced Exams: Students will participate in the norm-referenced exams as prescribed by Idaho Department of Education standards. Performance on these exams will be used to help instructors identify and prescribe customized remediation, where necessary.
- Performance-Based Exams: Will be used to track student performance relative to state standards. These exams provide an analytical approach to student performance and will be used as key criteria to adjust instructional strategies for all students, but especially for high- and low- achieving students.
- Performance Rubric: Literacy, numeracy, and other core skills affect student performance across the curriculum. Therefore, a set of standard rubrics will be used to ensure that students demonstrate mastery of these core skills as they complete assignments and exams required for course completion.
- Criterion-Based Testing: Will show progress in a specific subject and are often included as part of a curriculum package. iSVHS will use packaged pre- and post-course assessments to track student progress on the core content of the curriculum, where possible.

### **Community-Based Service Project/Senior Project**

Students ~~entering the ninth grade after in 2008~~ will demonstrate their skills, knowledge, and awareness of their place in the local community by performing a community-based service project during their senior year that includes the following: a presentation and a research paper. iSVHS staff will facilitate students from the

design and implementation phase to the completion of the community-based service project. The iSVHS community-based service project will meet the Idaho Administrative Procedures Act 08.02.03.107.10 Senior Project graduation requirements, as such may change from time to time.

### Data Collection

iSVHS will leverage technology to collect and manage student data efficiently, accurately, and securely. iSVHS will utilize a Student Information System (“SIS”) that integrates with the Learning Management System (“LMS”) in order to collect essential data about student demographics and performance and to enable iSVHS to provide accurate information in a timely manner and in compliance with FERPA, Section 33-133, Idaho Code and other student privacy requirements.

iSVHS will collect mandated student data as part of the enrollment process and report enrollment statistics to the state in compliance with legislation.

iSVHS will be held by the results it generates as measured by student performance and overall family satisfaction. Results obtained from the Measure Student Outcome listed above, as well as NCLB can be used to quantify student performance at iSVHS.

### Report of Individual Student Progress

Regular contacts are made between the student, parent/legal guardian, and student support personnel to report student progress and address any areas of concern. ~~Each non-emancipated or non-adult student's parents or legal guardian will receive, at minimum, a monthly grade update for each course. Parents/legal guardians are provided “observer access” to iSVHS’s Learning Management System so they can review their student’s performance (all course information, grades and internal messages) at any given time in real time. Additionally, throughout each term and school year, contact will be made via phone, email, text and mailings appropriate to the type of intervention or communication needed to share information or solicit parent input and involvement in the student’s progress.~~ If the student’s progress or performance in a class is unsatisfactory, the parent/legal guardian will be contacted and, when possible to enlist support in the implementation of the interventions recommended to aid the student’s progress.

~~Parents/legal guardians are also provided “observer access” to iSVHS’s Learning Management System so that they can review their student’s performance at any given time.~~

~~Informal progress reports will be provided within three school days of written or verbal request by parent(s)/legal guardian(s).~~ Student support personnel will also be prepared to provide an informal overview of student progress to parent(s)/legal guardian(s) during the regular checkup calls and communications to students conducted by the school’s personnel.

~~Written reports will be mailed to students and parent(s)/legal guardians within 20 school days of receipt of results by iSVHS. Parents/legal guardians will also be provided an Observer Role within the Learning Management System so that they can monitor their child’s progress on their own timetable and at any time.~~

### Diagnostic Student Tests

In addition to the methods of measuring and reporting of student performance described above, iSHVS may utilize *placement assessment testing* as well as *progress assessment testing*, as determined to be needed, for placement of an individual student and/or if there is an issue or concern raised with regard to an individual student’s placement. The iSVHS learning model dictates that we will incorporate four overlapping, pedagogical “lenses” (Anderson 2004 and Bransford 1999) in order to impact student outcomes. These lenses are:

- Learning-centered
- Knowledge-centered
- Assessment-centered, and
- Community-centered

### Placement Assessment Testing

Placement assessment testing can include a series of tests in Math, Science, Reading and Language Arts (Writing) that may be required by a new student and that may facilitate the appropriate placement of students into courses. Students may complete all subject area placement tests prior to starting the first

term with iSVHS or may take only the placement assessment tests for subjects areas that they are enrolled in during the first term.

#### Progress Assessment Testing

Progress assessment testing is a tool to allow subject area instructors to deliver assessment tests at the beginning, throughout and at the end of the course. These ~~tests-assessments~~ will allow iSVHS to monitor student growth over time in a subject area. This testing will-can be used in conjunction with the course content specific assessments.

#### **c. A provision by which students of the public charter school will be tested with the same standardized tests as other Idaho public school students. See Section 33-5205(3)(d), Idaho Code.**

As a public school, iSVHS will be held to the same student performance standards as other public high schools throughout the State of Idaho. As a component of enrollment, iSVHS will inform students and their parent(s)/legal guardian(s) of the requirement to participate in Idaho state standard~~ized~~ testing. iSVHS will participate in all components of the Idaho State Assessment program applicable to students enrolled in grades for which the school provides a program~~9—12~~.

iSVHS will assemble a team of Idaho licensed and/or certified staff (Proctors) to administer state exams throughout the State of Idaho, ensuring all iSVHS students has the opportunity to participate in these assessment exams. Proctors for the state exams will be selected and trained in accordance with regulations as established by the State Board of Education or any other applicable governing authority. Locations of regional testing facilities will be determined annually based upon iSVHS student demographics. The results of these tests will be used to measure the performance of iSVHS students against their peers in the State of Idaho.

#### **d. A provision that ensures that the public charter school shall be state accredited as provided by rule of the Board. See Section 33-5205(3)(e), Idaho Code, and IDAPA 08.02.02, “Rules Governing Uniformity,” Section 140.**

iSVHS has obtained accreditation in accordance with Idaho Code 33-119. Idaho Administrative Procedures Act (IDAPA) 08.02.02.140, Accreditation, which defines the State Board of Education’s accreditation requirements, will be utilized. This would include developing the following:

1. A LEA/Charter School Strategic Plan,
2. A Continuous School Improvement Plan,
3. An aligned and focused plan for the improvement of school and staff capacity (including structure, resource allocation, and teacher skill sets) to increase student achievement.
4. A plan to meet state approved accreditation standards.
5. Submitting reports as requested, and
6. Meeting the Elements of Thoroughness.

#### ~~e. A provision describing the school's plan if it is ever identified as an in need of improvement school as outlined in the No Child Left Behind Act. (4-11-06)~~

~~The federal No Child Left Behind (NCLB) Act of 2001 requires state education agencies to have a single accountability system and to hold schools and districts accountable for the academic achievement of its students. All schools, districts, and the state are accountable for meeting adequate yearly progress (AYP) each year. The federal law contains mandatory sanctions for districts repeatedly not meeting AYP.~~

~~If iSVHS was to be placed on “Improvement Status”, iSVHS will abide by NCLB policy that states that it must advise parents/legal guardians of students immediately. In addition, iSVHS will assist those students and families requesting transfer to another school and district if requested.~~

~~A Corrective Action Plan (Plan) will be instituted by the Board of Directors of iSucceed Virtual High School, Inc., the governing body of iSVHS, within 90 days of being placed in Improvement Status. The Plan will be developed, governed and lead by a Board of Directors sub-committee including: a member of the Board of Directors, staff of iSVHS, parent(s)/legal guardian(s) of students of iSVHS, representative of the State Board of Education or Public Charter School Commission (if possible), and a representative of the community. The~~

specifics of the Plan will depend on the specific causes and reasons for iSVHS being placed on Improvement Status.

