

Idaho Virtual High School Charter Petition

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(Note: Idaho Virtual High School Inc. will be doing business as *Richard McKenna Charter High School* beginning with the 2004/05 School year.)

Idaho Virtual High School

Petition Summary

Mission Statement

Idaho Virtual High School provides Idaho home school and at-risk students with accredited, tuition free high school courses supported by certified teachers via the internet. IDVHS teachers help students prepare for productive citizenship by developing a disciplined work ethic, as well as basic and advanced academic and professional-technical skills in an environment conducive to learning.

Board of Directors

Idaho Virtual High School Charter School Inc. is a non-profit corporation under the Idaho Nonprofit Corporation Act. The Board of Directors is the public agent that controls and governs the Charter School. The Board of Directors will approve the selection of the school Principal who shall not be one of its members. The Board also will be responsible for hearing and approving or disapproving, the recommendations of the school Principal with respect to changes in staffing, program, or curriculum. The initial Board of Directors will consist of no fewer than five (5) and no more than seven (7) members elected by the founding Advisory-Board. Yearly elections will be held according to Idaho Virtual High School Inc. bylaws (refer to Articles of Incorporation and Bylaws attached as Appendix B). Terms will be on a rotational basis. The Board of Directors will follow the open meeting laws, keep accurate minutes, and make the minutes available to the public.

Type of School

Idaho Virtual High School will be a new public charter school, not a conversion or replacement of an existing school. It will serve both at-risk and home school students throughout Idaho.

Educational Program

The Idaho Virtual High School curriculum will be aligned with the Idaho State Achievement Standards and will consist of accredited courses that either meet or exceed the state's minimum high school graduation requirement. These courses will be delivered via the internet and other media as new technologies emerge.

Staff and Administrative Composition

Idaho Virtual High School's faculty will meet or exceed qualifications required by state law. The principal will be a certified administrator and the faculty will be certified teachers. The Principal will make recommendations to the Board of Directors for approval of instructional staff.

School Facility and Attendance Area

The Idaho Virtual High School main office will be initially located in Mountain Home, Idaho. Most students will take courses from sites other than the main office. However, as

the program grows, Idaho Virtual High School may provide computer labs where students may come to work on online courses. IDVHS may also provide onsite instruction.

The attendance area for tuition free courses includes the entire state of Idaho.

Grade Levels and Projected Enrollment

Initially, Idaho Virtual High School plans to offer basic core classes in English, math, social studies and science for grades 9-12 and then expand the course offerings as needed and as possible. The projected enrollment for the first year is 50 ADA.

Funding Sources

Basic funding for the school would be provided as stipulated in Idaho Code 33-5208. No tuition will be charged for Idaho residents.

Total First-Year Budget

A summary first-year budget for the school is provided below. This budget is based on 50 ADA and includes state allocations and grants. The expenses include both start-up and first-year operations.

Items	Description	FY01
Revenue	(State Allocations and Grants)	\$ 365,600
Expenses		
100	Salaries	\$ 162,000
200	Employee Benefits	\$ 26,100
300	Purchased Services	\$ 101,100
400	Supplies & Materials	\$ 14,400
500	Capital Objects	\$ 14,955
Total Expenses		\$ 318,555
Balance		\$ 47,045

Idaho Virtual High School

Program Description

Mission Statement

Idaho Virtual High School provides Idaho home school and at-risk students with accredited, tuition free high school courses supported by certified teachers via the internet. IDVHS teachers help students prepare for **productive citizenship**¹ by developing a **disciplined work ethic**², as well as **basic and advanced academic and professional-technical skills**³ in an environment conducive to learning⁴.

Meeting the Thoroughness Standards*

¹Productive Citizenship (meets standards 8 and 2)

All students are expected to be respectful—to authority, to friends and to themselves (8). Teachers model this action by treating students and parents respectfully. Disrespectful language is not tolerated. Any degrading or dehumanizing language is rejected by the teacher and sent back to the student with suggestions for improvement (2).

