

PAYETTE RIVER TECHNICAL ACADEMY, Inc.
(aka Payette River Regional Technical Academy)

A Public Charter School

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TAB 1: Articles of Incorporation, By-Laws, Signatures, and Mission Statement

ARTICLES OF INCORPORATION

KNOW ALL MEN BY THESE PRESENTS, that the undersigned incorporators being of the age of twenty-one (21) years or more, desiring to organize a corporation under the laws of the State of Idaho, do hereby make, sign and verify these Articles of Incorporation.

ARTICLE 1: Name

The name of the corporation shall be PAYETTE RIVER TECHNICAL ACADEMY, INC., an Idaho Nonprofit Corporation, hereinafter the "Corporation."

ARTICLE 2: Purposes and Powers

The Corporation shall be a nonprofit corporation, created and existing under the Idaho Nonprofit Corporate Act, Idaho Code ' 30-31, et seq. The Corporation shall have all powers lawful and necessary to direct, operate, and maintain a nonprofit, public charter school within the State of Idaho and to deal generally therein. The Corporation is organized and shall be operated solely and exclusively for charitable and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1969 (or the corresponding provision of any future United States Internal Revenue Law).

The Corporation shall not endorse candidates for public office, distribute or publish statements for or against candidates, raise funds for or donate to candidates, or become involved in any activity on behalf of or in opposition to any candidate. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation. However, the Corporation may, as a part of its educational activities, sponsor debates or forums to educate students and/or voters, so long as the debate or forum evidences no preference for or against a certain candidate or political position.

ARTICLE 3: Registered Office and Agent

The address of the initial registered office of the Corporation shall be 601 E. Third Street. Emmett Idaho 83617. The name of the initial registered agent at such address shall be María Salazar.

ARTICLE 4: Directors

The number of directors which shall constitute the Board of Directors of the Corporation shall be fixed by the Bylaws, but in any event shall not be less than five (5) nor more than nine (9). The number of directors constituting the initial Board of Directors of the Corporation shall be six (6) and the names and addresses of the persons who shall serve as directors until their successors are appointed or elected and shall qualify are:

<i>Name</i>	<i>Address</i>
Sue Beitia	1070 Melrose Drive, Emmett, ID 83617
Tammy Davis	701 Monte Vista #4, Emmett, ID 83617
Dr. Ted Zipf	9835 Kirkpatrick, Sweet, ID 83670
Steven Thayn	5655 Hillview Road, Emmett, ID 83617
Pamela Arellano	153 South Plaza Road, Emmett, ID 83617
Susan Jenkins	125 South Plaza Road, Emmett, ID 83617

ARTICLE 5: Incorporators

The names and addresses of the initial incorporators are María Salazar, 209 East 2nd Street, Emmett, ID 83617; Sue Beitia, 1070 Melrose Drive, Emmett, ID 83617; Tammy Davis, 701 Monte Vista #4, Emmett, ID 83617.

ARTICLE 6: Mailing Address

The address of the initial registered office of the Corporation shall be 601 E. Third Street. Emmett Idaho 83617. The name of the initial registered agent at such address shall be María Salazar.

ARTICLE 7: Membership

The Corporation shall not have members and shall exist perpetually, or until dissolved according to law.

ARTICLE 8: Dissolution and Distribution

Upon the winding up and dissolution of this Corporation, after paying or adequately providing for the debts and obligations of the Corporation, pursuant to Sections 30-3-114

and 30-3-115 of Idaho Code, the remaining assets shall be distributed to the Emmett School District #221, which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE 9: Non-stock Corporation

The business of the Corporation shall be conducted for the benefit of students, faculty, administration and patrons of the Corporation. The Corporation shall not issue certificates of stock and no dividends or pecuniary profits shall be declared or paid, nor shall any part of the net earnings of the corporation inure to the benefit of, or be distributable to its incorporators, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

ARTICLE 10: Bylaws

The provisions for the regulation of internal affairs of the Corporation shall be set forth within the Bylaws and the Charter.

ARTICLE 11: Amendment to Articles

The Corporation reserves the right to amend, alter, change or repeal any provision contained in these Articles of Incorporation, but only upon the majority vote of all Directors.

INCORPORATES SIGNATURES

Dated this _____ day of _____, 2009.

Incorporators:

María Salazar

Tammy Davis

Sue Beitia

BYLAWS OF PAYETTE RIVER TECHNICAL ACADEMY, INC.

KNOW ALL MEN BY THESE PRESENTS: that PAYETTE RIVER TECHNICAL ACADEMY, INC. (hereinafter the "Corporation"), an Idaho non-profit corporation duly organized and existing under and by virtue of the laws of the State of Idaho, has adopted, and by these presents does adopt, its Bylaws for the conduct and control of its business affairs:

ARTICLE I: Offices

The principal office of the Corporation shall be located in the County of Emmett, Idaho. The Corporation may have such other offices as the Board of Directors, hereafter referred to as "Board," may determine or as the affairs of the Corporation may require from time to time.

The Corporation shall have and continuously maintain in Idaho a registered office, and a registered agent whose office is identical with such registered office, as required by the Idaho Nonprofit Corporation Act. The registered office in Idaho and the address of the registered office may be, but need not be, identical with the principal office; and may be changed from time to time by the Board.

ARTICLE II: Board of Directors

SECTION 1. General Powers.

The affairs of the Corporation shall be managed by its Board.

SECTION 2. Number, Tenure, and Qualifications.

The number of Directors shall be no less than five (5) and no greater than nine (9). All members of the Board shall be residents of Idaho. One of the members of the board shall be the Superintendent of School District #221 or a designee thereof. One of the members of the board shall be a duly elected member of the Board of Directors of Idaho School District #221. One of the members shall be a resident of the County of Gem, State of Idaho who either has or had a child attend traditional public school within said District. The selected Director/Principal of the Charter School shall be a permanent non-voting (except in the case of tie votes) member of the Board. Except as otherwise provided by these Bylaws, each Director shall hold office for a term of three (3) years, or until his successor shall have been appointed or elected and qualified. No non-permanent Director may serve for more than a total of three terms, or nine (9) years, whichever is longer.

SECTION 3. Regular Meetings.

A regular annual meeting of the Board shall be held without other notice than this bylaw, on

the 1st Tuesday of February, of each year, or if a holiday, on the next succeeding business day. The Board may provide by resolution the time and place for the holding of additional regular meetings of the Board without other notice than such resolution.

SECTION 4. Special Meetings.

Special meetings of the Board may be called by or at the request of the Chairman of the Corporation or any Director. The person or persons authorized to call special meetings of the Board may fix any site within Gem County, Idaho, as the place for holding any special meeting of the Board called by them.

SECTION 5. Notice.

The Secretary shall give public notice of the date, time and place of any meeting of the Board in accordance with Idaho Law. Notice of any special meeting of the Board shall be given at least two (2) days previously thereto by written notice delivered personally or sent by mail, facsimile, or electronic mail to each Director at his address as shown by the records of the Corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with first class postage thereon prepaid. If notice is given by facsimile or electronic mail, such notice shall be deemed to be delivered when the facsimile or electronic mail is received by the Director.

Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

SECTION 6. Quorum.

A majority of the Board shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

SECTION 7. Manner of Acting.

The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these bylaws.

SECTION 8. Order Of Business.

At meetings of the Board, business shall be transacted in such order as from time to time the Board may, by resolution, determine. At all meetings of the Board, the Chairman, or, in his/her absence, the Vice Chairman, or, in the absence of both, a member of the Board to be selected by the members present, shall preside. The Secretary of the Corporation shall act as Secretary at all meetings of the Board, and in case of his absence, the Chairman of the meeting may designate any person to act as Secretary.

SECTION 9. Vacancies.

Any vacancy occurring in the Board and any directorship to be filled by reason of an increase in the number of directors may be filled by the affirmative vote of a majority of the remaining directors, though less than a quorum of the Board. A Director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

SECTION 10. Compensation.

Directors as such shall not receive any stated salaries for their services, but by resolution of the Board a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained shall be construed to preclude any Director from serving the Corporation in any other capacity and receiving compensation therefore.

SECTION 11. Informal Action by Directors.

Any action required by law to be taken at a meeting of directors, or any action which may be taken at a meeting of directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Directors.

SECTION 12. Initial Terms.

Directors elected or appointed in the first year of incorporation shall serve terms as follows:

Pam Arellano, Parent	(Seat One)	-1 years
Rep. Steven Thayn	(Seat Two)	-1 years
Tammy Davis, Board of Trustee #221	(Seat Three)	-2 years
Dr. Ted Zipf	(Seat Four)	-2 years
Sue Beitia, Superintendent #221	(Seat Five)	-3 years
Susan Jenkins	(Seat Six)	-3 years
Director/Principal	(Seat Seven)	-Permanent

ARTICLE III: Officers

SECTION 1. Officers.

The officers of the Corporation shall be Chairman, a Vice Chairman, a Secretary, and a Treasurer and such other officers as may be elected in accordance with the provisions of this Article. The Board may elect or appoint such other officers, including one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem desirable, such officers to have the authority to perform the duties prescribed, from time to time, by the Board. Any two or more offices may be held by the same person, except the offices of Chairman and Secretary. All officers, except the Secretary and Treasurer must be members of the Board.

Tammy Davis, Board of Trustee #221	Chairman
Susan Jenkins	Vice Chairman
Dr. Ted Zipf	Treasurer
Pam Arellano, Parent	Assistant Treasurer
Rep. Steven Thayn	Secretary
Sue Beitia, Superintendent #221	Assistant Secretary
TBA	Director/Principal

SECTION 2. Election and Term of Office.

The officers of the Corporation shall be elected annually by the Board at the regular annual meeting of the Board. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. New offices may be created and filled at any meeting of the Board. Each officer shall hold office until his successor shall have been duly elected and shall have qualified. The offices of Secretary and Treasurer may be held by one and the same person.

SECTION 3. Removal.

Any officer elected or appointed by the Board may be removed by the Board whenever in its judgment the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

SECTION 4. Vacancies.

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board for the unexpired portion of the term.

SECTION 5. Chairman.

The Chairman shall be the principle executive officer of the Corporation and shall in general

supervise and control all of the business and affairs of the Corporation. The Chairman shall preside at all meetings of the Board. The Chairman may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board, any deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these bylaws or by statute to some other officer or agent of the Corporation; and in general the Chairman shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the Board from time to time.

SECTION 6. Vice Chairman.

In the absence of the Chairman or in the event of his inability or refusal to act, the Vice Chairman shall perform the duties of the Chairman, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairman. Any Vice Chairman shall perform such other duties as from time to time may be assigned to him by the Chairman or by the Board.

SECTION 7. Treasurer.

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for moneys due and payable to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trust companies or to her depositories as shall be selected in accordance with the provisions of Article VI of these bylaws; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the Chairman or by the Board. If required by the Board, the Treasurer shall give bond for the faithful performance of his duties in such sum as the Board of directors may require.

SECTION 8. Secretary.

The Secretary shall keep the minutes of the meetings of the members and of the Board in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these bylaws; keep a register of the post office address of each member which shall be furnished to the Secretary by such member; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the Chairman or by the Board.