Once notified of being placed on Improvement Status, the Board of Directors will call an emergency meeting of the Board to form the sub-committee, as well as authorize iSVHS administrative staff to initiate communication to all parent(s)/legal guardian(s) of iSVHS students. The subcommittee will review the specifics of the school performance issues, conduct external interviews, and produce a recommendation including the Plan for the Board of Directors within 90 days. The Plan may include recommendations such as; curriculum replacement and instructional model modifications, student assessment and tutoring services, replacement of iSVHS staff (leadership, administration or instructional personnel), and/or modifications of school policy and governance procedures. The Plan will include corrective actions, as well as measurement metrics that will enable the Board of Director to quickly and accurately measure the effectiveness of the corrective actions and adjust as may be required to ensure the Plan is successful. The Plan will also include methods for communicating progress toward improvement to families of students enrolled at iSVHS, as well as the State Board of Education of Idaho and the Public Charter School Commission.

## Tab 5: Governance

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**a. A description of the governance structure of the public charter school including, but not limited to, the persons or entity who shall be legally accountable for the operation of the public charter school. See Section 33- 5205(3)(f), Idaho Code. (consider including organizing group, board of directors, and duties)**

iSVHS is operated by iSucceed Virtual High School, Inc., an Idaho non-profit public benefit corporation. iSucceed Virtual High School, Inc.'s Amended Articles of Incorporation (Exhibit A) are filed with the Idaho Secretary of State. iSucceed Virtual High School, Inc. shall be governed pursuant to its Amended Corporate Bylaws (Exhibit B), which shall be maintained to be consistent with this Charter. The Board of Directors for iSucceed Virtual High School will also adopt and comply with a comprehensive conflict of interest policy. All iSVHS accounts will be maintained separately from any other accounts. Internal auditing and annual state mandated auditing practices will be followed.

### **Board of Directors**

iSVHS will be governed by the Board of Directors of iSVHS, whose major roles and responsibilities will include, but not be limited to: establishing and approving all major educational and operational policies, approving all major contracts, approving the annual budget, monitoring the performance of contracted services, overseeing fiscal affairs, meeting corporate requirements and selecting and evaluating key executive staff and employment of teaching personnel.

The initial Board of Directors was assembled based upon expertise and/or interest in one or more of the following areas: education, school operations, public school finance/general finance, virtual learning, government, community outreach and service, law, or any other area of expertise which would increase the likelihood of success of iSVHS. Initial Board members shall serve terms as described in the Amended Corporate Bylaws. The Board shall be a minimum of three members and a maximum of seven members. .

### **Duties**

The Board of Directors will be legally accountable for the operations of iSVHS. The primary method for executing their responsibility is the oversight of school operations, the adoption of policies that offer guidance and interpretation of the charter, and procedures to assist the staff in facilitating the implementation of such policies.

The Board of Directors will schedule regular Board meetings at least once per month, hold additional Special Meetings as needed, and is responsible for carrying out School Board responsibilities including, but not limited to, the following:

1. Development, review, or revision of the school accountability and mission. (Upon Public Charter School Commission or designee approval)
2. Development of the school calendar and schedule of Board meeting.
3. Development of Board policies and procedures.
4. Approve of the annual budget and monthly financial reports.
5. Participation in the dispute resolution procedure and complaint procedures when necessary.
6. Election of the Board and Officers as necessary.
7. Approval of Charter amendments. (upon Public Charter School Commission or designee approval)
8. Approval of annual fiscal and performance audits.
9. Approval of personnel discipline (i.e., suspensions or dismissals) as needed.
10. Appoint an administrative panel to act as a hearing body and take action on recommended student expulsions.
11. Hiring, supervision, evaluation and if necessary, discipline and dismissal of iSVHS employees employed by iSucceed Virtual High School, Inc.
12. Creation of external or sub-committees as needed, including but not limited to, compensation committee and an audit committee.
13. Approve all contracts.
14. Hiring/employing teaching personnel.

The Board of Directors may initiate and carry on any program, activity or may otherwise act in any manner which is not in conflict with or inconsistent with, or preempted by any law and which is not in conflict with the purposes for which schools are established.

The iSucceed Virtual High School, Inc. Board of Directors shall adopt a conflicts code which shall comply with the Political Reform Act and Corporations Code/ Ethics in Government Codes conflicts of interest rules, and any charter school specific conflicts of interest regulations.

As permitted and to the extent permitted by law, the iSucceed Virtual High School Inc. Board of Directors may execute any powers delegated by law to it and shall discharge any duty imposed by law upon it and may delegate to an employee of iSVHS any of those duties with the exception of budget approval or revision, approval of the fiscal and performance audits, approval of contracts as established by the Board and the adoption of Board policies. The Board of Directors however, retains ultimate responsibility over the performance of those powers or duties so delegated. Such delegation will:

- Be in writing,
- Specify the entity/individual designated;
- Describe in specific terms the authority of the Board of Directors being delegated, any conditions on the delegated authority or its exercise and the beginning and ending dates of the delegation; and
- Require an affirmative vote of a majority of Board of Directors members.

#### **Relationship between Board of Directors and School Administration**

The Executive Director (“ED”) will be the leader of the school. This individual, an employee of the Board, will ensure that the mission, goals and objectives of iSVHS are achieved through the orderly operation of the school, the supervision of all employees in the school, and consistent and timely community outreach.

The ED is assigned to perform specific tasks and is required to undertake or delegate some or all of those detailed below. Refer to policy 030120 for job description. These tasks may include but are not limited to the following:

- Ensure the school enacts its mission
- Supervise and evaluate the school Principal and school personnel under their supervision
- Communicate and report to the Board of Directors
- Oversee school finances to ensure financial stability in consultation with Business Manager and Board of Directors
- Participate in and develop professional development workshops as needed
- Serve or appoint a designee to serve on any committees of the school
- Interview and recommend employee hiring, promotion, discipline, and/or dismissal
- Ensure compliance with all applicable state and federal laws and help secure local grants
- Communicate with parents/legal guardians, recruit new families and students, and assure families of academic growth
- Take responsible steps to secure full and regular attendance at school of the students enrolled in accordance with policies established by the Board of Directors
- Complete and submit required documents as requested or required by the charter and/or Board of Directors and/or the State
- Identify the staffing needs of the school and offer staff development as needed
- Maintain up-to-date financial records in cooperation with iSVHS employed financial personnel
- Ensure that appropriate evaluation techniques are used for both students and staff
- Establish and maintain a system to handle organizational tasks such as student records, instructor records, instructor credentialing information, contemporaneous attendance logs, purchasing, budgets, and timetables
- Hire qualified substitute instructors as needed
- Ensure the security of any school facilities or events
- Promote and publish the iSVHS program in the community and promote positive public relations and interact effectively with media
- Provide all necessary financial reports as required for proper reporting
- Manage student discipline, and as necessary participate in the suspension and expulsion process
- Participate in special education meetings as necessary

The above duties, with the exception of personnel matters, may be delegated or contracted as approved by the Board of Directors to a business administrator of the school or other employee, or to a third party provider.