²Disciplined Work Ethic (meets standards 3, 6 and 8)

Students are required to complete all assignments well, complete all assignments on time, work hard and be respectful (3, 6). Students are not allowed to hand in shoddy work or to skip assignments. Students are first shown how to produce acceptable work and then required to produce acceptable work. Respect includes developing self respect, self discipline, respect for authority, respect for others and integrity (8).

³Basic and Advanced Skills Development (meets standards 4, 5, 6 and 7)

Basic skills development includes reading with understanding, writing with clarity, calculating with accuracy, computing with efficiency, and researching with thoroughness using the latest technology (4, 6, and 7). Advanced skills development include problem solving, critical thinking and creative expression developed in career exploration and post secondary preparatory courses (5).

⁴An Environment Conducive to Learning (meets standards 1, 2, 3, 4 and 6)

Teachers have the authority to insist that students produce high quality work (2). Students are expected to meet deadlines and complete all assignments. Teachers may require a student to repeat an assignment as many times as is required to develop acceptable skills (3, 6). All communications (written, spoken, or recorded) must meet standards that allow public inspection (4). Students are able to study in the quiet and safety of their homes (1).

School Status

The Idaho Virtual High School will be a public charter school. It will not be a religious school, a conversion of a private or parochial school, or a school operated for profit.

Target Student Population (See Appendix F, 2003/04 Student Demographics)

The Idaho Virtual High School intends to serve at-risk and home school students throughout the state of Idaho who:

1. Have completed the 8th grade and are younger than 21,
2. Have not completed the eighth grade and are between 15 and 21.
3. Do not attend any public school,
4. Attend public school part-time (less than four hours per day).

What it means to be a person educated for the 21st Century

Core Philosophy

The philosophy of Idaho Virtual High School is that “Less-is-More” and “School-is-Work”.

Less-is-More

The staff and founders of Idaho Virtual High School strongly believe that it is more important that high school students learn a few essential skills very well rather than many unrelated facts very poorly. We advocate teaching a subject in depth for understanding rather than superficially for exposure. We expect IDVHS graduates to:

- Write clearly
- Read thoughtfully
- Calculate accurately
- Observe carefully
- Research thoroughly
- Work cooperatively
- Create uniquely

School-is-Work

We emphasize the fact that school is work, not entertainment. Learning can be enjoyable, but it requires effort, sacrifice, and commitment, characteristics that are the foundation of success in both public and private life.

How Learning Best Occurs

Students learn best when the following conditions exist:

Continuity

Students work within a structured environment with clear goals, deadlines, and expectations. Everyone—parents, teachers and students—work toward a shared commitment, belief in a system, and discipline to insure success.

Clear Expectations

Students work within a challenging environment in which there are caring teachers and classmates, clear rules, guidelines, goals and expectations.

Commitment

Students and teachers work toward education with diligence, integrity, honor, self-discipline and self-sacrifice.

Affiliation

Students and teachers strive constantly to create and preserve an atmosphere of belonging and identity.

Recognition

Students, teachers and parents always are alert to reward fellow teammates for their contributions and accomplishments.

One-on-One Help

We also believe that learning best occurs when teachers are able to help students one-on-one, whether online through independent study, or in small, safe, classroom and school settings. In either case, the teacher's interest in the student, coupled with high expectations for achievement and rigorous coursework provide an ideal setting for learning.

Vision

Our vision for education is to create small, “Brick-and-Click” schools throughout Idaho, where at-risk and regular students enjoy the benefits of a small school setting with access to a large school curriculum through rigorous onsite and online courses taught by highly qualified teachers.

***Thoroughness Standards (Idaho Code 33-1612)**

Standard (1)—A safe environment conducive to learning is provided.

Standard (2)—Educators are empowered to maintain classroom discipline.

Standard (3)—Basic values of honesty, self-discipline, unselfishness, respect for authority and the central importance of work are emphasized.