SECTION 9. Assistant Treasurers and Assistant Secretaries.

If required by the Board, the Assistant Treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board shall determine. The Assistant Treasurers and Assistant Secretaries, in general, shall perform such duties as shall be assigned to them by the Treasurer or the Secretary or by the Chairman or Board.

ARTICLE IV: Committees

SECTION 1. Parent-Faculty Association.

The Board shall establish or recognize an official Parent-Faculty Association (PFA). Members of that committee will be elected annually by parents of students enrolled in the Payette River Technical Academy charter school according to policy to be set by resolution of the Board. The PFA shall be authorized to make recommendations regarding any aspect of the school. The PFA shall assist and counsel the Board in the creation, implementation, and evaluation of school policy.

SECTION 2. Other Committees.

The Board may from time to time appoint such standing or special committees as, in their judgment, may be deemed expedient, and refer to any such committee or committees any corporate matter, with or without power to act, and subject to such limitations as may be prescribed by the Board. In the event any matter is referred to any such committee with power to act, the reference shall be made by resolution entered of record in the Minutes of the meeting making such reference, and such power shall continue until revoked by the Board.

ARTICLE V: Contracts, checks, Deposits and Gifts

SECTION 1. Contracts.

The Board may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

SECTION 2. Checks.

All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer or an Assistant Treasurer and

countersigned by the Chairman or a Vice Chairman of the Corporation.

SECTION 3. Deposits.

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board may select.

SECTION 4. Gifts.

The Board may accept on behalf of the Corporation any grant, contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation.

ARTICLE VI: Books and Records

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board and committees having any of the authority of the Board, and shall keep at its registered or principal office a record giving the names and addresses of the Directors entitled to vote. All books and records of the Corporation may be inspected by any Director or Officer, or any person authorized or required by law, or his agent or attorney, for any proper purpose at any reasonable time.

ARTICLE VII: Fiscal Year

The fiscal year of the Corporation shall begin on the first day of July and end on the last day of June in each year.

ARTICLE VIII: Indemnification of Officers, Directors & Employees

SECTION 1. Indemnification.

This Corporation shall indemnify any Director who was or is a party, or is threatened to be made a party, to any proceeding (other than an action by or in the right of this Corporation) by reason of the fact that such Director is or was a Director of this Corporation, against expenses, judgments, fines and settlements actually and reasonably incurred in connection with such proceeding.

This Corporation shall indemnify any Director who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action by or in the right of this Corporation to procure a judgment in its favor by reason of the fact that that Director is or was a Director of this Corporation, against expenses actually or reasonably incurred by that Director in connection with the defense or settlement of that action. This indemnification provided by this Article VIII shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any by law, agreement, vote or shareholders of disinterested directors, or otherwise, both as to an action in his official capacity and as to an

action in another capacity while holding such office, and shall continue as to a Director who has ceased to be a Director and shall inure to the benefit of the heirs and Personal Representative of such a Director.

A Director will only be indemnified under this Article VIII if:

- (a) All past, present or potential conflicts of interest between the Director and this Corporation relating to the transaction for which indemnification is sought; and
- (b) The Director has provided or disclosed to the Board all information known to the Director regarding the policy, decision, resolutions or transactions for which indemnification is sought. This includes all information obtained by the Director after the transaction occurred or after adoption of the policy, decision or resolution.

SECTION 2. Insurance.

The Corporation may purchase and maintain insurance on behalf of any person who is or was a Director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, officer, employee or agent of another Corporation, against any liability asserted against him and incurred by him in any such capacity or arising out of his status as such, whether or not the Corporation has the authority or obligation to indemnify him against such liability under the provisions of this Article.

ARTICLE IX: Seal

The Board shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed hereon the name of the Corporation and the words "Corporate Seal" and "Idaho". The Seal shall be in charge of the Secretary.

ARTICLE X: Waiver of Notice

Whenever any notice is required to be given under the provisions of the Idaho Nonprofit Corporation Act or under the provisions of the articles of incorporation or the bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XI: Governing Law and Documents

In addition to the Articles of Incorporation and these Bylaws, pursuant to Idaho Law regulating Public Charter Schools, the Corporation shall adopt and maintain a Charter, which shall include a mission statement, goals, policies, procedures, standards, rules, curricula, and any and all statements which may be necessary for the operation of a Charter School or which may be required by Idaho or Federal Law. The provisions of the Charter shall govern

the affairs of the Corporation to the extent that they do not conflict with these Bylaws or the Articles of Incorporation. The Bylaws shall be effective only to the extent that they do not conflict with the Articles of Incorporation. The Board may adopt and publish additional policies and procedures provided that any such policies and procedures are not inconsistent with the Articles of Incorporation, these Bylaws, or the Charter. In all matters, the Corporation shall be governed by Idaho Law.

There are certain documents or policies which the Corporation believes are endemic to any successful corporate entity. We have specifically adopted the following policies, procedures, and /or documents as part and partial of these bylaws: A) Conflict of Interest Policy, B) Intellectual Property Policy, and C) Non-Discrimination Policy.

ARTICLE XII: Amendments to the Governing Documents

These Bylaws, the Articles of Incorporation of the Corporation, and the Charter may be altered, amended or repealed and new provisions may be adopted by a majority of the Directors present at any regular meeting or at any special meeting, if at least two days' written notice is given of intention to alter, amend or repeal or to adopt new provisions at such meeting.

CERTIFICATOR OF BYLAWS

I certify that I am the initial agent of Payette River Technical Academy, Inc., an Idaho Nonprofit Corporation, and that the foregoing Bylaws, constitute the Bylaws of such corporation. IN WITNESS WHEREOF, I have signed my name to this Certificate on

Date

María Salazar, Certificator of Bylaws

SIGNATURES OF QUALIFIED ELECTORS

Copies of the signatures are included behind Tab 10

MISSION STATEMENT

The mission of Payette River Technical Academy (a.k.a. PRTA) is to provide a safe learning environment, integrated academic and professional technical skills, empowering each student to achieve world-class educational excellence, diverse career opportunities, and individual success in an ever-changing global society. PRTA is a grades 7-12 charter school established as a non-profit corporation serving the educational needs of students and families who meet one or more of the following:

- a) interested in attaining both a high school diploma and career training designed to prepare them to continue their education or immediately join the workforce; or
- b) searching for unique educational opportunities while living in a rural location; PRTA uses authentic learning and career emphasis to allow youth who may have trouble fitting into the larger school environment belong to a smaller educational community and to connect what they learn in school with their career aspirations and goals, or
- c) Not currently participating in the public school system.

PRTA centers its efforts and resources on students who learn independently and have a supportive environment. The school delivers an individualized curriculum emphasizing the development of strong core learning competencies.

VISION STATEMENT

Our vision is that PRTA students who complete their school education will possess:

- A foundation of dual credits and tech prep credits that will motivate them to complete a post secondary program leading to a successful and responsible life style and employment.
- A mastery of basic skills -- linguistic, mathematical, scientific, technical, physical and social.
- An enquiring and discriminating mind and a desire for knowledge.
- Strong self-esteem and high personal expectation.
- Tolerance and respect for others.
- An appreciation of the work ethic and the free enterprise system.

BELIEF STATEMENT

We Believe that:

- Successful education requires the collective effort of the student, parent, staff, and

community.

- A quality education includes excellence in teaching and exposure to technology, essential curricular materials, and a variety of learning experiences.
- Every student should receive professional-technical and career based educational experiences.
- Learning is a life long progress.
- High expectations foster high achievement.
- Diversity strengthens and enriches the climate and culture of our school.
- Honesty, integrity, and responsible behavior are essential for a successful education.
- A safe, nurturing environment promotes growth and success.
- A learning environment must be established that values each individual and promotes self-worth.
- A quality education enables students to make positive life choices.
- Everyone has the right to expect and the obligation to give respect.

CONFLICT OF INTEREST POLICY

ARTICLE I: Purposes

The purpose of the conflict of interest policy is to protect the Payette River Technical Academy's (PRTA's) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Academy or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any state and federal laws governing conflict of interest applicable to non-profit and charitable organizations.

1. Interested person.

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

ARTICLE II: Definitions

2. Financial interest.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the organization that the PRTA has a transaction or arrangement.
- b. A compensation arrangement with the PRTA or any entity or individual that the PRTA has a transaction or arrangement, or

- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual that the PRTA is in the process of negotiating a transaction or transaction.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III: Procedures

1. Duty to Disclose.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest.

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the PRTA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether

the transaction or arrangement is in PRTA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or agreement.

4. Violation of the Conflicts of Interest Policy.

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis of for such belief and affords the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV: Records of Proceedings

The minutes of the governing board and all committees with board designated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V: Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the PRTA for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the PRTA for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or ant committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly

from the PRTA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI: Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement that affirms such person:

- a. Has received a copy of this conflicts of interest policy.
- b. Has read and understands the policy.
- c. Has agreed to comply with the policy and
- d. Understands the PRTA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax exempt purposes.

ARTICLE VI: Periodic Reviews

To ensure the PRTA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax exempt status, periodic reviews must be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the PRTA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII: Use of Outside Experts

When conducting the periodic reviews provided for in Article VII, the PRTA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

INTELLECTUAL PROPERTY POLICY

Any employee, subcontractor, student, or volunteer whose work, while employed at or using PAYETTE RIVER TECHNICAL ACADEMY, Inc equipment, supplies, or services, results in a patent or copyright will be granted 50% (Fifty Percent) ownership of such patents or copyrights. PAYETTE RIVER TECHNICAL ACADEMY, Inc's ownership interest is optional and the assertion of such ownership will require PAYETTE RIVER TECHNICAL ACADEMY, Inc to pay the expenses occurred in obtaining the patent/copyright.

NON-DISCRIMINATION POLICY

Payette River Technical Academy, Inc (the "School") is committed to providing an inclusive and welcoming environment for all members of our community and to ensuring that educational and employment decisions are based on individuals, abilities and qualifications. Consistent with this principle and applicable laws, it is therefore the School's policy not to discriminate in offering access to its educational programs and activities or with respect to employment terms and conditions on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.

Any School unit that publishes materials that contain the School's non-discrimination statement should include all bases of non-discrimination (race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, and gender expression) in that material, as follows:

- *For educational materials:* Payette River Technical Academy, Inc is committed to equality of educational opportunity. The School does not discriminate in offering access to its educational programs and activities on the basis of race, color, gender, age, national origin, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.
- *For employment materials:* Payette River Technical Academy, Inc is an Equal Opportunity Employer. The School reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

TAB 2: Proposed Operation and Potential Effects of the Public Charter School

Target Student Population

Payette River Technical Academy will open *August, 2010*. The online portion of PRTA will open immediately to all students grades seven (7) through twelve (12). The professional technical portion of PRTA will open immediately to grades 9th through 12th. Class size will range from 14 to 25. Initially students are expected to come from Gem County and surrounding areas. Initial student capacity will not exceed 200 students, until further facility and/or technical capacities are improved.

