



**VIRTUAL**  
PREP ACADEMY  
*of Idaho @ D91*

# **Student Handbook**

**School Year 2023-2024**

## Table of Contents

|  |    |
|--|----|
| FOREWORD .....   | 5  |
| MISSION .....  | 5  |
| NON-DISCRIMINATION POLICY .....  | 5  |
| School Calendar .....  | 6  |
| APPLICATION - REGISTRATION - ADMISSION.....  | 7  |
| ENROLLMENT PROCESS .....   | 7  |
| ELIGIBILITY REQUIREMENTS .....   | 7  |
| REQUIRED DOCUMENTS .....   | 7  |
| CHANGE OF ADDRESS, PHONE NUMBER, OR CUSTODY.....                                   | 8  |
| DENIAL OF SCHOOL ATTENDANCE.....   | 8  |
| ACADEMICS.....   | 9  |
| GRADES .....   | 9  |
| GRADING PERIODS.....   | 9  |
| PROMOTION, PLACEMENT, AND RETENTION.....   | 9  |
| GRADUATION REQUIREMENTS.....   | 10 |
| ATTENDANCE AND ABSENCE POLICY.....   | 13 |
| ENGAGEMENT.....  | 14 |
| SUPPORT LEVELS.....  | 14 |
| COURSE ASSIGNMENTS AND ASSESSMENTS .....   | 15 |
| LOCAL ASSESSMENTS.....   | 15 |
| LIVE INSTRUCTION SESSIONS.....   | 15 |
| STATE-MANDATED TESTING .....   | 16 |
| TECHNOLOGY AND ACCEPTABLE USE POLICY.....  | 16 |
| ACCESS TO INAPPROPRIATE MATERIAL .....   | 17 |
| SPECIFIC TERMS AND CONDITIONS FOR USING PROGRAM-PROVIDED COMMUNICATION TOOLS ..... | 18 |
| INAPPROPRIATE TECHNOLOGY USE PENALTY SYSTEM .....                                  | 19 |
| SOCIAL MEDIA/COLLABORATIVE CONTENT TOOLS .....                                     | 19 |
| STUDENT MISUSE.....  | 20 |
| LOST, STOLEN, OR DAMAGED DEVICES .....   | 20 |
| REPAIRING DEVICES .....  | 20 |
| SCHOOL LOANED PROPERTY.....  | 20 |

|  |    |
|--|----|
| RETRIEVAL OF SCHOOL-ISSUED COMPUTERS .....   | 20 |
| VOLUNTARY WITHDRAWAL .....   | 21 |
| STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY .....  | 21 |
| REPORTING .....  | 21 |
| INVESTIGATION .....  | 22 |
| CONFIDENTIALITY .....  | 22 |
| DISCIPLINE FOR VIOLATIONS OF THIS POLICY: .....  | 22 |
| INSUFFICIENT EVIDENCE .....  | 22 |
| FALSE ACCUSATION.....  | 22 |
| RETRALIATION .....   | 22 |
| PREVENTION .....   | 23 |
| DEFINITIONS.....   | 23 |
| SEXUAL HARASSMENT, DISCRIMINATION, AND RETALIATION .....   | 25 |
| TITLE IX COORDINATOR .....   | 25 |
| MANDATORY REPORTERS .....  | 26 |
| CONTACT INFORMATION.....   | 26 |
| NOTICE/FORMAL COMPLAINTS OF SEX AND GENDER-BASED HARASSMENT, DISCRIMINATION,<br>AND/OR RETALIATION ..... | 26 |
| GRIEVANCE PROCESSES .....  | 27 |
| ACADEMIC INTEGRITY IN ASSESSMENTS AND ASSIGNMENTS .....  | 27 |
| ADDITIONAL POLICIES.....   | 29 |
| SECTION 504 .....  | 29 |
| CHILD FIND POLICY.....   | 29 |
| HOMELESS STUDENT POLICY .....  | 30 |
| SCHOOL RECORDS (FERPA) .....   | 30 |
| STUDENT DIRECTORY INFORMATION .....  | 31 |
| AUDIO-VISUAL INFORMATION.....  | 32 |
| EDUCATION AND DISCIPLINE .....   | 32 |
| GENERAL RULES OF CONDUCT.....  | 32 |
| DISRUPTIVE ACTIONS.....  | 33 |
| DRESS AND APPEARANCE .....   | 34 |
| COOPERATION WITH SCHOOL PERSONNEL.....   | 34 |
| OFF-CAMPUS EVENTS .....  | 34 |

|  |    |
|--|----|
| DISCIPLINE FOR STUDENTS WITH DISABILITIES .....          | 34 |
| SERVICES .....   | 35 |
| MANIFESTATION DETERMINATION .....                        | 35 |
| DETERMINATION THAT THE BEHAVIOR WAS A MANIFESTATION..... | 36 |
| SPECIAL CIRCUMSTANCES.....                               | 36 |
| NOTIFICATION .....                                       | 36 |
| APPEAL .....   | 36 |

## FOREWORD

This Student Handbook was developed to answer many commonly asked questions you and your parents may have during the school year and provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information in this handbook and keep the handbook available for frequent reference by you and your parents. If you have questions that need to be addressed in this handbook, you are encouraged to talk to the Head of School. This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the status of the Board's policies and the school's rules. If any policies or administrative guidelines referenced herein are revised after the Board's approval, the language in the most current policy or administrative guideline prevails.

## MISSION

The Virtual Preparatory Academy of Idaho at D91's mission is to build meaningful relationships and partnerships with students, families, and the community in order to create a flexible, safe space where all students receive equal opportunities to thrive and learn. We are dedicated to academic excellence that empowers and prepares students for a world of opportunity.

## NON-DISCRIMINATION POLICY

Virtual Preparatory Academy of Idaho at D91 does not discriminate in its policies or practices on the basis of race, gender, color, national origin, religion, creed, marital status, or disability in educational programs and activities is prohibited. The school will not discriminate against a student on the basis of sexual orientation. Virtual Preparatory Academy of Idaho at D91 serves students with disabilities and English Learners and provides services to students as required by state and federal law. In most cases, the services required by a student with disabilities can be provided at the Virtual Preparatory Academy of Idaho at D91. In some cases, a student's needs require that they be placed at a different program or location as determined by an IEP or Section 504 team.