Standard (4)—Skills necessary to communicate effectively are taught.

Standard (5)—A basic curriculum necessary to enable students to enter academic or professional-technical postsecondary educational programs is provided.

Standard (6)—Skills necessary for students to enter the work force are taught.

Standard (7)—Students are introduced to current technology.

Standard (8)—Acquiring the skills to enable students to be responsible citizens of their homes, schools and communities is emphasized.

Idaho Virtual High School

Curriculum

Courses

Offerings

Idaho Virtual High School will offer a traditional high school core curriculum of English, Social Studies, Science, Math and Health. It will also offer foundation skills courses for students who need to improve their basic skills in math, reading, and writing; and Advanced Placement courses for highly skilled students. (See Appendix C for current list of courses)

As time and funds permit, IDVHS will offer elective courses in academic and professional/technical subject areas.

Design

All core courses will be designed, developed and delivered by Idaho certified teachers. All core courses will follow Idaho State Achievement standards.

Because of cost savings issues, Idaho Virtual High School may also lease courses from third party vendors. Each course will be examined to ensure that they meet Idaho State Achievement Standards and that each course will be taught by a certified teacher.

Accreditation

Idaho Virtual High School will be accredited by the Northwest Association of Schools and of Colleges and Universities and by the Idaho State Department of Education. (See Appendix D for 2003/04 Accreditation)

Graduation Requirements

Idaho Virtual High School will offer a diploma and requires that students meet at least the minimum graduation requirements established by the Idaho State Board of Education. Additional graduation requirements may be established by the Board of Directors.

Idaho Virtual High School will accept credits only from accredited secondary and postsecondary institutions.

School Calendar

The Principal will determine the school calendar, schedule, and hours of operation. The Principal, in consultation with the Board of Directors, will establish the school year calendar in compliance with the requirement of providing 990 hours of instruction for secondary programs.

This schedule will be reviewed on an annual basis and may be changed, as necessary, by the Principal in consultation with the Board of Directors. State required hours of attendance will be met.

Idaho Virtual High School

Instruction

Delivery

IDVHS seeks to continually utilize the latest technology that will help students learn. Currently, online courses are delivered via the Internet to homes and schools. Students are also provided supplemental instructional materials through the most efficient means possible.

Teachers use a variety of tools to instruct students, including but not limited to email, telephone, web pages, electronic multimedia, paper products and face-to-face instruction.

Earning Credit

Idaho Virtual High School's Principal will establish policies and procedures for grading and credit completion.

Placement Tests

IDVHS may use placement test to determine the most appropriate course placement for a student.

Achievement Standards

IDVHS will adopt the Idaho State Achievement Standards as the minimum standard. The Board of Directors may approve standards in addition to those required by the state.

Measurement and Evaluation

IDVHS will use a variety of methods to evaluate student achievement. Testing tools may include but are not limited to teacher evaluations, daily grades, course grades, course pre and post tests, final exams, state achievement tests and others tests as required by law or as determined by the Board of Directors.

Standardized Testing

IDVHS will provide standardized testing for its students.

Special Education Services

IDVHS Students

Idaho Virtual High School will be responsible for providing for the special needs of its students. IDVHS will provide qualified staff to administer and provide special education services to its qualified students. IDVHS defines a student as any child who is admitted as an IDVHS diploma seeking student and who is enrolled exclusively in one or more IDVHS courses.

Nondiscriminatory Enrollment Procedures

Idaho Virtual High School will not deny enrollment to a student with a disability solely because of that student's need for special education or related aids and services.

Americans with Disabilities Act

The Idaho Virtual High School facility shall be in compliance with the American Disability Act.

Other Special Needs Student Services

The Idaho Virtual High School will provide appropriate services for IDVHS students who are identified as limited English proficient, gifted and/or talented, or who require other accommodations.