Distinguishing Features

Payette River Technical Academy (PRTA) is an example of “blended” education designed as follows:

- PRTA is a Professional Technical Charter School that offers advanced high-end professional technical programs of instruction to students in Gem and surrounding areas. Graduates will have the option of applying for jobs in their chosen field and/or the option of continuing post-secondary education in their chosen field with college credit already on their transcripts.
- PRTA is a full time virtual school that will serve students who have needs that will not easily be met in a traditional school or classroom setting.
- PRTA is a Partner. PRTA will work in collaboration with the Emmett School District, other School Districts, Universities and College within Idaho, Chambers of Commerce, local businesses and industries, and home schooled students’ parents to provide advanced education to all area high school age students. Some programs are offered directly on-site in the Gem County area and some through online instruction that can be received wherever interest is available.

Student Attendance Options

PRTA students may be either full time or part time students. PRTA students who focus on Professional Technical Education may receive diplomas from either area public high schools or from PRTA. Students enrolling full time in the virtual school portion of PRTA can earn a high school diploma directly from PRTA by receiving academic instruction from fully qualified and certificated teachers through nationally certified online programs or the Idaho Digital Learning Academy. Area high school students can take PRTA programs as part of their area

local high school program and may receive local high school credit, and/or College or University credits

For the purpose of school financing, students attending PRTA will have their “home” school identified as follows:

- a) those students enrolled full time in the on-line program of PRTA will identify PRTA as their home school;
- b) those students attending either Emmett High School or another institution or PRTA on a part time basis will identify the school in which they attend 4 or more periods as their home school.

Statement of Direction

Every student deserves an opportunity to excel. At Payette River Technical Academy (PRTA) our mission is to provide this opportunity for all learners. We will provide an opportunity for personalized, flexible, innovative, student-led/instructor-facilitated and supervised learning programs—with instruction, supervision, and support from a team of highly-qualified Idaho-certified instructors.

It is a goal of PRTA to become a fully certified Professional-Technical Charter School pursuant to the laws of Idaho. We are presently identifying potential partner schools and districts to fulfill the requirements of a Professional-Technical Charter School and will proceed towards this goal as quickly as possible.

PRTA’s instructional model will leverage research - based, 21st century, learning skills in order to facilitate self-motivated, competent, life-long learners who participate effectively in society. We intend to provide an excellent educational alternative:

- for middle school students who have been outside the system or are looking for choice and enrichment opportunities;
- For high-school-age students who, for a variety of reasons, do not attend high school. or who may benefit from a nontraditional school setting;
- through small class size, an interdisciplinary curriculum, innovative teaching techniques and an internship component, our students will be prepared to make informed career choices;
- through flexible career-oriented learning schedules which allow students to meet the challenge of learning real-life skills;
- To introduce students to high quality, state-of-the-art technical programs or emerging occupations which will prepare the student for entry into post high school

technical training and/or employment in a rapidly changing global economy.

Statement of Need: Student Population

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

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

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

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

Idaho Statistics

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

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

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

Based upon these figures, it can be estimated that the State of Idaho has as many as 20,714 high school aged youth not attending the public school system. We acknowledge

that some small percentage of this number may be attending private school or be participating in a home school educational program, however, PRTA may serve as an alternative to these approaches as well. PRTA believes that the program provided by the combination of PRTA and the its member Districts will benefit the State of Idaho by providing options for all youth currently not attending the public school system.

Core Values

Emmett Charter School's core values are reflected in its philosophy and mission statement. It is important for students to be challenged, to be taught as individuals, and to learn in a safe environment.

School Status

Payette River Technical Academy will be a public charter school. It will not be a religious school, a conversion of a private or parochial school, or a school operated for profit.

Facilities to Be Utilized

Although not fully determined, Payette River Technical Academy has entered into negotiations with Emmett School District to lease those buildings deemed essential to the start-up of the Academy.

Potential Impact on Emmett School District

In light of the unique nature of the relationship between the Emmett School District and the Payette River Technical Academy, we anticipate that operation of the Payette River Technical Academy will serve as a benefit to both the Emmett School District and Payette River Technical Academy, both financially and resourcefully.

Administrative Services

Administrative services for the school will be provided by the Charter Principal with support from the Board of Directors. Financial accounting services will be provided through a contractual agreement with the Emmett School District. We will hire a full time secretary/registrar/bursar that will assist with handling paperwork and required reporting for the school. Part-time administrative assistant(s) may be added as needed. An independent audit will be performed each year by an outside auditor (not affiliated with Payette River Technical Academy). Board members and founding members will be utilized according to their background and experience, which includes prior teaching experience, grant writing expertise, business management and construction.

Civil Liability

To the fullest extent permitted by law, PRTA agrees to indemnify and hold harmless the state of Idaho, the Idaho Public Charter School Commission, the Emmett School District, or any other sending districts, and their officers, directors, agents, or employees from and against all claims, damages, losses and expenses for wrongful acts, including but not limited to attorneys' fees, arising out of or resulting from any action of the school, provided that such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property including the loss of use resulting there from; and (b) is issued in whole or in part by any negligent act or omission of the school, any contractor of the school, or anyone directly or indirectly employed by any of them who may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation will not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person, described in this paragraph. No host, or receiving district, will be held liable for damages in an action to recover for bodily injury, personal injury, or property damage arising out of the establishment or operation of the school.

The Idaho State Board of Education and the Idaho Public Charter School Commission shall have no liability for the acts, omissions, debts or other obligations of any charter schools, except as may be provided in an agreement or contract between the state and PRTA.

Types of Insurance

Payette River Technical Academy will procure and maintain a policy of general liability insurance in the amount required by state law and errors and omissions insurance with limits not less than one million dollars. Insurance companies who have and maintain a rating of "A" according to the A.M. Best Company will provide insurance. Potential insurance companies in Idaho who meet this standard include, but may not be limited to, Farmer's Insurance, Farm Bureau, Blue Shield of Idaho, Blue Cross of Idaho, State Farm, Primary Care of Idaho, and the Principal Group Insurance. PRTA will have the same role as a public school in matters of civil liability. The appropriate insurance and legal waivers of all district liability will be obtained as required of other nonprofit users of district resources and facilities. Liability and property insurance will be similar to the coverage purchased by the district. A copy of the proof of insurance will be given to the Idaho Public Charter School Commission each time it is renewed to insure continuous coverage. PRTA will provide a list of all other types and amounts of insurance required prior to the opening of the school.

TAB 3: Educational Programs and Goals

Core Educational Philosophy

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

Overall Technology Integration Goals

It is the vision of the Payette River Technical Academy to provide opportunities for all members of the school community to effectively incorporate the use of technology to maximize their productivity.

The integration of technology in all curriculum areas will ensure that our students value computers as tools for life long learning. In addition, technology will serve as the inspiration for improved teaching and learning.

Overall Curriculum Goals

Students will be able to use technology:

- a. to solve problems,
- b. to communicate effectively,
- c. to process information,
- d. to formulate problems [graphs, portfolio, ...],
- e. to evaluate solutions to problems,
- f. for creative design, and
- g. to be socially responsible.

Overall Technology Goals

Students will:

- a. understand computer terminology,
- b. be able to use and care for hardware and software,
- c. develop keyboarding skills,
- d. develop multimedia presentations,
- e. be introduced to web page design,
- f. be introduced to databases, spreadsheets, word-processing and charts,
- g. be introduced to digital cameras and scanners,

- h. be able to use the Internet to effectively gather information, and
- i. be able to understand and effectively manage files, folders and the desktop.

Specific Curriculum and Technology Goals by Grade Levels

➤ Secondary Grades: 7 – 8

1. Curriculum Goals

- a. Students will be able to design and use spreadsheets to solve problems.
- b. Students will be able to use a word processing program to write essays and reports requiring special formats and create and use templates.
- c. Students will be able to collect data, sort and organize it and determine the graph style to best communicate the results.
- d. Students will be able to use interactive CD-ROM's to further study in all curriculum areas.
- e. Students will be able to navigate the Internet for research and information retrieval.
- f. Students will be able to use E-mail to communicate with others via Internet projects.
- g. Students will be able to design Web pages.
- h. Students will be able to use a database program for organizing and processing information.
- i. Students will be able to create newsletters using a desktop publishing program.
- j. Students will be able to create artwork using a painting and a drawing program.
- k. Students will be able to use a drawing program to create architectural designs.
- l. Students will be able to apply learned computer skills to other subject areas.

2. Technology Goals

- a. Students will understand computer terminology relating to word processing, database, spreadsheet, and desktop publishing programs.
- b. Students will be able to formulate and perform a topic or word searches on the Internet requiring the use of simple AND. AND/OR logic.
- c. Students will be able to type using proper hand placement with emphasis on both speed and accuracy.

- d. Students will be able to use a digital camera (or scanner) and software to take, generate, enhance and clip pictures.
- e. Students will be able to create multimedia presentations.
- f. Students will be introduced to a painting program.

➤ Secondary Grades: 9 - 12

1. Curriculum Goals

- a. Students will be able to word process essays, reports, poetry, etc., for all subject areas.
- b. Students will be able to use spreadsheets, databases, and graphing software to assist in problem analysis and solutions.
- c. Students will be able to use CD ROM's and the Internet for research and information retrieval.
- d. Students will be able to use the Internet to communicate with others via E-mail, Instant messaging, or voice chatting for global distance learning.
- e. Students will be able to create Web pages.

2. Technology Goals

- a. Students will be able to apply technology to create multimedia presentations.
- b. Students will be able to formulate Internet searches using multiple AND, OR, NOT logic, search topics, phrases, media, date ranges and locations.
- c. Students taking science and math courses will be able to use graphing calculators, and computer based labs to collect, organize and analyze data.
- d. Students will be able to manipulate digital images, graphics, video, text, and audio, to incorporate them into publications and presentations.
- e. Integration of technology throughout all subject areas.

Online Program Goals

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

- allowing students to advance at their own pace,
- providing schedule flexibility to accommodate work or family care responsibilities,

- enabling freedom of location, for those who have physical challenges, and
- providing connections in a one-to-one setting with certified instructors for those who need more personalized attention.

The guiding principle around which the on-line piece of PRTA is designed begins as follows:

All students - as individuals - should be celebrated.

- Some students may need to take a different path to achieve academic proficiency and to achieve their desires and goals.
- Education should be supportive of differences in interests, abilities, styles, and goals.
- Online delivery leverages the power of the information age through deep, varied content made available through the Internet.
- Technology allows students to be educated efficiently and effectively through a flexible schedule where they can learn at the time, pace, and place of their choosing.

Personalized learning helps high school students build life skills.

- Maturity, time-management, and self-direction aid in college and/or career success.
- We believe that today's teens are capable of building successful educational and social relationships even though they work independently.
- We also believe that supplementing the online high school experience with community-based interactions will provide powerful social and academic benefits for students.

A 21st Century Education

Payette River Technical Academy intends to meet the goal of producing students who possess the academic and personal habits and attitudes desired of an educated citizen in the 21st century. Goal attainment will be monitored by quarterly student assessment and staff professional development. Student enrollment will be small, with generally one class in each grade so that students move up together. The receiving teacher will have intimate knowledge of what has been taught and which students struggle with which concepts. The school will know if it accomplishes these goals by the continuing success of its students and by student scores on statewide evaluation tools.