## School Calendar

### VPA of Idaho at D91 | 2023-2024 CALENDAR

| <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">AUGUST '23</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p><b>21-25</b> Professional Development/Work Days<br/> <b>28</b> First Day of School Grades K-10</p> <p>4 Instructional Days<br/>           3 Professional Development days<br/>           2 Teacher Work Days</p>  | AUGUST '23    |    |    |    |    |    |  | S | M | T | W | Th | F | S |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">FEBRUARY '24</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </tbody> </table> <p><b>19</b> Presidents' Day – School Closed</p> <p>20 Instructional Days</p>   | FEBRUARY '24 |  |  |  |  |  |   | S        | M | T | W | Th | F | S |   |   |   |   | 1  | 2 | 3 | 4 | 5 | 6 | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|--|---------------|----|----|----|----|----|--|---|---|---|---|----|---|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|--------------|--|--|--|--|--|---|----------|---|---|---|----|---|---|---|---|---|---|----|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|
| AUGUST '23   |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M             | T  | W  | Th | F  | S  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |               | 1  | 2  | 3  | 4  | 5  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 6  | 7             | 8  | 9  | 10 | 11 | 12 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 13   | 14            | 15 | 16 | 17 | 18 | 19 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 20   | 21            | 22 | 23 | 24 | 25 | 26 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 27   | 28            | 29 | 30 | 31 |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| FEBRUARY '24   |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M             | T  | W  | Th | F  | S  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |               |    |    | 1  | 2  | 3  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 4  | 5             | 6  | 7  | 8  | 9  | 10 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 11   | 12            | 13 | 14 | 15 | 16 | 17 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 18   | 19            | 20 | 21 | 22 | 23 | 24 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 25   | 26            | 27 | 28 | 29 |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
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| SEPTEMBER '23  |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M             | T  | W  | Th | F  | S  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |               |    |    |    | 1  | 2  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 3  | 4             | 5  | 6  | 7  | 8  | 9  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 10   | 11            | 12 | 13 | 14 | 15 | 16 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 17   | 18            | 19 | 20 | 21 | 22 | 23 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 24   | 25            | 26 | 27 | 28 | 29 | 30 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| MARCH '24  |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M             | T  | W  | Th | F  | S  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |               |    |    |    | 1  | 2  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 3  | 4             | 5  | 6  | 7  | 8  | 9  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 10   | 11            | 12 | 13 | 14 | 15 | 16 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 17   | 18            | 19 | 20 | 21 | 22 | 23 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 24   | 25            | 26 | 27 | 28 | 29 | 30 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 31   |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">OCTOBER '23</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>5-6</b> State &amp; District Professional Development, School Closed<br/> <b>27</b> Quarter 1 Ends (42 days)<br/> <b>30</b> Quarter 2 Begins, Student Async Day, Teacher Work Day</p> <p>20 Instructional Days<br/>           2 Professional Development Days<br/>           1 Teacher Work Day</p> | OCTOBER '23   |    |    |    |    |    |  | S | M | T | W | Th | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">APRIL '24</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>1</b> Quarter 4 Begins, Student Async Day, Teacher Work Day</p> <p>22 Instructional Days<br/>           1 Teacher Work Day</p>   | APRIL '24    |  |  |  |  |  |   | S        | M | T | W | Th | F | S |   | 1 | 2 | 3 | 4  | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| OCTOBER '23  |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M             | T  | W  | Th | F  | S  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 1  | 2             | 3  | 4  | 5  | 6  | 7  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 8  | 9             | 10 | 11 | 12 | 13 | 14 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 15   | 16            | 17 | 18 | 19 | 20 | 21 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 22   | 23            | 24 | 25 | 26 | 27 | 28 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 29   | 30            | 31 |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| APRIL '24  |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M             | T  | W  | Th | F  | S  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  | 1             | 2  | 3  | 4  | 5  | 6  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 7  | 8             | 9  | 10 | 11 | 12 | 13 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 14   | 15            | 16 | 17 | 18 | 19 | 20 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 21   | 22            | 23 | 24 | 25 | 26 | 27 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 28   | 29            | 30 |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">NOVEMBER '23</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table> <p><b>20</b> Teacher Professional Development, School Closed<br/> <b>21-24</b> Thanksgiving Holidays – School Closed</p> <p>17 Instructional Days<br/>           1 Professional Development Day</p>  | NOVEMBER '23  |    |    |    |    |    |  | S | M | T | W | Th | F | S |   |   | 1 | 2 | 3 | 4 |   | 5 | 6 | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">MAY '24</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <p><b>27</b> Memorial Day – School Closed<br/> <b>31</b> Quarter 4 Ends (44 days)<br/> <b>31</b> Last Day of School</p> <p>22 Instructional days</p>   | MAY '24      |  |  |  |  |  |   | S        | M | T | W | Th | F | S |   |   |   | 1 | 2  | 3 | 4 | 5 | 6 | 7 | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| NOVEMBER '23   |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M             | T  | W  | Th | F  | S  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |               | 1  | 2  | 3  | 4  |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 5  | 6             | 7  | 8  | 9  | 10 | 11 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 12   | 13            | 14 | 15 | 16 | 17 | 18 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 19   | 20            | 21 | 22 | 23 | 24 | 25 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 26   | 27            | 28 | 29 | 30 |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| MAY '24  |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M             | T  | W  | Th | F  | S  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |               |    | 1  | 2  | 3  | 4  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 5  | 6             | 7  | 8  | 9  | 10 | 11 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 12   | 13            | 14 | 15 | 16 | 17 | 18 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 19   | 20            | 21 | 22 | 23 | 24 | 25 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 26   | 27            | 28 | 29 | 30 | 31 |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">DECEMBER '23</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>18-29</b> Winter Break – School Closed</p> <p>11 Instructional days</p>   | DECEMBER '23  |    |    |    |    |    |  | S | M | T | W | Th | F | S |   |   |   |   |   | 1 | 2 | 3 | 4 | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31  |              |  |  |  |  |  | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">JUNE '24</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>3</b> Teacher Work Day</p> <p>173 Total Instructional Days<br/>           6 Teacher Work Days<br/>           6 Teacher Professional Development Days</p> | JUNE '24 |   |   |   |    |   |   | S | M | T | W | Th | F | S |   |   |   |    |    |    | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |  |  |  |  |  |
| DECEMBER '23   |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M             | T  | W  | Th | F  | S  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |               |    |    |    | 1  | 2  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 3  | 4             | 5  | 6  | 7  | 8  | 9  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 10   | 11            | 12 | 13 | 14 | 15 | 16 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 17   | 18            | 19 | 20 | 21 | 22 | 23 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 24   | 25            | 26 | 27 | 28 | 29 | 30 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 31   |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| JUNE '24   |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M             | T  | W  | Th | F  | S  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |               |    |    |    |    | 1  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 2  | 3             | 4  | 5  | 6  | 7  | 8  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 9  | 10            | 11 | 12 | 13 | 14 | 15 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 16   | 17            | 18 | 19 | 20 | 21 | 22 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 23   | 24            | 25 | 26 | 27 | 28 | 29 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 30   |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">JANUARY '24</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>01</b> School Closed<br/> <b>15</b> MLK Day – School Closed<br/> <b>19</b> Quarter 2 Ends (43 days)<br/> <b>22</b> Quarter 3 Begins, Student Async Day, Teacher Work Day</p> <p>21 Instructional Days<br/>           1 Teacher Work Day</p>   | JANUARY '24   |    |    |    |    |    |  | S | M | T | W | Th | F | S |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">JULY '24</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>  | JULY '24     |  |  |  |  |  |   | S        | M | T | W | Th | F | S |   |   |   |   |    |   | 1 | 2 | 3 | 4 | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |    |    |  |  |  |  |  |  |
| JANUARY '24  |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M             | T  | W  | Th | F  | S  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  | 1             | 2  | 3  | 4  | 5  | 6  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 7  | 8             | 9  | 10 | 11 | 12 | 13 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 14   | 15            | 16 | 17 | 18 | 19 | 20 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 21   | 22            | 23 | 24 | 25 | 26 | 27 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 28   | 29            | 30 | 31 |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| JULY '24   |               |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| S  | M             | T  | W  | Th | F  | S  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
|  |               |    |    |    |    | 1  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 2  | 3             | 4  | 5  | 6  | 7  | 8  |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 9  | 10            | 11 | 12 | 13 | 14 | 15 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 16   | 17            | 18 | 19 | 20 | 21 | 22 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 23   | 24            | 25 | 26 | 27 | 28 | 29 |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |
| 30   | 31            |    |    |    |    |    |  |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |              |  |  |  |  |  |   |          |   |   |   |    |   |   |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |

## APPLICATION - REGISTRATION - ADMISSION

Families can access an online enrollment portal to complete admissions forms and upload compliance documentation required for charter school enrollment in Idaho. This includes proof of identity, proof of Idaho residence, and proof of current immunization record.

Virtual Preparatory Academy of Idaho at D91 is a tuition-free, open-enrollment public charter school serving students in grades K-10 living in Idaho. As a statewide virtual school, the Virtual Preparatory Academy of Idaho at D91 will admit all students who reside in the state, provided there is the capacity to serve that student's grade level per the annual enrollment goals for each year. All students are welcome.

Virtual Preparatory Academy of Idaho at D91 does not discriminate in its admissions policies or practices on the basis of race, gender, color, national origin, religion, creed, marital status, or disability in educational programs and activities is prohibited. The school will not discriminate against a student on the basis of sexual orientation.

## ENROLLMENT PROCESS

All enrollment procedures displayed have been vetted and reviewed to assure compliance with all federal, state, and local statutes and policies. The procedures comply with FERPA, HIPA, OCR, USDOE guidelines and regulatory statutes. The school adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA").

## ELIGIBILITY REQUIREMENTS

Students must reside in the state of Idaho to be eligible for enrollment. Age eligibility must be 5 on or by September 1 of the current school year. Idaho Code 33-201.

## REQUIRED DOCUMENTS

**Proof of Student Identity & Guardianship:** Copy of your child's birth certificate (official or hospital-issued) showing the child's legal name, place and date of birth, and legal guardian(s). If the birth certificate is unavailable, your alternate option is a combination of Proof of Guardianship (court documentation) and Proof of Identity (child's passport or birth affidavit). Idaho Code 18-4511.

**Proof of Residency:** Documentation that proves the residency of the student and his/her primary parent/legal guardian. When the child lives with the legal guardian and the proof of residency documentation is in the legal guardian's name, any of these documents are accepted. If you cannot provide any of the documents below, contact the school office.

- Utility Bill (electric, gas, water, or sewer); Resident name and property address must appear on the bill; Must be dated within 60 days of enrollment. Please note that disconnect notices, final bill statements, and billing envelopes are not accepted.
- Mortgage Statement; Resident name and property address must appear on the statement; it Must be dated within 90 days of enrollment.
- Lease or Rental Agreement that specifies the start and end date of the agreement; must be dated and include names and signatures of the lessee and the lessor (typically, this is the first and last pages of the agreement).

- Original Mortgage/Closing Paperwork such as the Housing & Urban Development (HUD) Statement; Resident name and property address must appear on the statement.
- Pay Stub that includes employer name and address; also, must have guardians name, address, and be dated.
- Bank Statement; must show Legal Guardian's name and current physical address and be dated within 30 days
- Active Military Orders; must show Legal Guardian's name and current physical address
- An Affidavit of Residency must be completed in the presence of a Notary Public. The Notary Public must sign and seal the affidavit within 30 days of the registration forms being submitted, and the original, hard copy affidavit must be submitted.

### **Immunization Records**

All student immunizations must be current before attending a school in Idaho. Idaho Code 39-4801. <https://adminrules.idaho.gov/rules/current/16/160215.pdf>

A child, through his parent or guardian, may apply for an exemption from this requirement by submitting documentation to the school. Idaho Code 39-4802.

<https://publicdocuments.dhw.idaho.gov/WebLink/Search.aspx?searchcommand=%7BLF%3ABasic%20~%3D%20%22Schools%20Exemption%20Form%22%2C%20option%3D%22NLT%22%7D&view=search&cr=1>

- Any minor child whose parent or guardian has submitted to school officials a certificate signed by a physician licensed by the state board of medicine stating that the physical condition of the child is such that all or any of the required immunizations would endanger the life or health of the child shall be exempt from the provisions of this chapter.
- Any minor child whose parent or guardian has submitted a signed statement to school officials stating their objections on religious or other grounds shall be exempt from the provisions of this chapter.