Idaho Virtual High School

Administration

Governance

Structure

The Idaho Virtual High School Inc is a non-profit organization organized and managed under the *Idaho Nonprofit Corporation Act*. The Board of Directors will be the public agents who control and govern the Charter School. The Idaho Virtual High School shall be responsible for identifying and complying with all statutory requirements affecting the operation of a public school. The Board of Directors' meetings will follow the open meetings laws, keep accurate minutes, and make the minutes available to the public, according to the Bylaws of the Charter School Corporation (see Appendix B).

Board of Directors

Initial Formation

The Board of Directors of Idaho Virtual High School will consist of no less than five (5) and no more than seven (7) members. During the initial year of operation, the Board shall be comprised of the Directors listed in the Articles of Incorporation and any other directors elected by the then current Board. (See Appendix A for list of current Board Members)

Selection and Replacement

Yearly elections for members of the Board of Directors will be held according to the Bylaws of the Charter School Corporation (refer to Articles of Incorporation and Bylaws attached as Appendix B of this petition).

Powers and Limitations

Idaho Virtual High School Charter School will be a legally and operationally independent entity established by the nonprofit corporation's Board of Directors. The elected Board of Directors will be legally accountable for the operation of the Charter School. Idaho Virtual High School acknowledges that upon approval of the petition and the contract, the school's Board of Directors will be public agents required to control the Charter School. Idaho Virtual High School commits to compliance with all federal and state laws and acknowledges its responsibility for identifying essential laws and regulations, and complying with them.

Board Responsibilities

The Board of Directors will have the responsibility to approve the selection of the school Principal, who shall not be one of its members. The Board also will be responsible for hearing, and approving or disapproving, the recommendations of the school Principal with respect to changes in staffing, program, or curriculum.

The Board will, when necessary, adjudicate disagreements between parents and the administration. Idaho Virtual High School commits to keeping complete and accurate Board of Directors' meeting minutes and to making them available to the public.

Meetings

The Board of Directors shall meet at least quarterly at a time, place and manner designated by the Board. (See Appendix B, Bylaws and Articles of Incorporation)

School Administration

The Principal will be empowered to provide educational direction, administration, and on-site day to day operation as well as certain decisions concerning but not limited to:

- vision and mission of school
- instructional materials and supplies
- resource allocation

- state charter school requirements
- special services
- contracted services
- public and media relations
- business and community partnerships
- curriculum, instruction, and assessment
- professional development
- employment and personnel issues
- enrollment and attendance
- formative/summative staff evaluations
- facility conditions
- climate for innovation and growth
- staff and school morale
- district/board liaison
- budget and financial records
- reports to chartering entity

Ancillary support personnel, including clerical and custodial, will be hired and supervised by the Principal. The state funding formula will be used for funding to hire staff through the regular budgetary process.

Accreditation

Idaho Virtual High School will be accredited by the Northwest Association of Schools and of Colleges and Universities and by the Idaho State Department of Education.

Personnel

Staff

Employment Practices

- Idaho Virtual High School's staff will meet or exceed qualifications required by state law. All teachers will be certified. The Principal will make recommendations to the Board of Directors for approval of instructional staff.
- Idaho Virtual High School reserves the right to seek waivers or limited certification options as provided by rule of the Idaho State Board of Education when deemed in the best interests of the educational program. Additionally, The Idaho Virtual High School reserves the right to hire any person for temporary assistance under the direct supervision of certified staff members. These provisions are intended to allow various community experts and other specialized persons who may not hold certification to contribute to the school according to their talents, experience, creativity, or expertise on a short-term or seminar basis.
- Employees who have previously been screened for criminal background and/or finger printed by educational entities in the state of Idaho, or whom their district grand fathered in, will not be required to be rechecked. New employees not covered as described above will undergo background checks and finger printing.
- Job announcements and all other hiring practices will be free of discriminatory language.

Professional Opportunities

The faculty at Idaho Virtual High School will work in an environment where they have opportunities to work with each other to align subject areas. The Principal will determine in-service training days in order to provide teachers with training.