Thoroughness Standards (Idaho Code 33-1612)

Payette River Technical Academy will fulfill the thoroughness standards identified in Idaho Code 33-1612. It has been established that a thorough system of public schools in Idaho is one in which the following standards are met:

Standard a. A safe environment conducive to learning is provided.

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

Objectives: Payette River Technical Academy will:

1. Develop guidelines for physical safety. These guidelines will include, but not be limited to, the procedures for fire drills, reporting unsafe equipment, methods for checking students in and out of school, notification of parents' rights, and staff monitoring responsibilities.
2. Provide a facility and adopt policies that meet all required city, state, and federal health, accessibility, safety, fire, and building codes for public schools.
3. Establish, publish, and enforce policies that define acceptable and unacceptable behavior, including zero tolerance for weapons, violence, gangs, and use or sale of alcohol and drugs.
4. Create an environment that highly encourages parents and other adults to visit the school and participate in the school's activities.

Standard b. Educators are empowered to maintain classroom discipline.

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

Objectives: Payette River Technical Academy will:

1. Adapt the policies into a student handbook providing a code of conduct including clear expectations and consequences for unacceptable behavior.
2. There will be school-wide process for teachers to handle minor and major infractions in the classroom setting.
3. Teach appropriate behaviors and foster responsible decision-making skills.
4. Establish and maintain consistent rules aligned throughout the school.

Standard c. The basic values of honesty, self-discipline, unselfishness, respect for authority, and the importance of work are emphasized.

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

Objectives: Payette River Technical Academy will:

1. Utilize the general philosophy of the character education program through out all decisions to instill appropriate values.
2. Emphasize the importance of adults modeling important values at school.
3. Help students build personal bonds and carry out responsibilities to one another and

to the faculty and staff.

4. Develop a sense of community and service within the school, and between the school and the larger community. Community service instills a sense of individual, social, and civic responsibility and enables the student to use newly found knowledge to solve community problems.

Standard d. The skills necessary to communicate effectively are taught.

Goal: Teach students a range of effective communication skills appropriate for the 21st century.

Objectives: Payette River Technical Academy will:

1. Emphasize meaningful language experience in the language arts, enhanced by writing, and memorization.
2. Provide access to computers to teach students basic computer skills and, in the older grades, appropriate communication through technology (via e-mail and the Internet).
3. Provide instruction in a foreign language. Knowledge of a second language is essential in many occupations. In addition, knowledge of a second language will boost English proficiency, improve memory and self-discipline, and enhance verbal and problem-solving skills. Enhancement of linguistic skills, whether from the perspective of those for whom English is a secondary language, or from traditional English speaking students is an essential skill set for the 21st Century student.

Standard e. A basic curriculum necessary to enable students to enter academic or professional-technical post-secondary educational programs is provided.

Goal: Develop an educated citizenry for the 21st century through a time tested academic program where the best western literature and student capabilities, rather than textbooks, drive the pace. Students must be well grounded in the basics such as reading, writing, mathematics, science, history, and literature.

Objectives: Payette River Technical Academy will:

1. Use the Idaho State Standards as a starting point to be enhanced by additional creative and challenging curriculum.
2. Develop a personalized learning goal for each student. Together, the student, parents and educator will consider the student's strengths and weaknesses. Faster students will continuously be presented with new challenges. Learners who need more time will benefit from extra help, multiple methods and different environments.
3. Emphasize Language Arts and the Scientific and Socratic Methods.
4. Health knowledge and physical activity are very important for students. A comprehensive health curriculum will be available as required by the state. Physical

activity during the school day will be made available through a contractual arrangement with the Emmett School District.

Standard f. The skills necessary for the students to enter the workforce are taught.

Goal: Provide students with the intellectual foundation and a strong moral compass that provides the character traits of leadership, which lead them to becoming productive citizens.

Objectives: Payette River Technical Academy will:

1. Provide a strong foundation in reading, writing, problem solving, math concepts, science, history, civics, economics, literature, and computational skills.
2. Provide a technology-rich environment, encouraging the effective use of technology as a tool in the workplace of the 21st century.
3. Enable students to develop the following intellectual habits important in society: adapting to new situations and responding effectively to new information; solving problems; locating and evaluating information from a variety of sources; making flexible connection among various disciplines of thought; thinking logically and making informed judgments.
4. Enable students to develop the following personal habits important in society: accepting responsibility for personal decisions and actions; honesty, courage, and integrity; a healthy lifestyle; empathy, courtesy, and respect for differences among people; self-confidence; concentration and perseverance; responsible time management; assuming a fair share of the work load; and working cooperatively with others to reach group consensus.

Standard g. The students are introduced to current technology.

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

Objectives: Payette River Technical Academy will:

1. Use technology as tools in an integrated educational program rather than as primary instructional delivery systems.
2. All students leaving PRTA will be proficient in using both a word processing and spreadsheet programs.
3. Use computers as tools for such activities as accessing research information, authoring, computation, record keeping, data storage, and communication.

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

Goal: Provide students with the skills and the intellectual foundation to become responsible citizens in our society.

Objectives: Payette River Technical Academy will:

1. Provide a comprehensive program of community service that reflects responsible citizenship in a democratic society and an interdependent world.
2. Enable students to develop the following habits of responsible citizens: accepting responsibility for personal decisions and actions; honesty, courage and integrity; empathy, courtesy and respect for differences among people; assuming a fair share of the workload; and working cooperatively with others to reach group consensus.
3. Enable students to understand and apply concepts and principles embedded in each of the social science: history, geography, political science, and economics.

Payette River Technical Academy will achieve the Thoroughness Standards through its taught curriculum and the unique aspects of the school, including our small size and the ability of the Principal and teachers to be fully cognizant of the curricula taught at all grade levels within the school. Collaboration time can be accomplished during regularly scheduled staff meetings and in-service days. Instruction of the curriculum will be accomplished using an aligned proactive method. A combination of a strong emphasis on integrity and a reward system which honors children who are hard working, responsible, honest, and respectful creates an environment allowing for student peace of mind which then maximizes learning potential.

Instructional Methods

Payette River Technical Academy is distinguished by its educational instruction. Some of these are highlighted in the sections that follow. PRTA uses traditional means to achieve 21st century goals. Through its methods, all students are potentially successful and capable of fulfilling their individual potential. Payette River Technical Academy plans to use, inter alia, the following instructional methods:

- a. The Subject Matter Method presumes that an educated learner needs to know clearly defined skills and concepts that can best be learned in an organized sequential fashion.
- b. The Inquiry and Problem-Solving Method suggests that learning occurs when individuals think critically and solve problems. The predominant premise of this method is that it is important to know how to retrieve and use the information, not

- just to have instant recall and possession of the information.
- c. The Individualized Learning Method attempts to personalize the learning process to the interests of the individual by allowing students to develop goals for their self-study during their required summer readings.
 - d. The Socratic Method encourages learning through sharing of information and concepts within a group, with the thinking process playing an important role.
 - e. In addition, we will employ a comprehensive plan for character education integrated into a rigorous program of core subject instruction that taps into each student's innate need to know boundaries while protecting every student's dignity.

In keeping with PRTA's mission, we recognize that education is more than the assimilation of facts. Proficiency in a discipline means that the learner becomes a capable practitioner and has a sufficient foundation to pursue advanced study. PRTA emphasizes both the acquisition and application of knowledge for the use and understanding of other foreign subjects. The over-arching theory of education used within the PRTA is the theory of authentic learning, which will be integrated within all of the instructional methods.

Curriculum Development and Approval

While we do not anticipate a major need for changes to our curriculum, assessments will be conducted on an on-going basis by the Principal and the Board of Directors. The curriculum will be implemented and evaluated through observations of teachers and the participation of both parents and students, with follow-up discussions with the Principal to include written future goals.

Textbooks

Payette River Technical Academy will use appropriate text books adopted in compliance with the goals and standards set forth by the Idaho Department of Education.

Educational Programs and Services

Provision of supplemental educational programs and services such as physical education, HIV/AIDS education, family life, sex education, occupational education, driver education, guidance and counseling services, summer school programs, parent education programs, social work, and psychological services will be provided to students who require them. The Board of Directors, Principal, and PFA will work together to determine the need for, and estimated cost and value of, these programs. As needed, we will seek outside contracts to meet identified needs, with the understanding that all required services will be performed.

Special Needs Students

Payette River Technical Academy will identify special needs students, including LEP (Limited English Proficient), special education, gifted and talented, and students qualifying for section 504. PRTA will utilize the Idaho Special Education Manual as now adopted or as amended in the future and will comply with federal regulations dealing with these areas. The Idaho Special Education Manual will be used for identifying, evaluating, programming, developing individualized education plans, planning services, developing our discipline policy, budgeting, and providing transportation for special needs students, as necessary. The Payette River Technical Academy Special Education contracted administrator will be the Section 504 Compliance Officer. Gifted and talented students will be identified using the same criteria as are stated in the Emmett School District Plan.

If a student is identified as of LEP, PRTA has agreed to contract with the Emmett School District for the provision of all services offered to LEP students pursuant to its Special Services programs.

If a student is found to be eligible for special education services at the charter school, services will be provided for that student in one or more of the following ways:

- Payette River Technical Academy will form a multidisciplinary team to consider a student's eligibility for special education. If a team determines the need for an evaluation by other personnel, such as a school psychologist, speech therapist, or occupational therapist, not currently employed by the school, such evaluations will be contracted with a private provider.
- Disciplinary problems by special education students will be assessed by the multidisciplinary team. Teachers and administrators will follow the Idaho Special Education Manual (as currently defined in Chapter 7, Section 13, and titled "Student Discipline") to address these issues.
- PRTA has agreed to contract with the Emmett School District to provide appropriate personnel (including certificated teachers with special education certification) who will be responsible to monitor Individual Education Plans (IEPs) and supervise the implementation as written. These same teachers will provide services in an inclusion or a pullout model depending on the degree of intervention necessary to meet the student's needs. A similarly certificated paraprofessional will be used to support instruction as allowed by IDEA and the ESEA. The appropriate personnel will consult with the general education staff to utilize effective classroom interventions, adaptations, and modifications.

- Payette River Technical Academy will contract with the Emmett School District for the provision of related services. Direct speech, language, or OT services may be provided by a paraprofessional under the direct supervision of a licensed therapist. In the event that the IEP team determines that the student's academic needs cannot be met on site, Payette River Technical Academy will determine the least restrictive environment complying with PL 94-142.
- Payette River Technical Academy will apply the federal definition of Limited English Proficient (LEP) as defined in Title IDI and IX of the ESEA. Students who are eligible for the LEP program will participate in the PRTA LEP program according to state and federal guidelines. State and federally mandated testing of LEP students will be administered as they become available. LEP services may be provided on-site or contracted out.

Other Special Needs Student Services

In a society based on democratic principles, each person has the right to learn at the most appropriate level where growth will take place. Because gifted and/or talented, LEP, Title I and Section 504 students have special needs, they will be provided educational experiences that will strive to meet those needs in the regular classroom as well as in special classes, seminars or workshops. The Charter environment will allow areas to be pursued beyond the scope of the regular curriculum—regardless of their areas of special needs. This may be accomplished through, but not limited to, the following: clustering, competitions, consultations, curriculum acceleration, special topic classes, independent study, interest-based workshops, and remediation, tutoring and pullout classes. Transportation will be provided as needed and required.