### **CHANGE OF ADDRESS, PHONE NUMBER, OR CUSTODY**

The Parent/Guardian/Student is responsible for informing the School Office of any change of address or phone number. If you have a change of address, you are required to provide the corrected student information and proof of residency documentation to the School Office by emailing our office. If there is a change of custody for the student, you are required to provide the corrected student information, including the current custody order, to the School Office.

### **DENIAL OF SCHOOL ATTENDANCE**

Idaho law provides for denial of school attendance in Idaho Code, Section 33-205: "Denial of school attendance at any of its schools, by suspension or expulsion, to any pupil who is a habitual truant or who is incorrigible, or whose conduct in the judgment of the Board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school. Any pupil having been suspended or expelled may be readmitted to the school by the Board of Trustees upon such reasonable conditions as may be prescribed by the Board, but such readmission shall not prevent the Board from again suspending or expelling such pupil for cause."



## ACADEMICS

### GRADES

The Virtual Preparatory Academy of Idaho at D91 has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. Students are generally assigned grades based on assessment results, homework, projects, and classroom participation. Each teacher may emphasize these areas differently in determining a grade and will inform the students at the beginning of the course work. Students may seek clarification of the grading by requesting additional information from their teacher.

The Virtual Preparatory Academy of Idaho at D91 uses the following grading system for grades K-10:

| <b>GRADE SCALE</b>  |                        |                    |
|---------------------|------------------------|--------------------|
| <b>Letter Grade</b> | <b>Cut-Off Percent</b> | <b>Grade Value</b> |
| A+                  | 97                     | 100                |
| A                   | 93                     | 96                 |
| A-                  | 90                     | 92                 |
| B+                  | 87                     | 89                 |
| B                   | 83                     | 86                 |
| B-                  | 80                     | 82                 |
| C+                  | 77                     | 79                 |
| C                   | 73                     | 76                 |
| C-                  | 70                     | 72                 |
| D+                  | 67                     | 69                 |
| D                   | 63                     | 66                 |
| D-                  | 60                     | 62                 |
| F                   | 0                      | 59                 |

### GRADING PERIODS

Progress reports will be provided digitally at the end of each quarter. Progress report grades are not final but are a snapshot in time. A final report card will be issued at the end of the year.

### PROMOTION, PLACEMENT, AND RETENTION

Students are expected to make adequate progress in mastering a complete year of curricular objectives by following a consistent and regular schedule of schooling. It is expected that students will be promoted to the next grade level at the end of an academic year based on adequate progress.

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

## GRADUATION REQUIREMENTS

Only students who have met school, district, and state requirements for graduation will be allowed to participate in the graduation exercises or the graduation senior-related activities. All fees and fines must be paid. Graduation requirements are listed below and are in the Idaho Falls School District registration manual.

### Credits

Students shall be expected to earn a total of 61 credits in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma. Each semester class will count towards 1.5 credits with Idaho Falls School District. In some instances, a semester class will fulfill the requirement, plus .5 credits. In most cases when this occurs, the .5 credits will be applied towards the 17 elective credits.

|   |            |            |
|---|------------|------------|
| Secondary Language Arts and Communication                                       |            | 13 credits |
| • English (language study, composition, literature)                             | 12 credits |            |
| • Speech or Debate  | 1 credit   |            |
| Mathematics   |            | 9 credits  |
| • Algebra I (or meets Algebra I standards)                                      | 3 credits  |            |
| • Geometry (or meets Geometry standards)  | 3 credits  |            |
| • Secondary Mathematics of the student's choice                                 | 3 credits  |            |
| Science   |            | 9 credits  |
| • Secondary Science   |            |            |
| Social Studies  |            | 9 credits  |
| • Government  | 2 credits  |            |
| • US History  | 3 credits  |            |
| • Economics   | 1 credit   |            |
| • World History   | 3 credits  |            |
| Arts and Humanities   |            | 2 credits  |
| • Interdisciplinary humanities, visual and performing arts, or foreign language |            |            |
| Health/Wellness   |            | 1 credit   |
| Technology  |            | 1 credit   |
| Electives   |            | 17 credits |

### Advanced Opportunities

The Advanced Opportunities program provides every student attending an Idaho public school an allocation of \$4,125 to use towards Advanced Opportunities in grades 7-12. The funds can be used for a variety of offerings:

### Overload Courses

An overload course is a high school-level course that is taken in excess of the student's regular school day. These courses are offered online, during the summertime, and before/after school. In the event that a student incurs a cost for such courses, the Advanced Opportunities program can pay up to \$225

for the cost of the course. Overload courses must be above and beyond the full course load (minimum of 12 credits) offered by the student's local school.

### Dual Credits

Dual credits are courses taken by high school students that are transcribed on their high school and college transcripts. The Advanced Opportunities program can pay up to \$75 per credit. Dual Credit courses can be taken online, by virtual conferencing, or in some cases, students can go directly to the college/university campus. More information on specific Idaho colleges and universities can be found in the Links tab below.

### Exams

Students can utilize Advanced Opportunities funds to pay for various college-credit bearing or career-technical exams. These include Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), or Career & Technical Education (CTE) exams.

### Workforce Training

Students can utilize Advanced Opportunities funds to pay for regionally approved workforce training courses at an Idaho public college in their area. Up to \$500 per course or \$1000 a year can be utilized for these courses. View approved workforce training courses for more details.

To take advantage of Advanced Opportunities, students must be enrolled full-time with Virtual Preparatory Academy of Idaho at D91 or be approved for dual enrollment and meet the following guidelines:

- Meet in an advising session with the school's Advanced Opportunities Coordinator, parent, and principal
- Complete a Fast Forward Participation Form and submit it to the Advanced Opportunities Coordinator

### Senior Project

A student shall complete a senior project that includes a written report and oral presentation by the end of grade 12. Senior projects may be multi-year projects, group or individual projects, or approved pre-internship or school-to-work internship programs. The project must include elements of research, the development of a thesis using experiential learning or integrated project-based learning experiences, and a presentation of the outcome.

Completion of a postsecondary certificate or degree at the time of high school graduation or an approved pre-internship or internship program may be used to satisfy this requirement.

### Idaho Standards Achievement Tests (ISAT)

In addition to obtaining the necessary credits outlined above, a student will take the Idaho Student Achievement Test (ISAT) as defined by State Board of Education rules.

### Learning Plans

All Virtual Preparatory Academy of Idaho at D91 Students, starting in grade 8, will demonstrate an informed choice of post-secondary career and education goals by completing and updating their student learning plans (4-year plans).

### Civics Test (Senior Requirement)

All secondary students must successfully pass the civics test or alternate path. Any student who participates in a United States Government and Politics course and an associated college credit-bearing examination shall be deemed to have met this requirement. The District will determine the method and manner in which to administer the civics test. The District will document on the student's transcript that the student has passed the civics test. The applicability of this requirement for students who receive special education services will be governed by the student's Individualized Education Plan.

### Honor Roll

A student must have a minimum GPA of 3.75 to be placed on the honor roll. Specific information regarding honors at graduation is included in the student handbook.

High School (9-12) Academic Honors students have many opportunities to earn academic honors. These honors are in recognition of hard work, good grades, and taking advanced classes.

Student transcripts will report a weighted and an unweighted grade-point average or GPA.

1. The recognition categories for honors status will be based on weighted grade-point averages.
2. Only letter grades for Advanced Placement courses will be weighted.

High School students have many opportunities to earn academic honors. These honors recognize hard work, good grades, and taking advanced classes.

1. Student transcripts report a weighted and an unweighted grade point average or GPA.
2. The recognition categories for honors status will be based on the following weighted GPAs. At the time of graduation, students in the following categories will be recognized as graduating with honors.
  - A. Cum Laude: Students with a GPA of 3.75-3.89
  - B. Magna Cum Laude: Students with a GPA of 3.90-3.99
  - C. Summa Cum Laude: Students who have a GPA of 4.00 or higher
3. Students graduating with honors must have completed all but a term of credits by the end of the third nine weeks of their senior year. Pass/No Pass courses are not included in this count of credits. A student who has received an F in any high school or dual enrollment course is not eligible for honors status. Academic credits can be earned through regular enrollment course, approved dual enrollment university courses, approved correspondence courses and/or summer school. High schools grant 1.5 credits for each three-credit semester college course taken as a dual enrollment course.

### Class Rank (GPA)

Class rank is compiled from semester grades.

### Early Completion of Graduation Requirements

A student who completes all of the graduation requirements set forth above prior to the completion of twelve trimesters or eight semesters of school attendance in grades 9 through 12 may petition the Superintendent and Board for early graduation by submitting such a petition to the Superintendent through the building principal. The Superintendent shall submit the petition to the Board for endorsement and approval at the end of the trimester preceding the requested graduation date.

### Transfer Students

In order to receive a diploma from Virtual Preparatory Academy of Idaho at D91, a student must have earned at least 49 credits or the last 12 credits from the high school awarding the diploma or have moved with his/her family from out of the area after the beginning of the second trimester of the senior year. If a student does not meet these requirements, he/she may address a letter to the Superintendent or designee explaining the extenuating circumstances and requesting an exemption from this policy.

All credits applied toward graduation must have been earned from accredited institutions.

### **ATTENDANCE AND ABSENCE POLICY**

The process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of students with one another in the classroom and their participation in instructional activities under the direction of a highly qualified teacher are vital. Education is much more than written assignments or homework; it encompasses instruction, discussion, interaction, and project work that occurs in the classroom. When a child is not engaged, learning opportunities are lost.