Teacher Evaluation

Teachers will be evaluated according to the procedures outlined in Idaho Code 33-513.

Targeted Staff Size

Idaho Virtual High School will employ as many teachers as student enrollment demands and as qualified applicants are available. Student/teacher ratios will be recommended by the principal to the Board for approval.

Teacher Certification

A copy of the certificates for all certified teachers/staff members will be available for inspection at Idaho Virtual High School's main office.

Employee Benefits

All employees will participate in the following programs and benefits: group health insurance, leave benefits, Public Employee Retirement System, Federal Social Security, Unemployment Insurance, and Worker's Compensation Insurance to the extent allowed and required by law.

Transfer Rights

Full-time employees of Idaho Virtual High School are not employees of any other district and have no transfer rights.

Collective Bargaining

Idaho Virtual High School's employees will be a separate unit for purposes of collective bargaining.

Students

Admission (See Idaho Code 33-5205(3)(i))

The initial admission procedure for Idaho Virtual High School courses will consist of selecting students randomly from a pool of applicants. If initial course capacity is insufficient, then preference will be given in the following order:

1. To children of founders (no more than 10% of the capacity of the school)
2. To siblings of pupils already selected at random.
3. To other students to be selected randomly from balance of applicants.

If a course section is overenrolled, additional teachers will be hired to teach the additional students.

Enrollment limits will be at the discretion of the Idaho Virtual High School Board of Directors. Student/teacher ratios will also be determined by the Board of Directors.

Admission Procedures

Students will be given the opportunity to apply for admission online free of charge regardless of race, color, national or ethnic origin, religion, sex, social or economic status, or special needs who:

- Have completed the eighth grade and are younger than 21 (see Idaho Code 33-201)
- Have not completed the eighth grade but are between 15 and 21.
- Are not attending any public school.
- Are attending public school part time (less than four hours per day).

Public School Attendance Alternative

Students located within the attendance area of Idaho Virtual High School will have the option to enroll in existing public schools presently serving the area. No student will be required to attend Idaho Virtual High School.

Discipline

IDVHS students are required to comply with the rules established by Idaho Virtual High School. Depending on the severity of the violation and mitigating circumstances, students who violate any of the rules will follow a process of 1st, being warned, 2nd being placed on probation, and 3rd, being dropped from either the course or the school. Students, who are dropped from the school, together with their parents, must visit with the principal to be considered for re-admittance.

Dual Enrollment

IDVHS will follow Idaho code 33-203 regarding dual enrollment.

Finance

An annual financial and programmatic audit will be conducted by an independent auditing firm.

Budget

The budget for Idaho Virtual High School will be prepared in compliance with section 33-801, Idaho Statutes and policy of the State Board of Education, will be presented at a public hearing in June of the year the school will open, and will be delivered to the State Department of Education as required on or before July 15 prior to the start of the school year. The budget will be prepared, approved and filed using the Idaho Financial Accounting Reporting Management System (IFARMS) format.

Start-Up Budget

A summary of this first-year budget for the school is provided below. Although Idaho Virtual High School anticipates additional revenue, this budget only includes State Allocations and Federal Title X Grant funds. The expenses include both start-up and first-year operations. (See Appendix E for 2003/04 Budget)

Items	Description	FY01
Revenue	(State Allocations and Federal Title X only)	\$365,600
Expenses		
100	Salaries	162,000
200	Employee Benefits	26,100
300	Purchased Services	101,100
400	Supplies & Materials	14,400
500	Capital Objects	14,955
Total Expenses		\$318,555
Balance		\$47,045

Income Sources

Funding sources will include state allocation per pupil, federal start-up grants, private grants, business partnerships, and donations.

Purchasing Process

Idaho Virtual High School Charter School’s Principal will determine procedures for procuring goods and services, with approval of the Board of Directors.