Dual Enrollment

There will be reciprocal agreement between the Payette River Technical Academy and participating School District(s) to meet dual enrollment requirements as specified in Idaho Code 33-203.

Academic Freedom, Controversial Issues, and Religion

The Payette River Technical Academy shall offer an educational program appropriate to the level of student understanding which:

1. Allows students to study and discuss controversial issues.
2. Provides opportunities to examine evidence, facts, and differing viewpoints.
3. Teaches the importance of fact, the value of judgment, and the respect of conflicting opinions.

Tab 4: Assessment of Student Educational Progress

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

<u>Measurable Student Outcome</u>	<u>Methods of Measurement</u>
Meet AYP	AYP determination in accordance with Federal NCLB regulations
Meet or exceed state average graduation rates for seniors	Graduation data for enrolled seniors
Meet or exceed state average for student participation in Idaho standardized testing	State-wide assessment participation
75% of non-senior students will re-enroll in the following year	Enrollment data
Aim for a student absenteeism of less than 6%	Attendance and enrollment data
The English Language Arts and Mathematics scores on the Idaho Standards Test shall on average meet or exceed the scores of the State as compared School-wide and by reportable subgroups.	State-wide assessment scores
Percent of Parents who respond "satisfactory" to annual parent surveys will reach 95% within the first five years.	Parent Satisfaction Survey

Mastery of Course Content

Students will demonstrate mastery of state standards. Portfolios and exhibits will be assessed according to school-wide rubrics, with input from PRTA instructors across all content areas and outside community members. "Mastery" for special needs and LEP students will be defined appropriately according to the student's Individualized Education Plans ("IEP") and English proficiency levels.

PRTA gives high priority to multiple, varied, and frequent opportunities for students to

demonstrate mastery of course content and as a best practice to strengthen student learning.

Progress Measurable Student Standards

Standards and standardization are the basis of assessment. Performance will be assessed on at least three levels:

1. Student progress relative to previous performance will be assessed following state requirements.
2. Attitudes and personal/academic habits will be assessed through teacher evaluations.
3. Performance will be assessed relative to district and state developed standards.

The goals of this school are as follows:

1. Show substantial improvement, or scores in the top quartile on standardized tests, offered at the state level, after a period of three consecutive years of enrollment at PRTA.
2. Show substantial improvement or score in the top quartile on standardized tests offered at the state level, after a period of three consecutive years of enrollment at PRTA in writing, reading, science, computing and solving mathematical problems.
3. Aim for a student absenteeism of less than 6%.
4. Samples of each student's work reflect acquired, integrated, extended, refined and meaningful utilization of knowledge.
5. Students will show positive growth on annual parental/student/teacher surveys that address attitudes and habits toward, but not limited to; work ethic, honesty, showing initiative, taking and accepting responsibility and self-confidence.

Student performance will be assessed relative to other learners of the same age through district, state, and national testing. We will follow the timeline established by the Idaho State Department of Education in administering student assessments. A student baseline will be established during the first year of testing and will be evaluated each year thereafter. As other state mandated tests are required, PRTA will administer these tests.

Student Assessment

A goal for students enrolled at PRTA for three (3) consecutive years will be to meet the statewide performance standards developed by the Idaho State Department of Education. These standards include the subjects of English, Reading, Science, Social Studies, Health/Wellness, Humanities, and Mathematics.

Student assessment evaluation, reported annually, will consist of:

1. A student baseline developed during the first year using testing results;
2. A comparison of annual results with baseline scores to assess progress;
3. Grade-level and school composite scores;
4. A graph of annual results showing year-to-year change;
5. A graph of school scores relative to state and national averages; and
6. Sub-analysis of a variety of variables to identify areas for improvement.

Monitoring the progress of our students and evaluating innovations in education procedures are an important part of our curriculum development process. The annual report of student progress will be made to the Idaho Public Charter School Commission no later than June 30 of each year for the previous school year. In addition to the data listed above, it will provide formative and summative data to demonstrate that the school is meeting performance standards prescribed by the state. This data will also include PRTA developed assessment information.

Student Educational Standards

The State Standards clearly define the essential knowledge and skills for student learning in each program area. PRTA will meet or exceed the state standards in reading, language arts, math, science, social studies, health/wellness, and humanities. Students will be evaluated for progress in the following areas in addition to academic skills:

- *Personal Responsibility.* Students will have positive attitudes and perceptions about creating quality work, striving for excellence and interpersonal skills.
- *Expanding and Integrating Knowledge.* Students will acquire and integrate knowledge and experiences from different subject areas. Students will gather and use subject-area information effectively in order to gain new information and knowledge, classify and organize information, support inferences, and justify conclusions appropriate to the context and audience.
- *Communication Skills.* Students will communicate with clarity, purpose, and an understanding of audience using a variety of communication forms and skills.
- *Thinking and Reasoning Skills.* Students will utilize, evaluate, and refine the use of multiple strategies to solve a variety of problems.
- *Social Responsibility and Skills.* Students will deal with disagreement and conflict caused by diversity of opinions and beliefs. Students will evaluate and manage their behavior as group members. Students will participate in community service that reflects responsible citizens in a democratic society.

Accreditation

Payette River Technical Academy will obtain accreditation in accordance with Idaho Code 33-119. Idaho Administrative Procedures Act (TIMPA) 08.02.02.140, Accreditation, which defines the State Board of Education's accreditation requirements, will be utilized. This would include developing the following:

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

Improvement Planning

If it were ever determined that, based on student performance, the school was in need of improving performance, the Principal and the Board of Directors would meet both internally and with outside experts, such as the Idaho Charter School Network, to develop a comprehensive plan for improving performance. PRTA is committed to a school where student success is our top priority. We would examine the current processes and develop a detailed performance improvement plan to address each process deemed important to achieve increased student learning. These processes may include the amount of time spent on critical subjects, the teaching method employed, the textbooks and other learning materials utilized, and the integration of core subjects.

Improvement of Student Learning

Multiple learning opportunities are afforded the PRTA students. Most are familiar, use common sense, but all strive to make learning relevant and purposeful and to actively engage the learner. Problem-solving groups apply knowledge they have acquired and practice new skills by tackling both real-world problems and problems simulated to model the current society. For example, the school's requirement for students to perform genuine community service not only informs students about real needs our community has, but also encourages them as a group to decide which needs they can reasonably address, plan an approach, implement the plan, and then evaluate the result. Moreover, it teaches them there are more important things in the world than themselves. Peer teaching, when appropriate, provides an opportunity for learners to become educators and reinforces their own knowledge and mastery of new skills through presentation of their own work and

through working with a "learning buddy." Projects will include a balance of individual effort and group collaboration to ensure mastery of important basic skills, content, and interaction skills.

Payette River Technical Academy's learning program is built on the belief that all children can learn, but not in the same way or at the same pace. It recognizes that children are gifted in different ways and may excel in the following areas: linguistic; mathematical; logical; intra-personal; interpersonal; bodily kinesthetic; spatial; and musical (Gardner, 2006).

Use of the Personalized Learning Goal concept will create expectations that students will take responsibility for their own learning, while encouraging parents to share in that responsibility. Working together, the student, parents, and educator will consider learner strength's and weaknesses. They will then identify an academic and personal goal for each learner. These goals capitalize on learner strengths and shore up areas of weakness, while enhancing parental involvement.

Through the use of personalized goals, the PRTA ensures that children are not penalized for the rate at which they learn. The faster learner is continuously presented with new challenges, while the learner who needs more time benefits from extra adult help, multiple methods, and different environments. The learning program supports PRTA's goal of developing lifelong learners. It is designed to stimulate the desire to learn, and is based on the belief that all learners possess an innate love of learning that can be developed given the appropriate curriculum and methods. It allows for the joy of knowledge, self-expression, and the thrill of exploration. It is flexible to accommodate the individuality of learners and to evolve as PRTA learns and grows.

TAB 5: Governance Structure

Payette River Technical Academy is a non-profit organization organized and managed under the Idaho Nonprofit Corporation Act. The School's Bylaws and Articles of Incorporation are provided in Chapter 1. The Board of Directors will be the public agents who control and govern the charter school. PRTA shall be responsible to identify and comply with all statutory requirements affecting the operation of a public school. The Board of Directors' meetings will follow the open meeting laws, keep accurate minutes, and make the minutes available to the public, according to the Bylaws of the charter school.

Organizing Group

The organizing group has written the Charter petition and elected the initial Board of Directors. The Board of Directors will recruit candidates for the position of school Principal, and establish a preliminary operating budget. The current function of the organizing group is to serve as a data-gathering resource and to provide input and advice to the Board of Directors.

Board of Directors (Initial Formation)

The Board of Directors of PRTA will consist of no less than five (5) and no more than seven (7) members. Three non voting ad-hoc Directors may be added as advisors in their specialty areas and subject to the Bylaws of PRTA.

Selection and Replacement

Elections for members of the Board of Directors will be staggered with varying length of terms according to the Bylaws.

Powers and Limitations

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

The Board of Directors will have the responsibility to approve the selection of the school

Principal, who may not be one of its members. The Board of Directors also will be responsible for hearing, and approving or disapproving, the recommendations of the school Principal with respect to changes in staffing, program, or curriculum. The Board will, when necessary, adjudicate disagreements between parents and the administration. PRTA commits to keeping complete and accurate Board of Directors' meeting minutes and to making them available to the public.

Relationship Between Board of Directors and Principal

Principal - The Principal reports directly to the Board of Directors and will be empowered to provide educational direction, administration, and on-site day-to-day operation as well as certain decisions concerning but not limited to the following:

1. Providing overall academic leadership and guidance to students and faculty.
2. Overseeing the curricular, physical and financial operations of PRTA.
3. Evaluating the faculty, including monitoring the development and implementation of the Payette River Technical Academy Handbook.
4. Assigning various responsibilities to faculty and staff.
5. Maintaining the PRTA Charter School accreditation.
6. Prepare annual report.
7. Meeting and consulting with the PRTA Parent-Faculty Association,
8. Promoting a positive staff and school morale.
9. Implementing PRTA's vision and mission instructional materials and supplies.
10. Managing PRTA resources and monetary supervision.
11. Managing state charter school requirements.
12. Supervising school-wide community building, and public and media relations.
13. Implementing special services.
14. Assessing contracted services.
15. Providing disciplinary support.
16. Assisting in business and community partnerships.
17. Managing curriculum, instruction, and assessment.
18. Proving professional development and a positive climate for innovation and growth.
19. Administering employment and personnel issues, enrollment and attendance, facility conditions, and transportation.
20. Coordinating district/board connection.
21. Developing and maintaining long-range planning to ensure the future of Payette River Technical Academy
22. Teaching classes at the Academy, as requested by the Board of Directors.
23. Representing the Academy off campus, as requested by the Board of Directors.