Few factors have a greater influence on school success than regular attendance and engagement with school. We recognize the importance of flexibility for our students at Virtual Preparatory Academy of Idaho at D91 and know that the virtual setting allows for self-directed learning experiences. With the designation of “self-directed learners,” students are expected to follow the attendance and engagement expectations set forth by the school. Student engagement and attendance are tracked via a combination of the following: online activity reports automatically generated by the school Learning Management System when students work in courses or attend live sessions, offline time submissions submitted by Parents/Guardians, participation in state and local assessments, contact with school staff, and other methods as dictated by the school.

- It is expected that students are engaged and actively participating in schoolwork each day. Students should be online, completing asynchronous lessons through the course dashboard, and attending live sessions as instructed by teachers. If students are not maintaining the expected level of engagement or not maintaining expected course progress, students will be referred to the engagement intervention program.
- Live session attendance is critical to student success in the online classroom. It is highly recommended that all students attend all live class offerings daily to interact with teachers and receive instruction and practice, especially when students are not receiving passing grades. These live sessions are recorded and available for students to view anytime.
- Students must attend in-person state testing at designated locations on assigned days.
- Students are expected to attend school on all official school days, complete all tasks promptly, and attend live class sessions or view archived materials as directed. It is recommended that students in grades K-8 spend around 5.5 hours each day (about 28 hours a week engaged with school); students in grades 9-10 should spend about 6 hours each day (30 hours a week).
- Failure to log into the system, complete coursework, attend live instruction and/or submit offline time each day and/or to show up for assigned testing constitutes an unexcused absence for the student.
- Parents/Guardians may be directed to log offline hours and/or properly document the student's offline work.

- Parents/Guardians must provide the school with written notes documenting why absences should be excused within one day of the absence date.
- Students that fail to meet engagement requirements related to completing diagnostic assessments, state testing, live session participation, and completion of course assignments and assessments may be subject to discipline and/or interventions.

ANY ABSENCE – Please notify the registrar when your child will be absent. [attendance@vprepid.org](mailto:attendance@vprepid.org)

## ENGAGEMENT

All students are expected to continuously engage in instructional programming to be successful in Virtual Preparatory Academy of Idaho at D91. Daily course completion and live instructional session participation allow instructional staff insight into student development and academic support needs. Live sessions also allow students to participate in cooperative learning, ask questions and demonstrate academic growth. Regular completion of diagnostic, summative, and formative assessments is essential for promoting student development and instrumental for implementing targeted instructional techniques.

Virtual Preparatory Academy of Idaho at D91 assesses student engagement levels via a combination of the following:

- Completion of course assignments
- Completion of local assessments
- Attendance in live instructional sessions
- Participation in state-mandated testing

### ENGAGEMENT INTERVENTION PROGRAM PROTOCOL

Student Success staff, teachers, and administration will monitor attendance, course completion, assignment submission, and compliance with school and state assessment requirements to determine a student's engagement level. A four-tiered intervention system with increasing support will be utilized.

### SUPPORT LEVELS

**Level 1:** General school-wide prevention and programming, including onboarding, homeroom support, live instructional sessions, and student group activities.

**Level 2:** If a pattern of absenteeism or disengagement develops, the teacher will contact the parent/guardians to determine needs and work with the student and family.

**Level 3:** If the pattern continues, the teacher will notify the Student Success Coordinator concerning the absences, tardiness, and/or disengagement. Then, the student and parent will meet with the Student Success Coordinator, and the student will be placed on a student success plan. This plan will have specific steps, goals, and a timeframe for the student that will help him/her get back on track. This plan may require additional check-ins and/or individual/small group sessions.

**Level 4:** If the student fails to meet the agreed-upon criteria of the student success plan and/or fails to stay current on classroom assignments within an agreed-upon timeframe that is outlined in the student success plan, the student and parent will meet with the Head of School to discuss next steps regarding the student's placement in the virtual setting. Next steps may include rescinding the self-directed learner designation at the Virtual Preparatory Academy of Idaho at D91 and recommendation for a brick-and-

mortar school, referral to the truancy office, and/or initiating a referral to the Department of Health and Welfare.

NOTE: Our intent is to solve attendance and disengagement problems quickly so that the children will not fall behind and become discouraged.

### COURSE ASSIGNMENTS AND ASSESSMENTS

It is critical for student success to complete course assignments and assessments regularly so teachers can monitor progress and ensure growth and mastery of state standards. Within each course, students should complete all items on the plan for the day and stay on track with assignment due dates as set by the teacher. Students who do not follow minimum expectations of course completion will be referred to the engagement intervention protocol.

### LOCAL ASSESSMENTS

All new students will be assessed for learning readiness using a computer-adaptive, nationally normed test. The results from this initial assessment will assist teachers in developing a personalized plan for each student using Idaho Academic Standards.

Once a student is enrolled and has finalized his/her personalized plan, the student will participate in various performance assessments over time to monitor their progress and modify their academic program keeping them on track for academic success. These assessments include:

- Short Cycle Assessments
- Course-level Assessments
- Computer-adaptive Nationally Normed Assessments: The assessments are taken three times per school year by all students. Baselines (incoming assessment) are established in the first month of the school year. Once a baseline has been established, performance is also measured in the winter and spring.

Students shall be allowed to complete assessments within a reasonable time, consistent with administering the assessment. These timelines for completion will be communicated as each assessment is announced. Students are expected to complete all assessments given. Students who do not follow minimum expectations will be referred to the engagement intervention protocol.

### LIVE INSTRUCTION SESSIONS

The curriculum at Virtual Preparatory Academy of Idaho at D91 is designed to provide flexibility to its students and allow them the opportunity to earn credit and complete assignments independently. However, students who attend and regularly participate in live class sessions are typically more successful than those who do not. Students are provided a clear schedule for live opportunities in the core subjects of Math, English, Science, and Social Studies; In addition, they will have opportunities for live instruction with their elective/special classes. Although live instructional sessions are recorded and made available to students for review on their own time, students are encouraged to attend live sessions as they are provided in real-time so that they can benefit from live discussion and collaborative work with students and teachers.

## STATE-MANDATED TESTING

Idaho students are tested regularly by the state to assess their progress as they move through school. Students are required to attend all state testing.

Idaho Standards Achievement Test (ISAT) measures student achievement and growth according to Idaho Academic Standards. The summative assessments for Idaho students and assesses:

- Mathematics: Grades 3-8, 11
- English Language Arts: Grades 3-8, 11
- Science: Grades 5, 8, 11

Some students are additionally required to participate in the following assessments:

- Idaho Reading Indicator (IRI): Grades K-3, required for all students to assess reading performance in the fall, winter, and spring.
- English Language Proficiency: Grades K-12 required for all non-English speaking students eligible to receive English Language Development (ELD) services.
- All students, starting in grade 5 will demonstrate mastery of addition and multiplication for numbers 0-10, as well as related subtraction and division problems, known collectively as "math facts."

## TECHNOLOGY AND ACCEPTABLE USE POLICY

The use of technology is a privilege and an important part of the Virtual Preparatory Academy of Idaho at D91 overall curriculum. The Virtual Preparatory Academy of Idaho at D91 will offer each student a school-provided computer. If the school-provided computer is declined, this policy applies to privately-owned devices accessing the Virtual Preparatory Academy of Idaho at D91 domain/network. Virtual Preparatory Academy of Idaho at D91 will not be liable for the communication sent via personal devices. The Virtual Preparatory Academy of Idaho at D91 will provide a computer that meets the requirements of the educational program and does not warrant that technology resources will meet any specific requirements that the student, or other users, may have or that it will be error-free or uninterrupted. The Virtual Preparatory Academy Idaho at D91 will, from time to time, make determinations on whether specific uses of technology are consistent with program policies for students and employees. The Virtual Preparatory Academy of Idaho at D91 always reserves the right to monitor and log technology use, monitor cloud storage utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety, or security of the technology resources or the safety of the user. It is the policy of the Virtual Preparatory Academy of Idaho at D91 to:

- Prevent users from accessing or transmitting access over its computer network to, or transmission of, inappropriate material via the internet, electronic mail, or other forms of direct electronic communications,
- Prevent unauthorized access, other unlawful online activity, and damage to program resources.
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- Comply with the Children's Internet Protection Act [Publ. L. No. 106-554 and 47 USC 254(h)].
- Provide students with resources to help them make sound decisions regarding appropriate behavior and conduct online. We encourage you to study the International Society for Technology in Education Standards at: <https://www.iste.org/standards/for-students>



## ACCESS TO INAPPROPRIATE MATERIAL

To the extent practicable, technology protection measures are used to block or filter internet access to or other forms of electronic communications containing inappropriate information. Filtering and maintenance, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors, as defined by the Children's Internet Protection Act (CIPA). The filter serves to block minors from accessing inappropriate matters on the internet and the world wide web.

The installation of technology protection measures at the time of computer provisioning is mandatory, and the internet filter will be set at a level determined by the school. Thereafter, the guardian will be responsible for monitoring computer usage to comply with Virtual Preparatory Academy of Idaho at D91 policies and the Children's Internet Protection Act. The technology protection measures may be disabled only for bona fide research or other lawful purposes as approved by the administration. Additionally, it shall be the responsibility of all members of the Virtual Preparatory Academy of Idaho at D91 staff to supervise and monitor the usage of the online computer network and access to the internet and ensure that the same is in accordance with this policy, including any e-mails, chat room discussions, electronic communications, and webcam usage.