**b. The process to be followed by the public charter school to ensure parental involvement. See Section 33-5205(3)(f), Idaho Code.**

iSVHS will be held accountable by the results it generates as measured by student performance and overall family satisfaction. Our ability to satisfy the needs of students and parents/legal guardians will result in student retention year-over year, as well as increased new enrollment. iSVHS will put the following initiatives and programs in place to hold iSVHS accountable and to keep the lines of communication open with the parents/legal guardians of the students we serve.

Report of Individual Student Progress

Regular communication will be scheduled between the student, parent/legal guardian, and school personnel to report student progress and address any issues of concern. Parents/legal guardians and students will be routinely informed of student progress through scheduled meetings. Parents/legal guardians are also provided "observer access" to iSVHS's Learning Management System so that they can review their student's performance at any given time.

Orientation

Students and their families will be provided with an opportunity for a face-to-face orientation regionally, as well as an electronic orientation that will enable them to become familiar with all aspects of the iSVHS online learning environment.

Parent Advisory Council

The iSVHS Parent Advisory Council is intended to be a school-facilitated informal group of parents/legal guardians of the school that meet virtually and/or face-to-face from time to time to; give input on how iSVHS can be improved for all students, serve as a resource for new families considering enrolling in iSVHS, and a forum for reaction to future school plans. While the existence of the Parent Advisory Council is encouraged by the school, it is not operated by the school and the school has no control over the activities or inaction of such Council.

Family Satisfaction Surveys

Student and parent satisfaction surveys are anonymous surveys that can be completed online. A satisfaction survey targeting course content and student support is administered every school year. The results of the satisfaction surveys are aggregated and distributed to the school's administration. These results are used as part of iSVHS self-study and evaluation processes for continual improvement.

**c. The manner in which an annual audit of the financial and programmatic operations of the public charter school will be conducted. See Section 33-5205(3)(k), Idaho Code.**

**Independent Fiscal Audit**

The books and records of iSVHS will be kept in accordance with generally accepted accounting principles, and shall be conducted in accordance with applicable provisions within Idaho State Statutes governing audits of charter schools.

iSVHS's Board of Directors will oversee selection of an independent auditor, who has experience with public school audits, and the completion of an annual audit of the School's financial affairs. The audit will verify the accuracy of the school's financial statements, attendance and enrollment, accounting practices and review the schools internal controls.

iSVHS will comply with the schedule established by the Public Charter School Commission for completion of the annual audit such that it can be delivered in a timely fashion to the Idaho Department of Education. The Executive Director and Board will review any audit exceptions or deficiencies iSVHS with recommendations on how to resolve them. The Board of Directors will submit the audit to the Public Charter School Commission and the State Board of Education.

**Audit of Programmatic Operations**

iSVHS will compile and provide to the State Board of Education and the Public Charter School Commission an annual performance report. This report may include the following data:

- Summary data showing student and school progress toward the goals and outcomes discussed above.
- A summary of major decisions and policies established by the iSVHS during the year.
- Data on the level of parent involvement in iSVHS governance (and other aspects of the school, if applicable) and summary data from an annual parent and student satisfaction survey.
- Data regarding the number of staff working at iSVHS and their qualifications, proof of required credentialing, background clearance, and tuberculosis clearance.
- A copy of iSVHS health and safety policies.
- Information demonstrating whether iSVHS implemented the means listed in the charter to strive to achieve a racially and ethnically balanced student population.
- An overview of iSVHS admissions practices during the year.
- Analyses of the effectiveness of iSVHS internal and external dispute mechanisms.
- Other information regarding the educational program and the administrative, legal and governance operations of iSVHS relative to compliance with the terms of the charter generally.

iSVHS agrees that the Public Charter School Commission may expand upon the above list, and iSVHS reserves the right to utilize outside parties in the development of a programmatic audit and the resulting report. iSVHS will use the information compiled in the performance report to evaluate and improve upon its programs as necessary.

#### **Dispute Resolution**

The Public Charter School Commission and the Board of Directors of iSucceed Virtual High School, Inc., will resolve disputes relating to provisions of the charter following the procedures set forth in Section 33-5209, Idaho Code, and applicable rules of the State Board of Education ~~for notice of defect and submission of a corrective action plan~~ and Idaho Public Charter School Commission.

## **Tab 6: Employees of the Charter School**

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**a. The qualifications to be met by individuals employed by the public charter school. This should include a requirement for all staff members to submit to a criminal history check, and required by Section 33-130, Idaho Code and that all instructional staff shall be certified teachers, as required by the Board. See Section 33-5205(3)(g), Idaho Code.**

### **Employee Qualifications**

iSVHS will recruit professional, effective, and qualified personnel to serve in administrative, instructional, instructional support, and non-instructional support capacities. iSVHS believes that all of its employees play a key role in creating a successful learning environment and will recruit qualified employees. iSVHS employees will meet or exceed qualifications required by Idaho State law, and will be required to comply with the professional codes and standards approved by the State Board of Education, including standards for ethics or conduct.

iSVHS job postings and the hiring process will be free of discriminatory practices on the basis of race, ethnicity, religion, gender, sexual orientation, national origin, disability, or veteran status and the school shall comply with state mandates regarding hiring and screening activities.

### **Background Checks**

In accordance with iSVHS health and safety policies all employees shall be fingerprinted, and undergo and clear background checks prior to commencing employment with iSVHS. Corresponding documentation associated with employee fingerprinting and background checks will be provided to the State Department of Education and/or the Public Charter School Commission in compliance with state requirements. .

### **Instructor Certification**

A copy of the certificates for all iSVHS instructors and administration staff (as required) will be kept and maintained on file at the iSVHS administration office and will be provided to the State Board of Education or the Public Charter School Commission in accordance with IDAPA 08.03.01.301.16.

### **Targeted Staff Size**

iSVHS staffing will be dependent upon student enrollment and will fluctuate from year to year dependent upon student enrollment and course offerings.

### **Executive Director**

The Executive Director (“ED”) will be the leader of the school’s Administrative and teaching Team and will report directly to the iSucceed Board. The ED will ensure that the mission, goals and objectives of iSVHS are achieved through the orderly operation of the school, the supervision of all employees in the school, and consistent and timely community outreach. The Executive Director for iSVHS will be the primary person responsible for the performance – academic, satisfaction, service and financial – of the school. As a school of choice, service quality and responsiveness is critical to student success and success of the school.

The ED will be assigned to perform specific tasks as outlined in a written job description. These duties may be delegated to various personnel or contracted to other individuals/entities as approved by the Board of Directors.

### **Principal Description**

The existence of a separate individual retained as a school principal shall be dependent upon student enrollment figures and financial considerations. In the absence of sufficient student enrollment figures, the ED will perform the duties of the Principal. Additionally, if the Board determines such to be in the best interest of the school, the Board may choose to utilize a single individual in the dual role of ED and Principal.

The Principal of iSVHS is the educational leader of the school and the primary person responsible for the academic success of students. As a school of choice, academic success, in addition to satisfaction, is critical to the success of the school. The Principal will report to the Executive Director of the school. The Principal will have designated performance tasks as outlined in a written job description.

### **Operational Manager Description (optional)**

The Operations Manager for iSVHS is the primary person responsible for the operations and service level of the school and will be responsible for building iSVHS into a world-class service operation. As a school of choice, service quality and responsiveness are critical to student success and the success of the school. The Operational Manager will have designated performance tasks as outlined in a written job description.

### **Instructor Profile**

Online learning requires a new breed of instructor. While many face-to-face instructors have successfully made the transition to the online classroom, others have found that online teaching is not a good fit for them. Instructors typically need to have a strong grasp of technology in the educational setting, be independent in their operation and work ethic and have an understanding of the typical struggles experienced by non-traditional students.