Payroll Processing

Idaho Virtual High School Charter School intends to outsource its payroll processing as determined by the Principal, with approval of the Board of Directors.

Audits

Idaho Virtual High School will conduct an independent financial and programmatic audit annually. The Idaho Virtual High School will follow the requirements set forth by Idaho statute regarding audit reporting.

Financial Management

The accounting records will be kept in accordance with generally accepted accounting principles. Idaho Virtual High School will follow the requirements set forth by the Idaho State Department of Education, including formats for account numbering.

Financial Management Personnel

The Principal of the Idaho Virtual High School Charter School will be responsible for financial management.

Safety

Idaho Virtual High School will comply with the following health and safety procedures:

- Conduct criminal history checks for all employees in compliance with Idaho Code 33-130. This requirement is a condition of employment.
- Develop and use an Internet use policy.

Facilities

Americans with Disabilities Act

The Idaho Virtual High School facility(s) will be inspected to ensure compliance with applicable state and federal guidelines as provided in Section 39-4130, Idaho Code and the *Americans with Disabilities Act*.

Lease/Purchase Documentation

Idaho Virtual High School will provide complete documentation for any lease or purchase of facilities.

Inspection Reports

Idaho Virtual High School will provide certification that the facilities meet all requirements for health, safety, fire, and accessibility for the handicapped prior to the opening of the school and by the date specified in the contract. IDVHS also will provide regular inspections of the facilities for health, safety, and fire compliance.

Liability

Indemnification

To the fullest extent permitted by law, Idaho Virtual High School Inc agrees to indemnify and hold harmless the state of Idaho, the chartering entity, or any other sending districts, and their officers, directors, agents, or employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from any action of the school, provided that such claim, damage, loss or expense (a) 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 (b) 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 or 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 for bodily injury, personal injury, or property damage arising out of the establishment or operation of the school.

The chartering entity shall have no liability for the acts, omissions, debts or other obligations of any charter school, except as may be provided in an agreement or contract between the chartering entity and Idaho Virtual High School. IDVHS indemnifies the chartering entity for all liability, regardless of the underlying legal theory for such claims.

Insurance

Idaho Virtual High School will procure and maintain a policy of general liability insurance and errors and omissions insurance in the amount required by state law. Insurance will be provided by insurance companies who have and maintain a rating of "A" according to the A.M. Best Company. Idaho Virtual High School will have 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 nonprofit users of district resources and facilities.

Public Relations

Advertising

Idaho Virtual High School will use various media to help schools, parents and students to become aware of enrollment opportunities with Idaho Virtual High School.

Parental Involvement

Idaho Virtual High School will involve parents in the admission, registration and learning processes. Parents will have real time access to a student's online course, will be able to see when assignments are due, which assignments have been completed, which have not been completed, the grade for each assignment, teacher comments, whether or not the student is on track, or ahead of schedule or behind.

Idaho Virtual High School will solicit the help of parents to keep students on task, to inform the teacher of any difficulties the student might be having, and to provide input for improved course design and development.

Idaho Virtual High School

School Relations

Commission/Charter School Communications

The Idaho Virtual High School is responsible for maintaining communications with the Commission regarding any changes, problems, or difficulties in the operations of the school.

State Compliance

The Idaho Virtual High School will comply with the rules of the State Board of Education and Superintendent for Public Instruction as they relate to Charter Schools and all state statutes applying to public education unless exempt through charter legislation.

Dispute Resolution

The Public Charter School Commission, or its designee, and The Idaho Virtual High School will meet when necessary to discuss relations in an effort to be proactive concerning disputes that may arise relating to provisions of the charter petition.

In the event of any disputes, either party will notify the other in writing and will meet within thirty (30) days. This group will use a procedure agreeable to both parties to address disputes.

If impasse is reached and no mutually agreeable procedure is possible, then non-binding mediation shall occur with a mutually agreed upon mediator. The cost of the mediator will be shared equally by both parties.