By using the filter program, as well as staff monitoring student use, The Virtual Preparatory Academy of Idaho at D91 is attempting to provide a safe and secure medium by which students can use the internet, the world wide web, electronic mail, chat rooms, and other forms of direct electronic communications. To the extent practicable, steps are taken to promote the safety and security of users of the Virtual Preparatory Academy of Idaho at D91. Other inappropriate network usages Virtual Preparatory Academy of Idaho at D91 intends to eliminate include:

- Unauthorized access, including so-called 'hacking' and other unlawful activities; and
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

By signing the Parent/Student Handbook agreement form, the Parent and Student agree:

- To abide by all The Virtual Preparatory Academy of Idaho at D91 policies relating to the use of technology.
- To release all The Virtual Preparatory Academy of Idaho at D91 employees from all claims of any nature arising from the use or inability to use the technology.
- That the use of technology is a privilege; and
- That use of the technology will be monitored, and there is no expectation of privacy whatsoever in any use of the technology.

The Parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following.

- Altering system technology, including but not limited to software or hardware.
- Placing unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages.
- Obtaining, viewing, downloading, transmitting, disseminating, or otherwise gaining access to or disclosing materials Virtual Preparatory Academy of Idaho at D91 believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.

- Using technology resources for commercial, political, or other unauthorized purposes since The Virtual Preparatory Academy of Idaho at D91 technology resources is intended only for educational use.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- Disrupting technology through abuse of technology, including, but not limited to, hardware or software.
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks; Interfering with others' use of technology.
- Installation of software without the consent of Virtual Preparatory Academy of Idaho at D91.
- Allowing anyone else to use an account other than the account holder.
- Sending unsolicited mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material ("email spam").
- Creating or forwarding "chain letters" or other "pyramid schemes" of any type, whether or not the recipient wishes to receive such mailings.
- Malicious e-mail including, but not limited to, "mail bombing" (flooding a user or site with very large or numerous pieces of email).
- Unauthorized use, or forging, of mail header information.
- Using The Virtual Preparatory Academy of Idaho at D91 or a client account to collect replies to messages sent from another Virtual Preparatory Academy of Idaho at D91 account; and
- Use of program-owned hardware for commercial or for-profit purposes.
- Use of program-owned hardware for product advertisement or political lobbying
- Other unlawful or inappropriate behavior.

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action. The user must also know and further agrees that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs.
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentionally or accidentally.
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for all costs; and
- Violation of this internet safety policy is also a violation of The Virtual Preparatory Academy of Idaho at D91 Code of Conduct and may result in any other scholastic disciplinary action other than those specifically set forth above, including but not limited to suspension or expulsion.

### **SPECIFIC TERMS AND CONDITIONS FOR USING PROGRAM-PROVIDED COMMUNICATION TOOLS**

The Virtual Preparatory Academy of Idaho at D91 offers access to live web conferencing sessions, webcams, discussion boards, collaborative documents, IT Support live chat, and email to provide parents and students access to instruction and a forum to communicate. All live web conference sessions and network e-mails are monitored and recorded to protect all participants. The Virtual Preparatory Academy of Idaho at D91 does not discourage criticism or healthy disagreements; however, The Virtual Preparatory Academy of Idaho at D91 does expect each web conference session and e-mail participant to act civilly

throughout such conversations and will not tolerate vulgarity, name-calling, or attacks upon other participants in any way. These expectations also apply to interactions with IT Support team members.

Suppose, for any reason, The Virtual Preparatory Academy of Idaho at D91 does not believe that a Student/Parent or Guardian is acting in a manner that will enhance or support the mission of the School. In that case, it reserves the right to remove that person from the network (except for access to his/her teacher and course materials) in accordance with the penalty provisions provided below. Specifically, the School's in-home computers and internet connection should not be used for any of the following purposes, and acting appropriately does not include:

- Making statements that are sexually explicit or grossly offensive, including blatant expression of bigotry, racism, hatred, or profanity.
- Indulging in abusive, defamatory, or harassing behavior; insults or personal attacks; threats of harm to anyone; promoting physical harm or injury to any group or individual.
- Promoting or providing information about illegal activities.
- Indulging in activities that infringe upon anyone else's copyright(s). Specifically, he/she cannot advocate illegal conduct or participate in illegal or fraudulent schemes.
- Using chat rooms to distribute unauthorized copies of copyrighted materials, including photographs, work, text, recordings, designs, or computer programs.
- Impersonating someone else or falsely representing oneself.
- Attempting to post or use computer programs that contain destructive features including, but not limited to, viruses, worms, trojan horses, bot scripts, etc.
- Posting or transmitting unauthorized or unsolicited advertising, promotional materials, or any other forms of solicitation of other users; and
- Any other chat room behavior which, at the Administrator's sole discretion, does not support the school's mission.

While this is not a complete listing of every behavior that may be inappropriate, it gives some guidance regarding the types of actions and communications that are prohibited.

### **INAPPROPRIATE TECHNOLOGY USE PENALTY SYSTEM**

Violation of The Virtual Preparatory Academy of Idaho at D91's Acceptable Use Policy may result in a warning, temporary, or permanent ban from the live web conferencing sessions, webcam, discussion boards, collaborative documents, and or/email, depending on the severity of the infraction. The length of any temporary ban shall be at the Administrator's sole discretion. Student access to content and instruction will not be impacted.

### **SOCIAL MEDIA/COLLABORATIVE CONTENT TOOLS**

Recognizing the benefits collaboration brings to education, The Virtual Preparatory Academy of Idaho at D91 may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to conduct themselves in an exemplary manner, using appropriate, safe, and mindful language. Posts, chats, sharing, and messaging may be monitored by staff. Users should be careful never to share personal information in an online forum.

Violation of The Virtual Preparatory Academy of Idaho at D91's live web conference sessions, email, or webcam Policy may result in a warning, temporary, or permanent ban from the live web conferencing sessions, webcam, discussion boards, collaborative documents, and or/email, depending on the severity

of the infraction. The length of any temporary ban shall be at the Administrator's sole discretion. Student access to content and instruction will not be impacted.

## STUDENT MISUSE

In addition to the penalties above, students who violate any Policy may be suspended or expelled in accordance with live web conferencing sessions, webcam, discussion boards, collaborative documents, and email Code of Conduct.

## LOST, STOLEN, OR DAMAGED DEVICES

Students are responsible for the device at all times. Any device that is misplaced or lost will attempt to be recovered. Students are ultimately responsible for any lost, stolen, or damaged devices. Guardians may be invoiced for any lost, stolen, or damaged device or associated components unless theft has been determined.

## REPAIRING DEVICES

All repairs, inspections, and equipment replacements MUST be made through IT Support. Do not attempt to remove or change the physical structure of the device, including the keys, screen, casing, etc. Doing so may result in guardians being responsible for the cost of repair or replacement.

## SCHOOL LOANED PROPERTY

- Computer and Charging Cord
- Special Education Assistive Technology

Each Student enrolled in the school may receive one computer. If you waive your right to a school-provided computer, you will be asked to sign a Computer Waiver form at the time of enrollment. By signing this form, you indicate that you understand that the school is not in any way responsible for installing or maintaining any hardware, software, external connections, or peripheral equipment associated with this computer. Furthermore, you indicate that you understand that if your equipment becomes inoperable, there is a possibility that the school may not have a computer immediately available, in which case you accept the responsibility for finding a suitable or temporary solution until the school can furnish a computer.

## RETRIEVAL OF SCHOOL-ISSUED COMPUTERS

Consistent with established educational policies enacted by School Boards throughout the United States, the School seeks to protect its property and usage interests through the following policies. Please note that as part of the handbook acknowledgment, the Parent and/or Student also consent that student computers may be activated with geolocation features to assist in the retrieval/recovery of School issued computers.

Tech Support representatives will contact a parent to commence computer recovery when any of the following occurs:

- A Parent's written notice of the intent to withdraw has been received.
- The school withdraws students for lack of engagement or non-attendance.
- A replacement is required due to a technical issue.
- A student graduates from the school; or
- A student is expelled.

When any of the above instances occur, the Parent/Student will be contacted by the school's fulfillment vendor, who will provide details on how to return the loaned equipment. Parents/Students who are contacted by the vendor multiple times within a 30-45 day reclamation period and fail to return the equipment will be escalated into Tier II and Tier III reclamation efforts, which may include charges, credit complaints, or criminal filings.

### **VOLUNTARY WITHDRAWAL**

The textbooks, computers, software, hardware, and other materials loaned to the parent and/or Student are the property of the school. No student and/or Parent have any right to the same except for usage in accordance with the school's educational model, Code of Conduct, rules, regulations, policies, and procedures. Students and Parents are responsible for the textbooks, computers, software, hardware, and other materials loaned to the parent and/or Student within their possession from the moment of receipt until all items have been officially returned to the school. Parents must return the materials and property if their child or children withdraw from the program or are expelled.

All students will be loaned various equipment, supplies, and services from the school, which has been determined to be necessary to ensure the functionality and connectivity of the educational program. Materials and property must be used solely in connection with the education services provided by the school.

### **STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY**

It is the policy of the Virtual Preparatory Academy of Idaho at D91 to maintain a safe school environment for all students, employees, and visitors while attending school and attending school-sponsored activities on school premises or at other locations. Acts of Social Violence include but are not limited to Bullying, Cyberbullying, Intimidation, Hazing, and Harassment (peer, racial, color, and national origin, sexual orientation, religious, disability, and sexual), regardless of the specific nature of the student's behavior, is disruptive to a safe school environment and will not be tolerated.