Instructional personnel will have and maintain the necessary credentials as required by the State of Idaho, including Highly Qualified status. The position of Instructor will have designated performance tasks as outlined in a written job description.

### **Instructor Recruitment and Hiring**

Personalizing education is our mission. iSVHS is committed to recruiting and hiring the best state certified highly qualified instructors to meet the individual needs of iSVHS students. Instructors are hired based on demonstrated competency in the subject matter, their ability to effectively teach high school age students, and their understanding of and ability to implement effective online pedagogy.

The Board will, from time to time, seek out the assistance of a Human Resources Committee to aid the Board in addressing, among other personnel related activities, the issues of recruitment and recommendations for hiring of personnel.

### **Instructor Evaluations**

The performance of all new instructors will be reviewed through performance evaluations as provided for in the Idaho Code. At a minimum, all instructor evaluations will be performed in accordance with the provisions of the Idaho Code and Idaho Administrative Procedures Act.

If an instructor's performance is considered unsatisfactory and, after appropriate support is given for remediation, the instructor's performance does not improve within the allotted timeframe, the instructor's contract may be terminated, in accordance with the process and procedures, including due process rights, outlined for applicable instructional personnel as contained in the Idaho Code.

All evaluations include a written self-evaluation, a written evaluation by the administration, and a discussion between the instructor and the administration. Written evaluations and recommendations for improvement will be made available to the instructor after the discussion. All documentation relevant to the evaluation of the employee will be maintained in the employee's personnel file.

### **Instructor Training**

iSVHS instructors will be highly qualified and highly trained to perform in their role as an online instructor.

To this end, initial training and professional development activities are provided to iSVHS online instructors. Examples of training session may include:

#### Best practices in online communication and classroom management

Best practices include how and when to use communication tools, including the discussion board, the chat room, and email, effectively; how to identify and reduce opportunities for academic dishonesties; how to establish and maintain individual relationships with students; and how to accommodate the needs of iSVHS students.

#### Course content, assessment, and evaluation

Face-to-face instructors use a textbook, formally present/expand upon content in the textbook, and develop/share supplemental assignments and activities to test student comprehension and ability to apply concepts. Online instructors also use a textbook (whether online, offline, or integrated into the course content), but the online course itself contains the formal presentation of content and assignments,

activities, and assessments. The time an instructor would use to prepare a presentation and supplementary assignments in the face-to-face classroom is reallocated to one-on-one communication and feedback in the online world.

Instructors are trained well in advance of course deployment in what content is available to the students, the modes in which it is delivered, and the specific requirements for assignments and assessments.

#### iSVHS operations, policies and strategies for policy implementation

To be an effective member of the educational team, online instructors must have a deep understanding of the mission and organization of iSVHS and the needs and characteristics of the students and community of the school they are operating within. Instructors are educated about the policies that have been created to ensure students achieve the intended educational outcomes and are trained in strategies for implementing those policies in their online classrooms.

#### Effective use of the Learning Management System (LMS)

As described above, the Learning Management System is a portal or gateway to the school. It provides a suite of tools to facilitate all aspects of the online learning process, including content delivery, communication, and assessment and evaluation.

#### Student Support Personnel

iSVHS's ultimate goal is a personalized, customized education for each student requiring a new model of student support. Online instructors are trained in the roles and responsibilities of various members of the educational team as part of the student's overall educational support, as well as in their own roles and responsibilities as a critical participant in these learning teams.

These sessions may be held at a central location or online.

#### **Recruitment and Training of Local Administration and Support Personnel**

The Human Resources Manager and Human Resources Committee will manage personnel recruitment and hiring recommendations. The administrative staff will be located in the local office and will, where possible, be recruited from the community.

Personnel will be trained using a combination of face-to-face and virtual training methods in the requirement of their position; the use of the Learning Management Systems; the Student Information System; the various school programs, functions, and operations performed by the local and central offices; the organizational points-of-contact for each function; and the school governance and policies.

#### **b. The procedure that the public charter school will follow to ensure the health and safety of students and staff. See Section 33-5205(3)(h), Idaho Code.**

**Facility Safety:** iSVHS is a full-time, online, charter school. The physical facility will house staff and administration.

- The administration office will comply with building safety standards as outlined in Idaho code, 39-4130.
- To the extent that such is applicable state facility inspections will occur for all school buildings.
- Policies and procedures will be in place in order to respond to natural disasters and emergencies, including fires and bomb threats.
- The administration office will be a gun-free, drug-free, alcohol-free and tobacco-free workplace.
- All visitors to the administrative office must sign in and wear a visitor's pass while at the offices.

#### **Staff Safety:**

- All employees, in compliance with Idaho Code 33-130 will be required to pass criminal history checks in order to work at iSVHS.
- Staff will receive training in safety and health emergencies..
- iSVHS will establish policies relating to the administration of prescription drugs and other medicine.
- The Board of Directors shall establish a written infectious control plan designed to protect employees and students from possible infection due to contact with blood borne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

**Student Safety:**

- iSVHS will clearly outline procedures for suspension, expulsion and re-enrollment of students, including a plan for denial of attendance to any student who is or has been detrimental to the health and safety of the other students.
- Internet safety procedures will be in place that includes the operation of technology-enabled filters and blockers to protect against student access or distribution of inappropriate Internet content access from iSHVS supplied computer technology-laptops.
- All students enrolled will be required to provide records documenting immunizations or parental waiver, and have a birth certificate or other identification before being enrolled in iSVHS.

**c. A provision which ensures that all staff members of the public charter school will be covered by the public employee retirement system, federal social security, unemployment insurance, worker's compensation insurance, and health insurance. See Section 33-5205(3)(m), Idaho Code.**

All personnel employed by iSVHS will be covered by Federal Social Security, Unemployment and Worker's Compensation Insurance, and Health Insurance, and, if eligible, may participate in the Public Employee Retirement System of Idaho (PERSI).

**d. A description of the transfer rights of any employee choosing to work in a public charter school authorized by the Commission and the rights of such employees to return to any public school in the school district after employment at such public charter school. See Section 33-5205(3)(o), Idaho Code.**

Due to the fact that iSVHS will be a state-wide virtual public charter school program chartered through the Idaho Public Charter School Commission, transfer rights of teachers to a home chartering entity or chartering school district are inapplicable.

**e. Provision regarding staff as separate unit for purposes of collective bargaining [33-5205(3)(p)]**

The teaching personnel of iSVHS will be a separate unit for purposes of collective bargaining.

**f. A statement that all teachers and administrators will be on written contract as required by Section 33-5206(4), Idaho Code.**

Certified teachers at iSVHS will accrue educational experience for their service at iSVHS. All teacher contracts will be on a written contract in a form approved by the State Superintendent of Public Instruction.

## Tab 7: Admission Procedure

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### a. Admission procedures, including provision for over enrollment [33-5205(3)(i)]

In education, one size does not fit all. iSVHS is dedicated to providing students and families with an online learning environment that can meet the unique needs of each individual student.

iSVHS will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate against any student based on ethnicity, creed, gender, national origin, or disability.

iSVHS will follow Idaho's Model Admission Procedures as outlined in IDAPA 08.02.04-203 and shown below.