24. Advancing the Academy's overall mission.

Standing Committees and Ancillary Support Personnel

Standing committees will be formed in accordance with the bylaws of the corporation. These committees will include, but are not limited to, a Parent-Faculty Association (PFA), a fundraising committee, and others as needed. Ancillary support personnel, including clerical and custodial, will be hired and supervised by the Principal. The state funding formula will be used for funding to hire staff through the regular budgetary process. Additional resources will be sought through grants, volunteers, and fundraising efforts.

Teacher/Parent Decision Making: Communication

The PFA and Board of Directors of PRTA may provide consultation to the Principal regarding ongoing plans for the school. Parents of students who attend PRTA will be involved in the education of their children and in the school at many levels. Parents bring an in-depth understanding of their children's personalities, learning styles, and strengths and weaknesses, which is essential for the continuing educational development of their children. The process to ensure parental involvement will be as follows:

1. Parents will receive written information as each year begins.
2. Parents will be highly encouraged to attend parent teacher conferences.
3. Parents will be highly encouraged to be involved in the Parent-Faculty Association and to volunteer for school projects, programs, committees and to work with students.
4. Parents will be highly encouraged to provide an appropriate learning environment at home for study.
5. Parents will be highly encouraged and welcomed to volunteer in their children's classroom(s).
6. Parents will be highly encouraged to communicate regularly with the school. In turn, the school and the PFA will regularly communicate with the parents.

Parental Participation

As described earlier, parents of students who attend Payette River Technical Academy will be involved in the education of their children and the school at many levels. The process to ensure parental involvement will be as follows:

1. Parents will receive written materials at the beginning of each school year.
2. Parents will be asked to complete a survey during the school year addressing the following issues: safety of students, classroom discipline, school-wide discipline, child's response to classroom atmosphere, and parents' perception of learning

environment, curriculum, and achievement.

3. Parents will be encouraged to be involved in the Parent-Faculty Association (PFA) and to volunteer for school projects, programs, and committees, and to work with students.
4. Parents will be encouraged to provide an appropriate learning environment at home for study.
5. Parents will be encouraged to communicate regularly with the school. In turn, the school and the PFA will regularly communicate with the parents.

Community and Business Partnerships

Payette River Technical Academy has no formal business arrangements or partnerships with other schools, educational programs, businesses, or non-profit organizations at this time.

Audit of Programmatic Operations

An annual educational program and financial audit will be conducted after the completion of each charter school year. PRTA will conduct a programmatic audit through information obtained via its own instruments, timeline, and processes. An independent auditing firm will conduct a financial audit. The Idaho Public Charter School Commission may choose to do an independent audit at the Commission's expense. An independent audit may be performed as specified (annually) or at such time as revocation or non-renewal of the charter may be initiated.

Dispute Resolution

The Idaho Public Charter School Commission and the Board of Directors of PRTA will resolve disputes relating to provisions of the charter following the procedures set forth in Section 33-5209, Idaho Code, and the applicable rules of the Idaho State Board of Education for notice of defect and submission of a corrective action plan. PRTA would like to meet with the Idaho Public Charter School Commission, as necessary, to discuss relations in an effort to be proactive concerning disputes that may arise relating to provisions of the charter contract,

TAB 6: Employees of the Charter School

Employee Qualifications

Payette River Technical Academy's full-time staff will meet or exceed qualifications required by state law. PRTA shall further require that its full time faculty meet the federal definition of a "Highly Qualified" teacher as one who is as follows: fully certified and/or licensed by the state; holds at least a bachelor's degree from a four-year institution; and demonstrates competence in each core academic subject area in which the teacher teaches. Please note that the "Highly Qualified" criteria applies to all teachers – in Title I and non-Title I public schools – who teach in core academic subject areas. The federal regulations do not apply to non-core academic subject area teachers such as those in most vocational (workforce development/career-technical education) programs or physical education. PRTA's requirements are more stringent in terms of Professional-Technical Education teachers. All PTE teachers must meet the following requirements as mandated by State and Federal law: industry certified with a wealth of experience in the specific field of instruction. State Board Certified in PTE, must hold an endorsement in an appropriate occupational discipline. This endorsement may be held on a Secondary Teaching Credential or on an Occupational Specialist Certificate. These instructors must be committed to preparing each student for transition to post secondary training/work beyond high school. Administrators for PRTA must hold an Idaho Professional-Technical Administrator's Certificate.

Staff will be required to possess personal characteristics, knowledge, and experience consistent with the philosophy, mission, and expectations of PRTA as outlined within this petition. The Principal will make recommendations to the Board of Directors for approval of instructional staff. Each professional staff member (teachers and the principal) will be on a written contract approved by the Superintendent of Public Instruction.

Payette River Technical Academy reserves the right to seek limited or alternative certification options as provided by rule of the Idaho State Board of Education when deemed in the best interests of the educational program. Additionally, PRTA reserves the right to employ any person for temporary assistance under the direct supervision of certified staff members. These provisions are intended to allow various community experts and other specialized persons who may not hold certification to contribute to the school according to their talents, experience, creativity, or expertise on an as needed basis.

Job announcements will be free of discriminatory language.

Professional Opportunities

Faculty at PRTA will work in an environment where they have opportunities to work with other faculty to align subject areas. The Principal will determine in-service training days or programs in order to provide teachers with training in the teaching methods described in this petition. In-service training days will be held as much as possible while school is not in session.

Background Checks

All employees will undergo State of Idaho criminal background checks and FBI fingerprinting checks. One fingerprint card will be submitted to the Office of Certification at the State Department of Education and one will be kept in the individual's personnel file.

Targeted Staff Size

Payette River Technical Academy will employ one teacher per core domain, with additional staff as the budget permits. Professional Technical teachers will be hired for each program offered through PRTA pursuant to guidelines established by the Idaho Department of Professional Technical Education. The goal is to have no more than one (1) teacher per 20 students per class. Education assistants or other adults will be considered for classes in excess of 26 students.

Teacher Certification

A copy of the certificates for all certified teachers/staff members will be kept on file at PRTA and will be available upon legitimate request.

Employee Benefits

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

Status of Payette River Technical Academy Employees

Employees of PRTA may be employees of the Emmett School District. They may apply to teach in any School District. Teachers at the charter school may be eligible for an in-district transfer to another school within the Emmett School District.

Experience

Certified teachers at Payette River Technical Academy are public school teachers. One year

of service at PRTA counts as one year experience on the state indexing scale.

Collective Bargaining

Payette River Technical Academy's staff and employees may be a separate unit for purposes of collective bargaining.

Staff Development

Payette River Technical Academy's Principal will ensure that the school's employees understand and have the capacity to implement the school's vision which will be augmented through in-service training. All employees will undergo an annual performance review.

Health and Safety

To ensure the safety of our employees and students, PRTA will comply with the following health and safety procedures:

1. Conduct criminal history checks for all employees in compliance with Idaho Code 33-130. This requirement is a condition of employment.
2. Require that all students have proof of immunization or have a written parental waiver and have a birth certificate or other identification before being enrolled at the Payette River Technical Academy.
3. Require that all visitors sign in at the office and receive and wear a visitor's pass when visiting the school building.
4. Provide for inspection of the facility in compliance with Section 39-4130 of Idaho Code. Adopt policies to meet all required city, state, and federal health, accessibility, safety, fire, and building codes for public schools. Fire and safety officials using the same guidelines for all public schools will inspect the facility.
5. Adopt and implement, where appropriate, policies regarding health, safety and risk management policies, unless otherwise written and adopted by the Board of Directors. These policies will at a minimum address the above and the following items:
 - a. Policies and procedures for response to natural disasters and emergencies, including fires and bomb threats.
 - b. Policies relating to preventing contact with blood-borne pathogens.
 - c. A policy requiring that all staff receives training in emergency response, including appropriate "first responder" training.
 - d. Policies relating to the administration of prescription drugs and other medicine.
 - e. Policies establishing that the school functions as a gun-free, drug-free, alcohol-free and tobacco-free workplace.

- e. Policies will be incorporated as appropriate into the school's student and staff handbooks and will be reviewed on an ongoing basis in the school's staff development efforts.

TAB 7: Admission Procedures

Admission Policies

- **Full-time Students:** Payette River Technical Academy does not discriminate against students of any particular race, color, national origin, sex or disability and will abide by the following admission guidelines for full-time students. Full-time students are those who take a minimum of four classes per semester at the Academy.
 1. The board and/or its designee will establish the total number of students for each grade level.
 2. Children of Academy founders, and full-time returning students and their siblings seeking full-time enrollment will be given priority admission provided returning students complete course registration forms by the deadline indicated and founders' children and siblings of returning students apply by the second Friday in March.
 3. Applicants in district 221 shall be given priority, followed by applicants residing outside of said Districts. At the close of the enrollment period (the second Friday in March), if the number of applicants residing within said districts exceeds the number of openings for a particular grade level, only those applicants within said districts will be entered into a lottery. Those applicants in the lottery who were not admitted will be placed on a waiting list in the order that their names were drawn from the lottery. Following this, all other applicants who applied within the enrollment period will have their names put into a lottery and will be placed on the waiting list in the order that their names are drawn. Thereafter, all students who apply after the second Friday in March will be placed on the waiting list based on the date and time the application is received, regardless of the student's area of residence.
 4. Full-time applicants will take priority over part-time applicants (those requesting fewer than four classes per semester at the Academy) for admission purposes.
 5. Siblings of newly accepted full-time students who are seeking full-time enrollment will be accommodated provided applications were received by the second Friday in March.
 6. In addition to submitting an application and as part of the application process, a potential student/parent/guardian is required to meet with the Academy's principal or designee to discuss the school's mission and expectations. This meeting must take place before an accepted student can complete the registration process.
 7. The enrollment period for the upcoming academic year will be announced in local newspapers, on the Academy web site, and in the Academy newsletter as appropriate.
 8. All applicants will be notified by mail regarding acceptance. Enrollment procedures

and forms must be completed by the date specified in the acceptance letter or the applicant will lose his/her space, allowing an opening for the next person on the waiting list. If a new student is unable to attend school within a specified number of days from the start of the year/semester for which he/she was accepted, admission will be denied and the student will need to reapply for a future opening.

- **Part-time Students:** Payette River Technical Academy does not discriminate against students of any particular race, color, national origin, sex or disability and will abide by the following admission guidelines for part-time applicants. Part-time enrolled students are those who take less than four classes per semester at the Academy.
1. Even after a grade level has reached its allotted number, a student applying for part-time enrollment in that grade can be enrolled in one or more classes depending on space available (e.g. some classes could accommodate a larger number of part-time enrolled students than other classes).
 2. At the close of the enrollment period (no later than three weeks before the start of school), where the number of part-time applicants exceeds the number of openings for a particular grade level and/or course, a lottery will be conducted and a separate waiting list will be maintained. Applicants in district 221 shall be given priority, followed by applicants outside districts 221. At the close of the enrollment period, where the number of applicants residing within districts 221 exceeds the number of openings for a particular grade level and/or course, only those applicants within districts 221 will be entered into a lottery. Those applicants in the lottery who were not admitted will be placed on a waiting list in the order that their names were drawn from the lottery. Applicants who applied within the enrollment period who live outside districts 221 will then have their names put into a lottery and placed on the waiting list in the order that their names are drawn. Thereafter, all students who apply after the enrollment period has closed will be placed on the waiting list based on the date and time the application is received, regardless of the student's area of residence.
 3. Student's entering the Academy as part-time do not fall under the priority enrollment for the following year. A new application needs to be completed each year and will be processed as indicated above.
 4. In addition to submitting an application and as part of the application process, a parent is required to meet with the Academy's principal and/or designee to discuss the school's mission and expectations. This meeting must take place before an accepted student can complete the registration process.
 5. The enrollment period for the upcoming academic year will be announced in local

newspapers and the Academy newsletter as appropriate.