It shall be a violation of this policy for any student, employee, or visitor to bully, haze, intimidate, or harass another individual while on any school premises or at any school-sponsored activity, regardless of location. Violation of this policy may be subject to school disciplinary action even if the threat is not substantial, direct, or specific enough to constitute a violation of state or federal law. Other Policies for Federal Requirements If the bullying, hazing, or harassment allegations fall within the areas protected by federal law, one or more of the following Idaho Falls School District 91 policies may also apply Civil Right Grievance #3211, #5212, Section 504 Hearing #3212.

### **REPORTING**

It is everyone's responsibility to eliminate the behavior prohibited by this policy. Anyone who believes he/she has knowledge of a person or persons affected by a violation of this policy should immediately report it to a school administrator. The administrator receiving a report of a violation of this policy shall report the matter to the Head of School, principal, supervisor, or designee immediately. If the complaint involves the Head of School, principal, supervisor, or designee, the person must immediately report the matter to the superintendent. If the complaint involves the superintendent, the person must immediately report the matter to the school board president.

School personnel witnessing a violation of this policy shall take immediate action to stop the inappropriate behavior and report the matter to the building principal or other appropriate school personnel. School personnel who fail to report or fail to take action to stop violations of this policy may face disciplinary action up to and including dismissal.

### INVESTIGATION

The Superintendent, Head of School, principal, or designee shall conduct a thorough investigation of any allegation of bullying, hazing, or harassment within ten (10) working days of receipt of the allegation, except in extraordinary circumstances, as determined by the individual assigned to investigate. All investigations with sufficient evidence to support the allegations require a written report.

### CONFIDENTIALITY

Because of the possibly sensitive nature of the allegations, any investigation for violations of this policy shall be conducted, to the extent possible and within legal constraints, to protect the privacy of the complainant, victim, and the accused. In instances where the allegation involves suspected child abuse, harm to self, or harm to others, the school official must report the case to the proper authorities as required by law.

### DISCIPLINE FOR VIOLATIONS OF THIS POLICY:

- for an employee, may involve actions up to and including dismissal.
- for a visitor, may involve actions up to and including future prohibition from entering any school premises or attending any school-sponsored activity, regardless of location.
- for a student, may involve actions up to and including suspension and/or expulsion.

Discipline shall be appropriate to the offense, age, and status of the individual.

The Superintendent or designee shall submit the case to the appropriate law enforcement agency when the charges warrant such action.

### INSUFFICIENT EVIDENCE

If there is insufficient evidence to support the allegations, no report of the allegation shall be placed in an accused or complaining employee's personnel record or in an accused or complaining student's permanent record.

### FALSE ACCUSATION

If the investigation discloses that the complaining individual knowingly or in a malicious manner falsely accused another of bullying, hazing, or harassment, the complaining individual may be subject to disciplinary action as stated above.

### RETALIATION

Students, employees, or visitors shall not retaliate against an individual who, in good faith, reports, associates with the individual reporting, participates in the investigation, or investigates a violation of this policy. Any person engaged in retaliatory actions may be subject to disciplinary action as stated above.

## PREVENTION

The Superintendent or designee shall develop procedures to:

- implement or review actions taken to prevent bullying, hazing, or harassment.
- follow up with victims of violations of this policy to ensure preventive actions were effective.

## DEFINITIONS

**Bullying** means a student or groups of students repeatedly use their personal power with the clear intention to hurt another student or group of students. Bullying may include but is not limited to, physical (hitting, pushing, punching, cornering), verbal (calling names or insults, threatening, telling cruel jokes), and indirect (isolating, rejecting, excluding, ranking, or rating, giving hateful looks). Bullying often occurs without apparent provocation. Bullying is not playful teasing between relatively equal individuals.

An act of harassment, intimidation, or bullying may also be committed through the use of a landline, car phone, or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

**Cyberbullying** is an aggressive, intentional act carried out by an individual or group using electronic forms of contact. These include but are not limited to:

- i. Text message bullying involves sending unwelcome texts that are threatening or cause discomfort.
- ii. Picture/video-clip bullying via mobile phone cameras is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people.
- iii. Phone call bullying via mobile phone uses silent calls or abusive messages.
- iv. Email bullying uses email to send bullying or threatening messages.
- v. Chatroom bullying involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
- vi. Bullying through instant messaging (IM) is an Internet-based form of bullying where students are sent messages as they conduct real-time conversations online.
- vii. Bullying via websites includes the use of defamatory blogs (web blogs), personal websites, and online personal polling sites.

**Prohibited Behavior** - Students attending the Virtual Preparatory Academy of Idaho at D91 schools are prohibited from engaging in the following behaviors:

- i. Physical abuse against a student, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; causing damage to another's clothing or possessions; and another's belongings.
- ii. Verbal abuse against a student, including, but not limited to, name-calling, threatening, taunting, and malicious teasing.
- iii. Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups or similar activities.
- iv. Bullying also includes any act of retaliation taken against:
  - Any person bringing a complaint of bullying,
  - Any person assisting another person in bringing a complaint of bullying, or
  - Any person participating in an investigation of an act of bullying.

**Hazing** includes but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any school-sponsored activity or grade level attainment such as but not limited to:

- i. Compelled ingestion of any drink, alcoholic beverage, drug, or controlled substance;
- ii. Forced exposure to the elements;
- iii. Requiring total or substantial nudity on the part of the person;
- iv. Requiring, encouraging, authorizing, or permitting another to be subject to wearing or carrying any obscene or physically burdensome article;
- v. Physical assaults upon the person;
- vi. Offensive physical contact with the person;
- vii. Participation by the person in boxing matches, an excessive number of calisthenics, or other physical contests;
- viii. Transportation and abandonment of the person;
- ix. Forced prolonged exclusion from social contact;
- x. Confinement to unreasonably small, unventilated, unsanitary, or unlighted areas;
- xi. Sleep deprivation;
- xii. Assignment of pranks to be performed;
- xiii. Any forced activity that could adversely affect the mental or physical health or safety of a student; or
- xiv. Any other activities intended to degrade or humiliate.

**Harassment** involves any conduct by a student—whether verbal, written, graphic, or physical—relating to another student’s race, national origin, religion, sexual orientation, color, disability, or sex that is sufficiently severe, pervasive, or persistent as to:

- i. Interfere with or limit the ability of a student to participate in or benefit from the school’s programs or activities;
- ii. Create an intimidating, threatening, or abusive educational environment;
- iii. Substantially or unreasonably interfere with a student’s academic performance; or
- iv. Otherwise adversely affect a student’s educational opportunities.
- v. Harassment also includes an act of retaliation:
  - Any person bringing a complaint of harassment;
  - Any person assisting another person in bringing a complaint of harassment;
  - Any person participating in an investigation of an act of harassment.
- vi. Actions that may constitute harassment may include but are not limited to:
  - Physical acts (i.e. aggression or assault, battery, damage to property, intimidation, vandalism, implied or overt threats of violence);
  - Verbal acts (i.e. demeaning jokes, bullying, taunting, hazing, intimidation, hate speech, slurs, derogatory nicknaming, innuendoes, or other negative remarks);
  - Visual acts (i.e. graffiti, slogans, or visual displays such as cartoons or posters depicting derogatory sentiments); or
  - Criminal acts (acts in violation of Idaho Criminal Codes or Idaho Human Rights Commission Code)



## SEXUAL HARASSMENT, DISCRIMINATION, AND RETALIATION

Virtual Preparatory Academy of Idaho at D91 promotes working and learning environments that are free from sex and gender-based harassment, discrimination, and retaliation and to affirm Idaho Falls School District's commitment to non-discrimination, equity in education, and equal opportunity for employment. This applies to all members of Idaho Falls School District's community, including students, employees, and other members of the public, including guests, visitors, volunteers, and invitees.

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

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

### TITLE IX COORDINATOR

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

To raise any concern involving bias, conflict of interest, misconduct, or discrimination committed by the Title IX Coordinator, contact the Superintendent or Assistant Superintendent at 208-525-7500.

If the District's Title IX Coordinator is the subject of any complaint regarding sex or gender-based harassment or has an apparent bias or conflict of interest regarding such a case, another person shall be appointed to act as the Title IX Coordinator for handling that case. Such appointees may include, but are not limited to:

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

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

## MANDATORY REPORTERS

Idaho Falls School District has classified all employees as mandatory reporters of any knowledge they have that a member of the School community experienced sex or gender-based harassment, discrimination, and/or retaliation. Accordingly, all School employees must promptly report actual or suspected sex and gender-based harassment, discrimination, and/or retaliation to the Title IX Coordinator. School employees must share with the Title IX Coordinator all known details of a report made to them in the course of their employment, as well as all details of behaviors under this policy that they observe or have knowledge of. Failure of a School employee to report an incident of sex or gender-based harassment, discrimination, or retaliation to the Title IX Coordinator of which they become aware is a violation of this policy and can be subject to disciplinary action for failure to comply. In addition, School employees must also report allegations of suspected child abuse and/or neglect to either law enforcement or the Idaho Department of Health and Welfare as described in Idaho Code 16-1605.