1. Perspective students will be given the opportunity to enroll regardless of race, color, national or ethnic origin, religion, sex, social or economic status, or special needs.
2. iSVHS founders or employees will have first preference for admission to the school, with a maximum of 10% of the student population.
3. Prior to enrolling each year, iSVHS may advertise utilizing local media such as newspaper, radio, and television. iSVHS will also utilize online advertising via email and the school website. A student enrollment application will be made available through traditional mail, email, or online to interested students and families. In accordance with IDAPA 08.02.04.203.02, iSVHS shall:
  - a. Ensure that the enrollment process includes the dissemination of enrollment information, taking into consideration the language demographic of the attendance area,
  - b. If an enrollment cap is established, at least three (3) months in advance of the enrollment deadline established by iSVHS, to post the enrollment information and process in a highly visible and prominent location within the area of attendance of iSVHS.

In addition, iSVHS shall ensure that the marketing process includes the dissemination of marketing materials to media outlets that broadcast within, or disseminate printed publications within, the area of attendance of iSVHS; iSVHS must ensure that such announcements are broadcast or published by such media outlets on not less than three (3) occasions, beginning not later than fourteen (14) days prior to the enrollment deadline each year.

Finally, such enrollment information shall advise that all perspective students will be given the opportunity to enroll in iSVHS, regardless of race, color, national or ethnic origin, religion, gender, social or economic status or special needs.

4. iSVHS will maintain an educational service boundary that includes the entire State of Idaho. iSVHS will provide a high school only educational program, and will enroll only high school students. iSVHS will not enroll students residing outside the State of Idaho.
5. No geographic preference will be given to students within the State of Idaho.
6. Once enrolled in iSVHS, students will not be required to reapply each year thereafter.

### Over Enrollment Procedure

With iSVHS being an online school, it is not anticipated that an over enrollment situation would occur, however if demand did greatly exceed the anticipated enrollment target for each year, iSVHS would utilize the following procedure. Enrollment deadline and/or student cap may be determined and established by the Board annually. Various considerations may be given in determining these dates and figures, including but not limited to; finances, cash flow and practical considerations related to the provision of a full educational program.

1. Children of iSVHS founders' would have first preference for admission to the school, with a maximum of 10% of the student population consisting of founder children. Any founders' children in excess of 10% will be placed on the primary attendance area sibling list.
2. Four lottery pools will be established and prioritized as shown:
  - a. returning students,
  - b. children of founders',
  - c. siblings of pupils already attending, and
  - d. all other students.

Applications will be drawn for placement using the Equitable Selection Process outlined in Subsection 203 of the Administrative Rules Governing Charter Schools (or any such subsequent applicable rule). The process will begin with a randomly drawn grade and continue with randomly selected grades.

- Those on the “final selection list” may be placed in the school any time during the year when an opening occurs. Available positions will be filled from the final selection list established from the initial lottery.
3. Once on the final selection list, students will remain eligible for placement within the school without repeating the application process. Each year, iSVHS will contact all students on the final selection list and request verification of the continued desire to be on the final selection list. The order of these final selection lists will be revised annually based on the lottery results. Students wishing to be removed from the final selection list must make their request directly to iSVHS, preferably in writing.
  4. Once the enrollment period is complete and the final selection list have been established through lottery as described above, subsequent applications will be added to the bottom of the final selection list on a first come-first served basis.
  5. A lottery will be held by June 30 to establish the final selection list order of entrance for the upcoming school year in the initial year and each year thereafter. All openings during the school year will be filled according to the order established by that lottery. The lottery will be held in a public forum and the Executive Director of iSVHS will conduct the lottery selection.

**b. The disciplinary procedures that the public charter school will utilize, including the procedure by which students, including special education students, may be suspended, expelled, and reenrolled [33- 5205(3)(l)]**

**Standards for Behavior**

iSVHS recognizes and strives to meet the individual needs of each student through programs which promote the development of self-esteem, a sense of community, cooperation and vision. This expanded view of school will result in well-educated, productive and socially responsible citizens. To this end, we believe iSVHS should reflect the desires and expectations held by our community for our children, and that iSVHS must provide an environment that ensures the safety and wellbeing of students. For this reason, it is important iSVHS have clear expectations and guidelines for students.

The students and their families are provided information regarding the school's discipline expectations and discipline plan through the school's Student Handbook.

**Discipline Procedures and Referrals**

Due to the virtual nature of the Charter School, iSVHS does not experience significant disciplinary issues or problems among the student body.

iSVHS, as a public virtual charter school, will adhere to all federal and state laws and regulations as well as school approved policies and procedures relating to student conduct and discipline, as well as the required reports for disciplinary infractions by students. iSVHS will comply with all requirements of due process for student disciplinary violations.

If a discipline issue occurs, the staff member closest to the event will notify the school's administration to discuss and determine the degree of disruption caused by the student's behavior. Minor infractions may result in no documented Discipline Incident Referral, but are rather resolved directly by the closest professional employee and the student. Multiple minor infractions or repeated offenses may be escalated to the administration team for written referral by the ISO administrative staff.

For significant infractions, the professional employee closest to the event will complete a Discipline Incident Referral detailing the behavior, the disruption and required consequences, sending this to the parents/legal guardians of the offending student. The Discipline Incident Referral must be signed by the parent/legal guardians and will be placed in the student's cumulative file.

Students who receive Discipline Incident Referral will have the following consequences:

- |                |   |   |
|----------------|---|---|
| First Offense  | - | Written warning   |
| Second Offense | - | 1 day suspension (blocked from school access)               |
| Third Offense  | - | 3 day suspension (blocked from school access)               |
| Fourth Offense | - | Referral to the school administrator for possible expulsion |

Behaviors such as: violence toward others, bullying, harassment, intimidation, disrespect toward instructors, non-compliance, and other behaviors that a staff member deems as disruptive to an orderly learning environment may result in an automatic referral to the Principal.

### **Drugs and Weapons**

iSVHS has a zero tolerance policy related to drugs and weapons. Students in possession of drugs or weapons while attending a school sponsored event or activity will be automatically suspended with an expulsion hearing scheduled.

### **Virtual Classroom Conduct**

In order for a virtual classroom session to be educationally effective for students, all students should abide by a standard set of rules. The following rules govern student conduct in the virtual classroom:

- Students' written and oral communications must be free of vulgar, belittling, or offensive language.
- Students must abide by rules established by the course instructor.
- Students must comply with usage instructions communicated orally or in writing by the instructor.

### **Use of Language and Images**

Students must not use vulgar, obscene, abusive, or demeaning language, writing, pictures, signs, or acts in written or oral communications, including email, discussion board, listserv, virtual classroom, student websites, or in photographs. Students are prohibited from posting content from or links to suggestive, lewd, or otherwise inappropriate websites.

### **Dress Code**

iSVHS dress code guidelines reflect the following goals:

- To maintain an academic environment that is conducive to rigorous academic pursuits.
- To show respect for self and others.
- To minimize any distractions from the learning environment.
- To prepare students of life by encouraging personal responsibility and appropriateness in dress and appearance.
- To allow for consistent application of guidelines.

Students are to present themselves at iSVHS activities in a manner that is modest, clean, and appropriate for the iSVHS learning environment.

- Cloths must be in good condition and free of rips, holes or ragged edges.
- Cloths must be free of messages that suggest sex, drugs, alcohol, tobacco products, violence, racism, discriminatory language, gangs or other content inconsistent with the iSVHS education mission as interpreted by iSVHS administrative staff.

### **Personal Respect**

iSVHS instructors, administrators, and students know that personal respect is the foundation of learning. Language, comments, or images that show a lack of respect for individuals or groups will lead directly to disciplinary action.