6. All applicants will be notified by mail regarding acceptance.

➤ **Exchange Students:** The Payette River Technical Academy will accept exchange students based on the following:

1. In order to place an exchange student at the Payette River Technical Academy, an agency must be listed in the most current Council on Standards for International Educational Travel Advisory List (CSIET).
2. All exchange students will be enrolled at a grade appropriate level as identified by PRTA and are expected to attend the Academy for the entire school year.
3. No more than four (4) exchange students will be accepted each year. The four openings provided for exchange students will be in addition to the Board-approved enrollment numbers and as such will not reduce the number of traditional student openings.
4. PRTA reserves the right to accept or deny agency applications with or without reason.

Application and Acceptance

The local representative of a sponsoring agency shall submit a written request for an exchange student opening by the second Friday in March. No more than one spot may be requested per agency until after the second Friday in March. If more than four agencies are vying for the exchange spots available, a lottery will be conducted and a waiting list initiated. If openings remain after the second Friday in March, a local representative may submit a request for an additional exchange spot and these will be granted on a first come first served basis. Once the four spots have been reserved, any additional requests will be placed on a waiting list based on the date and time the request is received. If an agency is not able to use its placement slot, the local representative should contact the Academy as soon as possible.

All local representatives who applied for exchange spots will be notified after the second Friday in March as to whether or not they have secured a placement spot. Once secured, the local representative has until June 1 to submit an application on behalf of the exchange student and meet the requirements as outlined below.

If the local representative fails to provide the information required by June 1, the spot will be awarded to the next agency on the waiting list. In the absence of a waiting list, applications will be accepted on a first come, first served basis, regardless of a student's

country of residence and acceptance awarded provided the requirements below are met.

Requirements

In addition to a student application, the local representative will provide the Academy with the following:

- a. Proof that the student has the English proficiency needed to function at the Academy, demonstrated by submitting a recent writing sample and receiving a rating of 48 or higher on the SLEP or other equivalent assessment.
- b. A complete transcript of the student's high school grades, with an English translation. If an application is submitted prior to completion of the student's current school year, the student's sponsoring organization must provide an additional translated transcript reflecting final grades for the current school year as soon as possible.
- c. The necessary medical history, including any medical/physical restrictions and a recent physical exam with proof of required immunizations.

In addition to submitting an application and as part of the application process, one of the host parents is required to meet with the Academy's principal to discuss the school's mission and expectations. This meeting must take place before an accepted exchange student can complete the registration process.

It is the local representative's responsibility, in conjunction with the host family, to be aware of the Academy's start and end dates, and ensure the exchange student has met with the principal, completed registration and paid any applicable fees prior to the first day of school.

Exchange students cannot take classes on a non-credit or audit basis. They are required to do all the work and take all of the tests assigned in each class. It is the responsibility of the sponsoring organization to provide tutors and/or the necessary assistance required to help exchange students meet acceptable standards.

Exchange students living with host families who have students enrolled at the Academy will not be regarded as siblings. Exchange students and host families are required to adhere to the policies and regulations of the Academy.

An exchange student will not be allowed to return for a second year.

Public School Attendance Alternative

Because PRTA is a new entity and not a conversion of an existing school students located within the attendance area of PRTA would have the option to enroll in the Emmett School District. No student will be required to attend PRTA.

Over Enrollment Procedures

Payette River Technical Academy has identified the following over-enrollment procedures:

1. Four lottery pools and/or waiting lists will be established and prioritized as listed: 1) returning students, 2) siblings of pupils already attending, 3) students within the primary attendance area, and 4) all other students. Applications will be drawn for placement using the Equitable Selection Process outlined in Subsection 203 of the Administrative Rules Governing Charter Schools. The process will begin with a randomly drawn grade and continue with randomly selected grades. Those on the waiting list may be placed in the school any time during the year when an opening occurs. Available positions will be filled from the waiting list established from the initial lottery.
2. Once on a waiting list, students will remain eligible for placement within the school without repeating the application process. Each year, Payette River Technical Academy will contact all waiting list students and request written verification of the continued desire to be on the waiting list. The order of these waiting lists will be revised annually based on the lottery results. Students wishing to be removed from the waiting list must make their request directly to Payette River Technical Academy, in writing.
3. Once the enrollment period is complete and waiting lists have been established through lottery as described above, subsequent applications will be added to the waiting lists on a first come-first served basis.
4. A lottery will be held by April 30 to establish the waiting list order of entrance for the upcoming school year in the initial year and each year thereafter. All openings during the school year will be filled according to the order established by that lottery. The lottery will be held in a public forum and the Chairman of the Board of Directors of PRTA or the Principal will conduct the lottery selection.

Non-Discrimination

Prospective students will be given the opportunity to enroll regardless of race, color, national or ethnic origin, religion, sex, social or economic status, or special needs as required by federal state and local laws.

Minimum Enrollment

The minimum enrollment for financial viability depends on the financial status of the school at the start of the school year. As enrollment approaches the minimum for financial viability, the Board of Directors shall take action including, but not limited to, the following:

1. Increase enrollment demand through a marketing campaign.
2. Increase fund-raising from external sources through the PFA.
3. Request voluntary donations from parents.
4. Eliminate or defer expenses.
5. Prepare for the termination of operation as necessary.

Attendance Requirements

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline. Likewise, a student who has had a proper night's rest is better prepared to learn than one who is tired due to a late night.

Parents are to report all unplanned absences to the front office by telephone. Students are not to report their own absences. Students, who are dismissed from school early, for any reason, must sign out from the front office. Assignments for absent students may be obtained from the front office between 3:30 and 4:00 p.m. Students, parents, and educators must recognize the importance of attendance and punctuality at school. Key reasons for regular and punctual attendance are employability, educational benefits, and successes in school are:

1. Employability, punctuality, and attendance are important skills for employment identified by employers. Developing these skills is critical whether students plan to work during the school year, after graduation, or after college.
2. Educational Benefits. Regular attendance assures that students stay current in academic skills, personal management skills, and teamwork skills.
3. Success. Students must be present in order to experience success. Further, each student's presence enhances the success of the entire class.

Excused Absences

Absences from school with the knowledge and approval of a student's parents/guardian are excused absences. In order for an absence to be excused, oral or written communication from the student's parents/guardian must be received within 24 hours of the last day of the absence, except for school approved activity absences. Furthermore, students absent from school remain responsible for any school work that should have been completed during their

absence. Parents anticipating an extended absence must make arrangements with the school prior to the beginning of the absence.

Make-up Work. Make-up work is allowed for students who have excused absences only if it is turned in within 48 hours of returning back to school. Credit for make-up work is not allowed for an unexcused absence.

Tardies

A student is tardy if he or she is not in the assigned classroom when school starts.

- *Attendance Requirements.* Students may miss up to 5% of the institutional time per semester. Absence from class for any reason, including family convenience, shall be counted when the percentage of attendance and eligibility for promotion is being considered.
- *Notification of Absences and Discipline.* Parents/guardians will be notified on the school report cards, during conferences and via phone calls about absences. Notice of the 5th absence will inform the parent/guardian that the school Principal may deny promotion to the next grade or refer the parent/guardian to the Board of Directors for further discussion and appropriate action.
- *Grounds for an Appeal.* Those parents who have valid reasons to believe that all or part of their child's absences are the result of extraordinary circumstances may request a review of their case following the attendance appeal process below. Extraordinary circumstances may include, but are not limited to, verified illness or medical treatment, death in the family or death of close friends, and medical or dental professional appointments.
- *Attendance Appeal Process.* If a parent/guardian wishes to appeal the denial of promotion to the next grade due to the attendance requirement, the following policy applies:
 1. The parent/guardian has five (5) school days from the date shown on the notification to appeal the loss of credit or denial of promotion.
 2. The appeal process starts with the Principal. An adverse decision may be appealed to the Board of Directors. The decision of the Board of Directors is final.
 3. In each situation, representatives of the school and the parent/guardian have five (5) days in which to respond to the appeal or the ruling. Appeals and responses shall be in writing.

Grading, Homework, and Promotion

Grades 7-12: Report cards will be sent home at the end of each term. Students will receive

number/letter grades for all assignments.

It is the philosophy of PRTA to require homework from students throughout the school year. Teachers will often assign homework to be completed over the course of several days or over a week. Students may have assignments meant to be completed over the semester. It is the school's belief that this assists students with time management and planning. Parents are advised to monitor assignments to prevent last-minute frustration. Providing a quiet environment and regular time for completing homework is essential.

Following is a general guideline regarding the amount of time students should spend completing their homework assignments:

Grades 7 – 8.....	60-90 minutes
Grades 9 – 12.....	90-180 minutes

Payette River Technical Academy does not allow social promotion. Each student is responsible for his/her own education and must master the required subjects before being allowed to move to the next level.

Corrective Action

Those students not reading at grade level or computing grade level mathematics will be identified and receive a variety of services including but not limited to: one-on-one tutoring by paraprofessionals or teachers, tutoring by volunteers, and/or they may attend school during an extended session (if offered). Every effort will be made to help students achieve at PRTA.

Student Activities

Payette River Technical Academy's Principal and staff will determine the school's student activities, as appropriate and necessary, including student government, student organizations, trips, before and after school care, interscholastic and intramural sports and other extra-curricular activities.

Student Fees

No academic fees from students are planned at this time. Some fees may be identified in the future by the Board of Directors, as appropriate, and as allowed by the state law. Accommodations for low-income students will be made through fundraising efforts of the PFA. PRTA is a public charter school and will not charge tuition.

Student Rights and Responsibilities

Payette River Technical Academy is committed to a safe learning environment. Student expectations for appropriate behavior are high and will be communicated to both students and parents through the student handbook and upon enrollment. Students may be denied attendance to the charter school for any of the following reasons:

1. Being a habitual truant;
2. Being deemed incorrigible by the school Principal;
3. Being deemed by the Board of Directors to be disruptive to the school for disciplinary reasons;
4. Being detrimental to the health and/or safety of other students; and/or
5. Being expelled from another district.

In addition, students who attend the charter school after being expelled from another district may, at the discretion of the principal, either be denied acceptance or may be placed on probation for one year. During this time, the student may be denied attendance for violation of the probationary requirements.

Parents/guardians will be notified of disruptive behavior via phone calls, in writing, and during school conferences. If the situation causing concern is not immediately corrected, the student may be referred to the school Principal or to the Board of Directors for further discussion and appropriate action. The steps which will be followed to address these concerns are described below.

Step 1: Parent/Guardian Incident Notification Procedure (Written and Verbal)

Step 2: Principal Intervention.

Step 3: Suspension with parental notification-3 days. Re-admission after a conference with student, parents, and principal.