## CONTACT INFORMATION

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

Idaho Falls School District  
690 John Adams Pkwy  
208-525-7500  
titleixcoordinator@sd91.org  
[www.ifschools.org](http://www.ifschools.org)

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

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

## NOTICE/FORMAL COMPLAINTS OF SEX AND GENDER-BASED HARASSMENT, DISCRIMINATION, AND/OR RETALIATION

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

1. File a complaint with, or give verbal notice to, the school-based Title IX Coordinator (or deputy/deputies, if applicable). Such a report may be made at any time, including during non-business hours, by using the telephone number, email address, or by mail to the office address listed for the Title IX Coordinator (or any other official as listed above).
2. Report online, using the reporting form posted at **[www.ifschools.org](http://www.ifschools.org)**.
3. Report by phone at 208-525-7500.

When notice is received regarding conduct that may constitute Title IX sexual harassment, Idaho Falls School District shall provide information about supportive measures and how to file a formal complaint, as described in Administrative Procedures.

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

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

## GRIEVANCE PROCESSES

When a formal complaint is made alleging that this policy was violated, the allegations are subject to resolution using one of Idaho Falls School District’s grievance processes noted below, as determined by the Title IX Coordinator. All processes provide for a prompt, fair, and impartial process. Idaho Falls School District 91 Policy 3085P.

1. For formal complaints regarding conduct that may constitute Title IX sexual harassment involving students or employees, the School will implement procedures detailed in the Administrative Procedures.
2. For formal complaints regarding sex and gender-based harassment, discrimination, and/or retaliation where students are the accused party and that do not constitute Title IX sexual harassment, the School will implement procedures described in Board Policy.
3. For formal complaints regarding sex and gender-based harassment, discrimination, and/or retaliation where employees are the accused party and that do not constitute Title IX sexual harassment, the School will implement procedures described in Board Policy.

## ACADEMIC INTEGRITY IN ASSESSMENTS AND ASSIGNMENTS

Integrity, especially academic integrity, is a core value of the Virtual Preparatory Academy of Idaho at D91. Students are expected to abide by the following guidelines regarding academic integrity. All exams and assignments will be the original work of the student. Any collaboration on assignments with other students must be pre-approved. Students will not allow other students to copy or re-use their work. Plagiarism (described below) is strictly **forbidden**.

### Plagiarism

Plagiarism is copying or using ideas or words (from another person or classmate, the Internet, or other print sources) and representing them as your own. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by the Virtual Preparatory Academy of Idaho at D91 administration and may be removed from the course with a failing grade.

Students are not permitted to use notes, quizzes, or textbooks on unit tests or final exams. Students may not share work with other students on unit tests or final exams. If a student does not complete their own work or share work with others on unit tests and/or final exams, they will not receive credit for the work and are at risk of suspension or expulsion from the school.

For written assignment submission, the school will utilize TurnItIn (<https://www.turnitin.com>), an integrated anti-plagiarism software service. Upon submission, the service scans the content and compares it to an extensive database of information through a pattern-matching algorithm. The matching report is available for the teacher to review.

**Plagiarism** includes, but is not limited to:

- Directly quoting or paraphrasing all or part of another's written or spoken words without citing the author
- Presenting an idea, theory, or formula originated by another person as your own original work
- Purchasing or receiving a term paper or other assignment that is the work of another person and submitting that assignment as your own work
- Repeating information, such as statistics or demographics, which is not common knowledge, and which was originally compiled by another person

**Cheating** includes, but is not limited to:

- Taking, stealing, and/or using an assignment from someone else and submitting it as your own
- Allowing another student to take and/or use an assignment to submit as his/her own
- Looking at another student's test or essay with or without the consent of the owner for the purpose of duplicating that work and submitting it as your own
- Representing as your own work or words of a parent, sibling, or someone else
- Discussing a test or quiz with a student who has not completed or taken the assessment
- Using teacher test materials and/or answer sheets without authorization
- Using teacher computer files or grading programs
- Using any type of "cheat sheet" on your person, an object, or programmed within graphic calculators, or any other electronic device without teacher approval

### **Source Citation**

Many courses require written work in which you will need to cite sources. Any direct quotations from your textbook can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you are citing information found on a website, provide the complete web page or site title, URL, author (if known), page number (if applicable), and publication date of the site (if available).

### **Academic Dishonesty Policy**

Academic integrity is highly valued at the Virtual Preparatory Academy of Idaho at D91. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work. They are obligated to cite the sources of all references they use.

Non-citation infraction:

- 1st incident = grade of zero on assignment and counseling on the correct use of citations
- 2nd incident = grade of zero on assignment, counseling on the correct use of citations, and administrative review

#### Citation infraction

- 1st incident = counseling on the correct use of citations
- 2nd incident = grade of zero on assignment and counseling on the correct use of citations
- 3rd incident = grade of zero on assignment, counseling on the correct use of citations, and administrative review

## ADDITIONAL POLICIES

### SECTION 504

The Rehabilitation Act of 1973 includes Section 504 to prevent discrimination based on a disability. The Section 504 civil rights statute requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled. The Virtual Preparatory Academy of Idaho at D91 will provide a "free appropriate public education" (FAPE) to each qualified Student with a disability under Section 504. An individual with a disability means any person who: "(i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment" [34 C.F.R. §104.3(j)(1)].

### CHILD FIND POLICY

The Virtual Preparatory Academy of Idaho at D91 will follow the Child Find requirements of the state, as well as the requirements of the Individuals with Disabilities Education Improvement Act (IDEA 2004), Section 504 of the Rehabilitation Act of 1973, and the Family Educational Rights and Privacy Act (FERPA). Parents/Guardians will have the opportunity to provide any previous special education documentation during the enrollment process.

Students may be referred for special education evaluation by their parent/guardians, teacher, or the Student Support Team (SST). The team, consisting of general education teachers, special education staff, and school administrators, will regularly review data on students that are not progressing as expected. The SST will consult with the parent/guardians and address struggling students' needs through the MTSS/RtII process. The teacher will implement and document interventions and the student's responses to interventions. If a student is referred for an evaluation, the student's response to MTSS/RtII efforts is used as one data metric in the determination of special education eligibility. These interventions will not be used to delay or deny a parent / guardian-requested special education evaluation. The team will verify that the struggling student has received appropriate instruction and that the student's difficulties are not related to Limited English Proficiency. Data related to academic achievement, behavior concerns, intervention results, and academic progress will also be reviewed by the team.

The Virtual Preparatory Academy of Idaho at D91 will provide Child Find information to school staff, parents/ guardians, and state and local organizations and agencies. These efforts will include compliance with the special education referral process, providing professional development to the Virtual Preparatory Academy of Idaho at D91 staff and Student Support Team, participating in the Multi-Tiered Systems of Support/Response to Intervention and Instruction (MTSS/RtII) process, including universal screening procedures, creating and maintaining written policies, and procedures related to Child Find, and involvement in public awareness activities related to Child Find of implementation of students enrolled in Virtual Preparatory Academy of Idaho at D91.

Parents, guardians, relatives, and public and private agency employees are used to helping schools find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify the School's Administrator.

## HOMELESS STUDENT POLICY

Children who meet the Federal definition of "homeless" will be provided with free and appropriate public education in the same manner as all other students at the school. To that end, homeless students will not be stigmatized or segregated based on their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Pursuant to the School's Enrollment Policy, any homeless child in the State of Idaho is eligible to attend the school. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guidelines, or practice will be interpreted or applied in such a way as to inhibit the enrollment attendance or school success of homeless children.

Homeless students will be provided services comparable to other students in the school, including:

- Transportation
- Educational services for which the homeless student meets eligibility criteria, including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- Programs in vocational and technical education
- Programs for gifts and talented students
- School nutrition programs

### McKinney-Vento Homeless Children and Youth Program Overview

The Head of School shall serve as the local liaison for homeless children and youth. To the extent that the school receives assistance from the Federal Program for Education for Homeless Children and Youth, it shall comply with requirements to coordinate services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

## SCHOOL RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the school receives a request for access. Parents or eligible students should submit to the school administrator a written request that identifies the records they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible Student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school administrator, clearly identify the part of the record they want to be changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible Student of the decision and of their

right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the Student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A "school official" is a person employed, contracted, or volunteering at the School in an administrative, supervisory, academic, or support staff position, including but not limited to school employees (whether employed directly by the Board or by a third party on behalf of the Board); a member of the school law enforcement unit, which consists of the School Leader; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board. A School official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the Student or Student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW  
Washington, DC 20202

## STUDENT DIRECTORY INFORMATION

It is the school's policy not to release personal information such as names, home addresses, and phone numbers to outside agencies or requesting parties without the direct written consent of the Parent or guardian or as otherwise required by law, such as military recruiters, etc. Unless a Parent/Guardian - or adult student (18 years of age or older) - notifies the school in writing that the Parent/Guardian or adult student permits the distribution of any personal information, the school will not release the information. Directory information, generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The school has designated student names and grade levels as directory information and will use such information in school publications, social media publications, recognition lists, programs, and/or student directories. If you do not want the school to disclose any or all the information designated above as directory information, you must notify the school in writing, preferably via email. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section



9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).] A sample notice has been included at the end of this handbook that you may use for that purpose.

### AUDIO-VISUAL INFORMATION

The school recognizes the value of audio-visual and other electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and/or videotape students and their work in various activities. However, individual student records (academic or behavioral) will not be disclosed. Communications may include school newsletters, local newspapers, community access cable channels, school-sponsored web pages, marketing materials, and other publications. Highlighting the achievements and celebrating student successes in our School is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the school should you have any questions or concerns. You may also notify the school in writing, preferably via email, if you prefer that we do not use your student's name, picture, and/or work product for presentations or other uses.