### **Defiance**

Students should follow the reasonable requests of iSVHS staff; failure to do so is considered as defiance toward iSVHS personnel and rules. Defiance is defined as defying instructions of school personnel, the bold resistance of school authority, and/or contemptuous behavior or attitude that is manifested by breaking of school rules. Acts of defiance may result in disciplinary action.

### **Harassment, Intimidation, and Bullying**

iSVHS has a zero tolerance policy towards intimidation, harassment, bullying, and/or fighting. Intimidation, harassment, bullying, fighting and racial and/or sexual harassment are violent acts against others. These behaviors cannot be tolerated, and the natural consequence is to be barred from interactions with others. A

warning letter will be sent home for the first harassment, bullying, or intimidation offense. Subsequent offenses will lead to suspensions in accordance with iSVHS discipline policy.

iSVHS will promptly and thoroughly investigate reports of harassment and bullying, whether of a physical or of a nonphysical form. If it is determined that either has occurred, iSVHS will act appropriately within discipline codes and will take reasonable action to end the ~~bullying inappropriate student conduct~~.

### **Academic Dishonesty**

iSVHS has a zero tolerance policy for academic dishonesty. Cheating (giving or receiving information) and plagiarism on class work will result in a zero grade for the assignment. Students will not have the opportunity to complete an additional assignment to make up lost points.

The following procedure governs identification and discipline for instances of academic dishonesty:

1. Instructor notifies student in writing that he or she has identified an instance in which the work's authorship is in question and requests that the student respond in writing within 3 school days. Instructor copies the Principal on the email.
2. Instructor sends Principal an email identifying the alleged infraction and providing evidence to support the allegation. Evidence can include links to websites that have been plagiarized, references to "collaboration catchers" embedded in quizzes/exams, time and date stamps on assignments, inconsistency in quality of work, comprehension of concepts, verbal print, etc.
3. Principal contacts the student and parent/legal guardian.
4. Principal makes a decision based on the evidence presented and informs instructor and student via email of the decision.
5. Student is placed on internal academic watch. Incident is reported to students' other instructors. Student's work may be routinely run through plagiarism-identification software.

Additional disciplinary action may be taken, as necessary.

iSVHS realizes that verifying the authenticity of student work is problematic in both traditional and online school environments. iSVHS has implemented a number of policies and procedures in order to ensure students are doing their own work, including use of online tools to identify the amount of "borrowed" or plagiarized material in written assignments.

iSVHS may institute mid-term and final exams that are password protected. If/When such is instituted; students must call the student services desk during posted business hours to obtain the password for their exam. Students must correctly answer three questions (e.g., zip code, mother's maiden name, and birth date) in order to obtain the password.

iSVHS plans to monitor, implement, and create best practices in ensuring the authenticity of student work in an online environment. Ultimately, however, we believe that one of the most powerful methods of verifying the authenticity of student work is a deep knowledge of the student's voice, style, and level of work which comes from working with students regularly in an instructional setting throughout the year.

### **Suspension and Expulsion**

iSVHS recognizes that students are entitled to attend a free and public school and that even temporary denial of access may occur only after careful attention designed to protect the individual rights of the students. However, iSVHS is responsible for providing a safe learning environment for all students and school personnel.

The State of Idaho has empowered public schools to temporarily suspend or expel individual students when circumstances demonstrate that such an action is necessary for the protection of the right of other students, necessary for the orderly operation of the school process, due to habitual truancy and/or necessary for the protection of the safety of the other students. The iSVHS will comply with the procedures and provisions of Idaho Code 33-205 when addressing student expulsions and suspensions.

### **Suspension**

Authority to temporarily suspend students has been delegated by Idaho legislature to school Administrators. No person other than the school Administrator or the Board of Directors may suspend a student from iSVHS.

Grounds for suspension may include the following:

1. A student may be suspended for disciplinary reasons, or for other conduct that is disruptive and detrimental to the instructional process of the school, or to the health and safety of the other students and the general climate of the school.
2. A student may also be suspended when, in the judgment of the Principal, the suspension is necessary to protect the health, welfare, or safety of the student or other students of the school.

The period of suspension by the Principal/Administration shall not exceed the time parameters outlined and provided in Idaho Code 33-205. This time period may be extended by the iSVHS Board of Trustees pursuant to Idaho Code 33-205. All due process rights afforded to a student pursuant to the Idaho Code will be provided relative to any student suspension.

#### **Procedure for Suspension**

1. Prior to suspension, steps will be taken to ensure compliance with all applicable policies and procedures.
2. Prior to suspension, unless an emergency exists, the Principal shall grant the student an informal hearing on the reasons for the suspension.
3. The student shall be given the opportunity to challenge the reasons for the suspension and explain the circumstances surrounding the event.
4. If the student is suspended, a complete explanation will be given orally and in writing to the student regarding the terms or conditions required to lift the suspension.
5. Written notice describing the reason for the suspension, term of the suspension, and conditions required to lift the suspension shall be provided to the parent(s)/legal guardian(s).
6. A copy of the written notice that was provided to the parent(s)/legal guardian(s) will be retained by the school and kept on file, with a copy forwarded to the Board of Directors.

#### **Expulsion**

Only the Board of Trustees, upon recommendation by the Discipline Appeals Board, may expel a student. Such may occur only in compliance with the procedures identified by the Idaho Code.

If a special Education or Special Services student accumulates, or is likely to accumulate, more than ten (10) days of suspension in a school year, the student's IEP Team must convene to determine if the current program and placement are appropriate and if the behavior is related to the student's disability. Based upon this determination, the IEP Team shall make needed modifications to the student's IEP. See below Discipline of Students with Disabilities.

#### **Grounds for Expulsion (which may also serve as a basis for denial of enrollment)**

A student may be expelled only for the following reasons:

1. Student is continually/habitually absent/truant.
2. Student is incorrigible.
3. Student engages in activities that are continually disruptive of school discipline or to the instructional effectiveness of the school.
4. Student engages or participates in activities that include the carrying of a dangerous weapon, concealed or exposed, while in attendance at school or at a school function.
5. Student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or at a school function.
6. Student presence or actions are considered to be detrimental to the health, safety, or welfare of other students or staff.

#### **Procedure for Expulsion**

1. The student and the parent(s)/legal guardian(s) shall be notified of
  - a. The grounds of the proposed expulsion, and the date, time and place where a hearing with the Discipline Appeals Board will be held.
  - b. The right to be represented by legal counsel.
  - c. The privilege against self-incrimination.
  - d. The right to confront and cross-examine adult witnesses who testify against the student and to submit evidence on his/her own behalf.

- e. The student and parents will be provided with notice of all rights pursuant to Idaho Code § 33-205.
2. The student and the parent(s)/legal guardian(s) shall be provided a written copy of the expulsion notice including the charges being raised.
3. Expelled students within the age of compulsory attendance fall under the purview of the Juvenile Corrections Act, and an authorized representative of the Board of Directors shall within five (5) days, give notice of the expulsion to the student's resident school district, and the prosecuting Attorney of the county in which the student resides.

A student may be denied enrollment in accordance with the provisions of the Idaho Code.

#### **Discipline of Students with Disabilities**

*All procedures listed above will be followed when necessary to discipline students with disabilities as defined by the Individuals with Disabilities Act (IDEA). The following additional procedures will also be adhered to when disciplining student with disabilities.*

When addressing students with disabilities as defined by either IDEA or Section 504, the above procedures will be followed, when necessary and applicable. In addition, steps will be taken to assure compliance with additional federal guidelines and due process implications when addressing individual disciplinary situations for students with disabilities, including but not necessarily limited to: multi-disciplinary team reviews for possible placement changes, provision of educational services, interim educational placement settings in conjunction with IEP team decisions, functional behavioral assessments and Intervention Plans and Manifest Determinations.

If a student on an IEP is expelled from school after a Manifestation Determination has found that the student's behavior was not a manifestation of the student's disability, educational services, consisting of services necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP will be provided to that student in an alternative setting.

#### **c. The procedures required for students using or under the influence of alcohol or controlled substances [33-210]**

iSVHS has a zero tolerance policy related to the possession or use of illegal drugs or solicitation of the sale of controlled substances, including alcohol, while at school or a school function. Students found in violation of this policy will be automatically suspended with an expulsion hearing scheduled.

#### **Procedures**

1. First Offense for Use or Possession
  - a. Parent(s)/legal guardian(s) will be contacted.
  - b. Law enforcement agency shall be contacted.
  - c. Student shall be suspended for five (5) school days.
2. Second Offense for Use or Possession
  - a. Parent(s)/ legal guardian(s) will be contacted.
  - b. Law enforcement agency shall be contacted.
  - c. Student shall be suspended for five (5) school days.
  - d. Board of Directors may by petitioned for expulsion of the student.
3. Third Offense of Use or Possession
  - a. Parent(s)/legal guardian(s) will be contacted
  - b. Law enforcement agency shall be contacted.
  - c. The student will be suspended and the Board of Directors petitioned for expulsion.
4. First offense for Selling and/or Delivering Alcohol or Drugs
  - a. Parent(s)/legal guardian(s) will be contacted
  - b. The student will be suspended and the Board of Directors petitioned for expulsion.
  - c. Law enforcement agency shall be contacted.

iSVHS will comply with I.C. 33-210, including a provision of anonymity for any student voluntarily disclosing their use of alcohol, etc.

**d. The public school attendance alternative for students residing within the school district who choose not to attend the public charter school [33-5205(3)(n)]**

iSVHS is a school of choice, and no student is required to attend iSVHS. Any student in the State of Idaho not wishing to attend iSVHS would have the option to enroll in an existing public school presently serving the area that they reside.

**e. The process by which the citizens in the area of attendance shall be made aware of the enrollment opportunities of the public charter school [33-5205(3)(s)]**

iSVHS will implement a student outreach strategy that includes but is not limited to the following elements or strategies to ensure a racial and ethnic balance among students that is reflective of Idaho's student demographics:

- An enrollment process is scheduled and adopted to include a timeline that allows for a broad-based recruiting and application process.
- The development and dissemination of promotional and informational material will adhere to IDAPA 08.02.04.203.02 as stated earlier in Tab7.a.

Promotional and informational materials will be disseminated at least three months in advance of the enrollment deadline established by iSVHS. Methods of dissemination may include press releases, public service announcements, printed publications, and public meetings. All enrollment information will include a provision that all students will be given the opportunity to enroll in iSVHS regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs.

**f. A plan for the requirements for the denial of school attendance [33-205; 33-5205(3)(i)]**

Students may be denied attendance to the charter school for any of the following reasons:

- Being a habitual truant
- Being deemed incorrigible by the school Principal
- Being deemed by the Board of Directors to be disruptive to the school for disciplinary reasons
- Being detrimental to the health and/or safety of other students

In addition, students who attend the school after being expelled from another school or district may be placed on probation for one year. During this time, the student may be denied attendance for violation of the probationary requirements. Parent(s)/legal guardian(s) will be notified of disruptive behavior via phone calls, in writing, and during school conferences. If the situation causing concern is not immediately corrected, the student may be referred to the school Executive Director or for further discussion and appropriate action. The steps that will be followed to address these concerns are described above in (b) of this section.

**g. The student handbook that describes the school rules and the procedure ensuring a student's parent or guardian has access to this handbook.**

A student handbook will be assembled following state law and due process that outlines a Code of Conduct, including expectations and consequences for unacceptable behavior. The final handbook will be submitted to the Idaho Public Charter School Commission for approval prior to the start of the school year. The student handbook will be sent to the parent/legal guardian(s) and student upon acceptance of the student into iSVHS.

*Provided as Exhibit H is the current iSVHS Student Handbook. This handbook is subject to amendment from year to year. The final Handbook is provided to all students and their parent(s)/legal guardian(s) prior to the start of the school year.*

## Tab 8: Business Plan

### a. Detailed business plan

#### Business Description

iSucceed Virtual High School, Inc., an Idaho, non-profit public benefit corporation is organized exclusively for educational purposes within the meaning of IRC Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any provision of the Articles, iSucceed Virtual High School, Inc., shall not carry on any other activities not permitted to be carried on:

1. by a Corporation exempt from Federal Income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), or
2. by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

iSucceed Virtual High School, Inc., through its predecessor name, was establish on July 16, 2007

#### Marketing Plan

iSVHS provides an alternative educational experience to high school aged students throughout the State of Idaho, that for one reason or another have not found success in a traditional high school. Full-time, online high school is not for every student, but for some it can be the bridge that brings them back to school, and provides them the opportunity to obtain a high school diploma.

iSVHS will utilize proven methods to publicize the availability of this alternative educational opportunity. iSVHS will utilize a combination of traditional media methods, such as direct mail, radio, and newspaper to further increase awareness within the target audience. The purpose of this outreach will be to direct interested students and families to participate in numerous local community information sessions, or to contact iSVHS directly via phone or internet.

iSVHS will also engage in community activities and events to provide prospective students/families with information about the school. This will occur through community events, ~~such as count fairs,~~ as well as the school's own sponsored events, informational sessions and/or orientation sessions.

iSVHS provides information materials that may include general iSVHS marketing materials, a course catalog, course description, Idaho testing & graduation requirements, and enrollment forms. iSVHS also posts informational materials online and directly upon request.

#### Management Plan

iSucceed Virtual High School, Inc., operates the Virtual High School. The Board employs all teachers, administrative and support staff. From time to time the Board will negotiate and enter into arms-length agreements with various vendors to provide goods and services to the school. Such agreements may include matters of curriculum, technology, special education/504 services, accounting and auditing support etc. The Board of Director of iSucceed Virtual High School, Inc., maintains ultimately legal responsibility for the performance, operation and management of iSVHS.

#### Resumes of the Board of Directors of the non-profit corporation

Exhibit C contains biographies for the Board of Directors.

#### Financial Plan

iSVHS was represented at the most recent Seminar for Reporting Attendance & Enrollment held on August 6, 2007 at the Ameritel Hotel in Boise. The seminar was conducted by Mr. Gregory Berg, Public School Finance, Idaho State Department of Education. The information provided was used as a basis for the financial model provided in Exhibit I.

**Start-up Budget with Assumptions Form**

See Exhibit I

**Three (3) – year Operating Budget Form**

See Exhibit I

**First Year Month-Month Cash Flow**

See Exhibit I

**b. The school's budget must be in the Idaho Financial Accounting Reporting Management System (IFARMS) format**

See Exhibit I

**c. A proposal for transportation services with an estimated first year cost as required by Section 33-5208(4), Idaho Code.**

iSVHS will be a full-time, online public high school and will not require students to attend classes at a traditional school building, nor will students be required to participate in extra-curricular activities that may be scheduled from time-to-time. Therefore, no transportation services will be provided to iSVHS students.