### EDUCATION AND DISCIPLINE

Education is not only a right but also a privilege and must be guarded by appropriate behavior. Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program. The principal is authorized by statute to suspend students for just cause. The teacher has the authority to suspend students from class for just cause. The following rules, regulations, and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties.

### GENERAL RULES OF CONDUCT

Violation of these standards may be grounds for expulsion or suspension.

The following activities are among those defined as "criminal" under the laws of the state of Idaho and the city of Idaho Falls. In addition to serving as grounds for suspension or expulsion from school district attendance, students should also know that these activities carry a potential for court action if remanded to civil proceedings. Any perpetrator of a criminal act will be referred to the appropriate legal authority.

The list is partial only, and "criminal acts" are not necessarily limited to the following:

- ARSON - The intentional setting of fire.
- ASSAULT - Physical threats or violence directed at any student or school employee.
- BURGLARY OR THEFT - Stealing of school or personal
- EXPLOSIVES, POSSESSION OF - Explosives including firecrackers
- EXTORTION, BLACKMAIL, OR COERCION - Obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force, or threat of force.
- FALSE ALARMS OR BOMB THREAT - Instigating or taking part in false alarms or a bomb threat.
- FIREARMS, POSSESSION OF - Firearms are prohibited on school property or at school sponsored events.
- LARCENY - Theft
- LOITERING - A person who disrupts the educational process, or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the pupils, or who loiters in schoolhouses



or on school grounds is guilty of a misdemeanor. (Idaho Code, Section 33512).

- MALICIOUS MISCHIEF - Property damage.
- RECKLESS - Driving cars in a dangerous manner near school grounds or during school activities.
- RIOTING - Disruptive behavior on the part of groups of students.
- ROBBERY - Stealing from an individual by force or threat of force.
- SALE, USE, OR POSSESSION OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS.
- TRESPASS - Being present in an unauthorized place or refusing to leave when ordered to do so.
- TRUANCY - Truancy from school or from class.
- UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES - Interference with school personnel by force, or by violence.
- WEAPONS, POSSESSION OF - Possessing, handling, or transmitting any object which may be reasonably considered a weapon at any educational function or school event is prohibited.

## DISRUPTIVE ACTIONS

Additional grounds for suspension or expulsion also exist in a number of areas classified as "disruptive actions." The administration may deny attendance at any of the schools through suspension for any disruptive action. They may recommend to the Board the expulsion of a student for just cause.

Idaho law provides for denial of school attendance in Idaho Code, Section 33-205: "Denial of school attendance at any of its schools, by suspension or expulsion, to any pupil who is a habitual truant or who is incorrigible, or whose conduct in the judgment of the Board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school. Any pupil having been suspended or expelled may be readmitted to the school by the Board of Trustees upon such reasonable conditions as may be prescribed by the Board, but such readmission shall not prevent the Board from again suspending or expelling such pupil for cause."

The Board considers the following actions as some examples of disruptive actions:

- FIGHTING – Fighting or aggressive behavior directed toward another person in a threatening manner.
- GAMBLING – Gambling or possessing gambling devices on school premises or during school activities.
- HAZING- Requiring another student to perform humiliating or unnecessary tasks by using coercion of any type. (Initiations are prohibited.)
- INCORRIGIBILITY - Unmanageable or unruly behavior.
- INSUBORDINATION - Failing to comply with reasonable directions of teachers, administrators, or supervisory personnel.
- LASCIVIOUS LITERATURE - Possessing or distributing lascivious literature or materials on school premises or during school activities.
- PROFANITY - Cursing, using profane or vulgar language.
- CONTROLLED SUBSTANCES - Use of tobacco or possession of any controlled substances by students is not permitted on school property.
- TARDINESS - Habitual tardiness to classes.
- UNSAFE BEHAVIOR - Not observing rules of good conduct and safety. Actions which may be potentially dangerous include failure to observe good rules of conduct on school buses, school grounds, in lunchrooms, and at school activities.

- SCHOLASTIC DISHONESTY (Cheating) - Completion of homework, tests, and/or other grade assignments in a manner that misrepresents the student's understanding and mastery of the subject matter.
- COMPUTER INTRUSION OR MISUSE - Unauthorized use of school computers or intrusion into personnel files or records within any computer system.
- GANGS / GANG ACTIVITY

Disciplinary action for violation of this policy may include up to suspension and/or expulsion.

### DRESS AND APPEARANCE

Dress and appearance must not present health or safety problems or pose potential disruption of the educational process as judged by school personnel.

### COOPERATION WITH SCHOOL PERSONNEL

Students must obey the lawful instructions of school district personnel.

### OFF-CAMPUS EVENTS

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey lawful instructions of school district officials shall result in loss of eligibility to attend school-sponsored, off-campus events and/or other such disciplinary action as adjudged appropriate.

### DISCIPLINE FOR STUDENTS WITH DISABILITIES

The Virtual Preparatory Academy of Idaho at D91 Code of Student Conduct shall apply to all children unless a child's individualized education program provides explicitly otherwise. Virtual Preparatory Academy of Idaho at D91 will ensure that the parents/guardians and the child with a disability receive notice of the rules and regulations applicable to children with disabilities with respect to child management, discipline, and suspension/expulsion upon the child's entry into a special education program or at the annual IEP review.

Virtual Preparatory Academy of Idaho at D91 will consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the other requirements of federal and state law, is appropriate for a child with a disability who violates the code of student conduct. Virtual Preparatory Academy of Idaho at D91 may remove a child with a disability who violates the code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than ten consecutive school days and for additional removals of not more than ten consecutive school days in that same school year for separate incidents of misconduct.

After a child with a disability has been removed from his or her current placement for ten school days in the same school year, during any subsequent days of removal, Virtual Preparatory Academy of Idaho at D91 will provide services to the extent required. Virtual Preparatory Academy of Idaho at D91 will conduct manifestation determination reviews as necessary.

For disciplinary changes in placement that would exceed ten consecutive school days, if the behavior that

gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, Virtual Preparatory Academy of Idaho at D91 will apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities except as outlined below.

## SERVICES

A child with a disability who is removed from his or her current placement for more than ten consecutive school days must:

- Continue to receive educational services to enable the child to continue participating in the general education curriculum in another setting and progress toward meeting the goals set out in the child's IEP.
- Receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications outlined in the behavioral intervention plan and IEP, where appropriate, that are designed to address the behavior violation, so it does not recur.
- Virtual Preparatory Academy of Idaho at D91 will provide services during periods of removal to a child with a disability who has been removed from his or her current placement for ten school days or less in that school year if services are provided to a child without disabilities who has been similarly removed.
- After a child with a disability has been removed from his or her current placement for ten school days in the same school year, if the current removal is not for more than ten consecutive school days and is not a change in placement because of disciplinary removals, school personnel, in consultation with at least one of the child's teachers, determine the extent to which services are needed in order to provide a free, appropriate public education, to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.
- Suppose the removal is for more than ten consecutive school days or is a change in placement because of disciplinary removals. In that case, the child's IEP Team determines appropriate services needed in order to provide a free, appropriate public education to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.
- The services required may be provided in an interim alternative educational setting.

Virtual Preparatory Academy of Idaho at D91 will comply with all applicable State and Federal Laws in serving students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA"), the Individuals with Disabilities Education Act ("IDEA"), as well as the Idaho Special Education Rules. The proposed school administrative office will be ADA-compliant.

## MANIFESTATION DETERMINATION

Within ten school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Virtual Preparatory Academy of Idaho at D91, the parent, and the relevant members of the child's IEP Team (as determined by the parent/guardian and the LEA) will review all relevant information in the child's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents/guardians to determine:

- If the conduct in question was caused by or had a direct and substantial relationship to the child's disability; or

- If the conduct in question was the direct result of the LEA's failure to implement the IEP.

If the Virtual Preparatory Academy of Idaho at D91 staff, the parent/guardian, and relevant members of the child's IEP Team determine the conduct in question was a direct result of the failure of the LEA to implement the IEP, Virtual Preparatory Academy of Idaho at D91 will take immediate steps to remedy those deficiencies.

### DETERMINATION THAT THE BEHAVIOR WAS A MANIFESTATION

If Virtual Preparatory Academy of Idaho at D91 staff, the parent/guardian, and relevant members of the IEP team determine that the conduct was a manifestation of the child's disability, the IEP Team will either:

- Conduct a functional behavioral assessment, unless Virtual Preparatory Academy of Idaho at D91 had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or
- If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior, and except as provided in special circumstances below, return the child to the placement from which the child was removed, unless the parent/guardian and Virtual Preparatory Academy of Idaho at D91 agree to a change of placement as part of the modification of the behavioral intervention plan.

### SPECIAL CIRCUMSTANCES

Virtual Preparatory Academy of Idaho at D91 may remove a child to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability if the child:

- Carries a weapon to or possesses a weapon at School, on school premises, or at a school function under the jurisdiction of the State or the LEA;
- Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at School, on school premises, or to a school function under the jurisdiction of the State or the LEA; or
- Has inflicted serious bodily injury upon another person while at School, on school premises, or at a school function under the jurisdiction of the State or the LEA.

The IEP Team determines the interim alternative educational setting.

### NOTIFICATION

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of child conduct, Virtual Preparatory Academy of Idaho at D91 will issue a Prior Written Notice to notify the parents/guardians of that decision and provide parents/guardians the procedural safeguards notice described by Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as amended (Section 504).

### APPEAL

The parents/guardians of a child with a disability who disagrees with any decision regarding placement or the manifestation determination under this Rule or an LEA that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by requesting a hearing.