**d. Plans for a school lunch program, including how a determination of eligibility for free and reduced price meals will be made.**

iSVHS will be a full-time, online public virtual high school and will not serve lunch.

**Tab 9: If this is a virtual public charter school, a brief description of how the school meets the definition of a public virtual school as defined by Section 33-5202A(6), Idaho Code.**

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A public virtual school in Idaho is defined as a public charter school that may serve students in more than one school district and through which the primary method for the delivery of instruction to all of its pupils is through virtual distance learning or online technologies.

iSVHS is proposing a full-time, online charter school that serves high school aged students ~~from~~ throughout the State of Idaho. iSVHS will provide a personalized, flexible, innovative, student-led/instructor-facilitated and supervised learning program, where high school aged students can study at their own pace, on their own schedule—with instruction, supervision, and support from a team of ~~highly qualified~~ Idaho-certified instructors. We will also provide a broad selection of online courses aligned to Idaho state standards, while supplying each student with access to technology equipment and also providing a monthly internet stipend. Students and families may individually choose to opt-out of school provided technology equipment or the school's provided internet stipend.

The computer ~~technologys~~ provided to the students for their educational use will be fitted with appropriate programming and platform structure to operate the school's program as well as appropriate filtering systems. Additionally each student and parent/guardian will be required to enter into a computer use agreement assuring that the provided technological equipment will be used solely for the student's educational purposes.

iSVHS will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate against any student based on ethnicity, creed, gender, national origin, or disability.

Student enrolled in iSVHS will engage in a combination of asynchronous study, where they work at their own pace to master the course content, as well as weekly synchronous activities where they can participate with their peers and certified instructors to review specific course material in real-time over the internet using the "virtual classroom".

As a public school, iSVHS must abide by all student performance criteria as established by Idaho State standards, as well as Federal NCLB standards. All students of iSVHS are required to participate in Idaho Standards assessment testing, and iSVHS is required to report the results of those tests to the Idaho State Board of Education and the Public Charter School Commission.

Based upon this brief summary, the petitioners believe the program proposed for iSVHS meets the definition of a public virtual school.

## **Tab 10: Business Partnerships and Plan for Termination**

### **a. A description of any business arrangements or partnerships with other schools, educational programs, businesses, or non-profit organizations, and copies of any contracts or lease agreements**

ISVHS currently has a business relationship with the following entities:

1. Curriculum Provision and Support – American Virtual Academy Inc., d/b/a/ Flipswitch. AVA operates virtual school programs in the southwest United States. The company also has a component for those schools that simply wish to purchase curriculum access with related support. An arms-length contract has been in the process of negotiation. A final copy of such Agreement will be provided upon full party signature.

### **b. Additional information the petitioners want the authorizing chartering entity to consider as part of the petition.**

### **c. A plan for termination of the charter by the board of the public charter school.**

In the case of termination or non-renewal of iSVHS, the Board is responsible for the dissolution of all business and affairs of the school:

- All records of students attending the school will be immediately transferred to new student schools, including the providing of students with written notice of information as to how to request a transfer of student records.
- All requests for student record transfers will be accommodated for up to one year subsequent to dissolution.
- Upon dissolution of the Corporation, should any such dissolution ever occur, assets shall be distributed to creditors pursuant to sections 30-3-114 and 30-3-115, Idaho Code. After paying or adequately providing for the debts and obligations of the Corporation, the remaining assets shall be returned to the authorized chartering entity for distribution in accordance with applicable law.

**iSVHS Program Addition Budget Draft**  
*(Draft - Board will approve Final Budget in June)*

Est 18-19 Support Units Total w/Alternative	31.62
Est 18-19 Support Units Total w/o Alternative	26
Estimated 18-19 Revenue (100)	2,837,514
Estimated 18-19 Expenses (100)	2,718,515
5% Contingency	120,000
Estimated 18-19 Expenses Total	2,837,514

<b>ADMINISTRATIVE UNITS</b>	<u>A.D.A</u>	<u>Special Education</u>	<u>Adjusted A.D.A</u>	<u>Unit Divisor</u>	<u>Support Units</u>
<u>Kindergarten Administrative</u>	0		0	+	0
<u>Elementary Administrative</u> equals 300 or more:					
Grades 1-3	-		0.00	+	0
Grades 4-6	-		0.00	+	0
<u>Elementary Administrative</u> less than 300:					
Grades 1-6	-		0.00	+	0
<u>Secondary Administrative</u>	398	- 27.50	= 370.50	+	14.5
<b>Exceptional Education</b>					
Exceptional Preschool					
Exceptional Elementary					
Exceptional Secondary			27.50		
Exceptional Education Total			27.50	+	14.5
				=	1.90
<b>ALTERNATIVE SCHOOL UNITS</b>					
Alternative Secondary High School			50.00	+	12
			0.00	+	0
				=	4.17
				=	0.00
<b>TOTAL Estimated Support Units (Round to nearest hundredth)</b>				=	31.62

SUMMARY STATEMENT 2018 - 2019  
 ALL FUNDS  
 iSucceed Virtual High School #46

	GENERAL M & O FUND			
	Prior Year Actual 2015-2016	Prior Year Actual 2016-2017	Prior Year Actual/Budget 2017-2018	Proposed Budget 2018-2019
REVENUES				
Beginning Balances	-111166	223540	411277	531277
Local Tax Revenue	0	0		
Other Local	0	6626	8513	8750
County Revenue	0	0		0
State Revenue	2106922	2408367	2446197	2826515
Federal Revenue	0	0	0	0
Other Sources	35960	57496	306926	0
Totals	\$2,031,716.00	\$2,696,029.00	\$3,172,913.00	\$3,366,542.00
EXPENDITURES				
Salaries	709236	745092	980732	1202144
Benefits	169117	172575	226146	224194
Purchased Services	876034	1145673	1191522	1102160
Supplies & Materials	8651	36370	47350	53641
Capital Outlay	1870	11076	67750	4966
Debt Retirement	5321	0	0	0
Insurance & Judgment	4553	13140	8136	8160
Transfers (net)	33394	45826	0	0
Contingency Reserve	0	115000	120000	120000
Unappropriated Balance	223,540.00	411,277.00	531,277.00	651,277.00
Totals	\$2,031,716.00	\$2,696,029.00	\$3,172,913.00	\$3,366,542.00

A copy of the School District Budget is available for public inspection at the

(This form may be used to meet the requirements of 33-801 - Ef

SCHOOL BUDGET

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ALL OTHER FUNDS			
Prior Year Actual 2015-2016	Prior Year Actual 2016-2017	Prior Year Actual/Budget 2017-2018	Proposed Budget 2018-2019
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
105415	153454	187449	235870
0	0	0	0
\$105,415.00	\$153,454.00	\$187,449.00	\$235,870.00
Prior Year Actual 2015-2016	Prior Year Actual 2016-2017	Prior Year Actual/Budget 2017-2018	Proposed Budget 2018-2019
68371	98827	120033	142557
13607	27599	26537	33943
21713	24243	31947	50250
1052	1529	3549	3750
0	1256	0	0
0	0	0	0
0	0	0	0
672	0	5383	5370
0	0	0	0
\$105,415.00	\$153,454.00	\$187,449.00	\$235,870.00

he District's Administrative or Clerk's Office.

ffective July 1, 1997)