Step 4: Suspension with parental notification – 5 days. Re-admission after a hearing within five (5) school days with the Board of Directors.

Step 5: Expulsion until the next calendar break/semester/rest of year. A hearing within five (5) school days, whenever possible, with the Board of Directors. The Board of Directors shall have the right to permanently expel students for disciplinary or attendance reasons.

If a student is caught being under the influence of alcohol or controlled substances, Payette River Technical Academy will follow the procedures required by Section 33-210, Idaho Code. Payette River Technical Academy will assemble a student handbook, following state law and due process that outlines a Code of Conduct, including expectations and consequences for unacceptable behavior. Suspension or expulsion will be considered only as the final option in

a series of efforts to avoid such measures, including but not limited to, the steps outlined above.

It is the intent of PRTA to establish a process for denial of attendance similar to the process currently in use in the Emmett School District.

TAB 8: Business Plan

Business Description

Payette River Technical Academy, Inc. is organized exclusively for educational purposes within the meaning of IRC Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). Payette River Technical Academy, Inc. was established July 21, 2009.

Marketing Plan

Payette River Technical Academy will actively recruit students for enrollment using, but not limited to, the following methods:

- Advertising with elementary and middle and high schools located within the target area.
- Direct mailing to primary attendance area households.
- Ongoing articles (in both English and Spanish) in Idaho area newspapers, i.e. local newspapers such as the Messenger Index, Idaho Press Tribune, Gem County Gazette, The Idaho Statesman, etc.
- Holding public forums within the Payette River Valley area.
- Posting advertising materials in English and Spanish in prominent locations within the Payette River Valley area (i.e. the library, the community notice board, at City Hall).
- News releases and articles for radio, television and other media within the Payette River Valley area.
- Development of a PRTA website describing the programs, student opportunities including a reference within the existing Emmett School District, enrollment deadlines, contacts, student testimonials, etc.

PRTA will execute its marketing plan at least 3 months in advance of the enrollment deadline; and press release or public service announcements will be conducted on not less than 3 occasions, beginning not later than 14 days prior to the enrollment deadline each year.

Facility Description

Facilities may be leased from the District #221. The facilities will be inspected to ensure compliance with applicable state and federal guidelines as provided in Section 39-4130, Idaho Code and the *Americans with Disabilities Act*.

Instructional Arrangements

Payette River Technical Academy plans to open in August of 2010. Grade organization will generally consist of traditional single-subject classrooms. The Board of Directors and the Principal will determine the school calendar, schedule, and hours of operation based upon a semester schedule. Within that general format, the Principal, in consultation with the Board of Directors, will establish the school year calendar in compliance with the state required of hours of instruction.

Day-to-Day Operations

The Principal of PRTA will determine the day-to-day operations of the school. The Board of Directors will have oversight authority.

- **Budget:** The budget for Payette River Technical Academy
 - 1) will be prepared in compliance with section 33-801, Idaho Statutes and policy of the State Board of Education,
 - 2) will be presented at a public hearing in June of the year the school will open,
 - 3) will be delivered to the State Department of Education as required on or before July 15 prior to the start of the school year.
 - 4) The budget will be prepared, approved and filed using the form prescribed by the State Superintendent of Public Instruction.
- **Start-Up and Long Term Budget:** Prior to the opening Payette River Technical Academy will determine in collaboration with the Emmett School District #221 and subsequently attached
 - 1) a start-up budget with forms,
 - 2) a three-year operating budget, and
 - 3) a first year month-by-month cash flow.
- **Income Sources:** Funding sources will include
 - 1) state allocation per pupil,
 - 2) federal start-up grants,
 - 3) private grants,
 - 4) business partnerships, and
 - 5) donations.
- **Working Capital and Assets:** Payette River Technical Academy does not expect to

have working capital and assets until after the Charter is approved.

- **Fundraising:** A committee will be established to conduct fundraising efforts to generate capital or to supplement the per-pupil allocations. We have not included any fundraising monies in our budget.

Expenditures

Expenditures will be handled as described in the following sections.

- **Purchasing Process:** Payette River Technical Academy's Principal will determine procedures for procuring goods and services, with approval of the Board of Directors.
- **Payroll Processing:** Payette River Technical Academy intends to outsource its payroll processing as determined by the Principal, with approval of the Board of Directors.
- **Financial Management:** The accounting records will be kept in accordance with generally accepted accounting principles. PRTA will follow the requirements set forth by the Idaho State Department of Education, including formats for account numbering. The Principal of PRTA will be responsible for financial management.
- **Bonding:** Documentation of bonding of all personnel involved in the school's financial operations will be provided, as necessary, prior to the opening of the school.

Transportation

To afford equal opportunity for PRTA attendance for students within the district/charter boundaries and living more than 1.5 miles from school of attendance, PRTA has obtained and will provide transportation services through a joint busing program with the Emmett School District.

Food Service

Lunch will be provided through an agreement with Emmett School District utilizing services already in place. Free and reduced lunch forms will be provided to all students by PRTA. Any qualifying student will receive their lunch from the nearest participating school. Until that time, alternative methods of feeding qualifying students are being explored, including use of the Idaho Special Milk Program and contracting food services, and students bringing lunch from home. PRTA will use verification, reporting, and record keeping procedures as outlined in the National School Lunch Program through the State Department of Education.

TAB 9: Not a Virtual School

Payette River Technical Academy is not a virtual charter school as defined by Idaho Code.

TAB 10: Termination and Dissolution

Public Access

Payette River Technical Academy's policies regarding the ways in which the public may have access to the school's students, staff, and facilities will be similar to that of the Emmett School District. We will comply with all aspects of the Idaho Public Records Law (Idaho Code 9-337 – 9-350). The Charter School will comply with Idaho statutes relating to public records and public meetings, as indicated in the Bylaws. PRTA is not subject to the provisions of the Idaho Open Meeting Law (Idaho Code 67-2340-67-2347). Payette River Technical Academy gives permission for reasonable public inspection.

Complaint Process

Payette River Technical Academy's procedures for a complaint process for parents/guardians and the public, with the ultimate authority residing with the Payette River Technical Academy Board of Directors, are as follows:

1. Have pertinent parties meet and try to resolve the issue.
2. If no resolution can be found to the dispute, the Principal will intervene and attempt to find a resolution.
3. Ultimately, the issue could be brought before the Board of Directors for resolution. Once all needed input has been obtained by the Board of Directors, the Board will render a final decision.

School Records

Payette River Technical Academy's Principal will determine how the school will maintain school records and required information, consistent with state and Federal guidelines.

IRS Regulations

Payette River Technical Academy will comply with all Internal Revenue Service (IRS) regulations and reporting requirements

Use of District Facilities

The Emmett School District has agreed to assist, as necessary, Payette River Technical Academy acquire facilities for its operation.

Lease/Purchase Documentation

The Lease/Purchase of any building or item is to be determined per negotiations by and between the Emmett School District and the Payette River Technical Academy, Inc.

Inspection Reports

Payette River Technical Academy will provide certification that its facilities meet all requirements for health, safety, fire, and accessibility for the handicapped required of all public schools prior to the opening of the school and by the date specified in the contract. PRTA will provide initial and ongoing certifications of the facilities for health, safety, and fire compliance to the district and other entities as required.

State Compliance

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

Right to Evaluate Contract Compliance

The Idaho Public Charter School Commission shall retain the right at any time to evaluate the degree to which Payette River Technical Academy is meeting the terms of the contract. The Board of Trustees or designee may choose to have a district representative(s) or an independent evaluator(s):

1. Visit the Charter School.
2. Review the Charter School's records and data.
3. Directly survey the Charter School's parents/guardians, students, or employees.
4. Audit the books of the Charter School.
5. Pursue other reasonable means of determining accountability for the Charter School contract.

To enact any of the above measures, the Board must state the specific nature of the concern and that the concern must be substantial. The request must be reasonable in terms of the timing and the amount or types of information required.

Amending the Contract

A material revision of the terms of the Charter School contract requires the approval of the Idaho Public Charter School Commission and the Board of Directors.

Termination or Non-Renewal

Payette River Technical Academy understands that the Idaho Public Charter School Commission may terminate the charter if it finds that the PRTA has:

1. Committed a material violation of any condition, standard or procedure set forth in the charter petition or contract.
2. Failed to substantially meet one or more of the student educational standards

identified in the charter contract.

3. Failed to meet generally accepted accounting standards of fiscal management.
4. Failed to submit required reports, as defined by Idaho Charter School Law, to the Emmett School District #221.
5. Lost substantial support of the school's students, parents, staff, and/or community.
6. Shown that it is not in the best interest of students for the school to continue operation.
7. Violated any provision of law.
8. Filed for bankruptcy or financial reorganization and is unable to pay its creditors.

Except in emergency situations, the Public Charter School Commission will provide thirty (30) days written prior notice and an opportunity for the Charter Schools' Board of Directors to be heard by the Idaho Public Charter School Commission, before the charter contract can be terminated.

A decision to terminate or not to renew a charter may be appealed directly to the Idaho State Board of Education, based on Idaho Code 33-5207, 5208, 5209.

Dissolution

In cases of termination or non-renewal, the Board of Directors of PRTA is responsible for the dissolution of the business and affairs of the school. PRTA will fully cooperate with the Emmett School District for the dissolution process. All records of students residing in Emmett School District #221 will be immediately transferred to said District. All parents and/or emancipated students will receive written notice of how to request a transfer of student records to a specific school. PRTA will accommodate student record requests from schools outside of Emmett School Districts for up to one year after dissolution. Upon the dissolution of PRTA, remaining assets will be distributed to creditors pursuant to Sections 30-3-114 and 30-3-115 of the Idaho Code. All remaining assets will be distributed to the Emmett School District #221.

Proof of Attendance at the Petitioner's Workshop

Three of the five directors representing the Payette River Technical Academy Board of Directors attended the Petitioner's Workshop held on March 02, 2009. The three directors in attendance were Ms. Sue Beitia, Superintendent of Emmett School District #221; Ms. Tammy Davis, Emmett School District Trustee, Board Treasurer; and Ms. Susan Jenkins, retired teacher/administrator.

Policies and Procedures

Please see the attached policies and procedures on discipline, attendance, Drug and Alcohol Use, and computer use for PRTA. These policies will be considered draft until Payette River Technical Academy Principal is hired and has the opportunity to review and accept these policies. If the Principal desires any changes to these policies, they will be resubmitted to the Board of Directors and the Emmett School District #221 for approval.

SIGNATURES OF QUALIFIED ELECTORS

APPENDIX A

ATTENDANCE POLICY

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline. Likewise, a student who has had a proper night's rest is better prepared to learn than one who is tired due to a late night. Apart from extreme circumstances, five absences in a given trimester will result in the student repeating that trimester. Parents are to report all unplanned absences to the front office by telephone. Students are not to report their own absences. Students, who are dismissed from school early, for any reason, must sign out from the front office.

Examples of extraordinary circumstances include the following:

- Extended illness of such severity that the student cannot attend school regularly; verification of the extended illness must be obtained from a licensed health official.
- Involvement in an accident or other malady which may preclude regular attendance until full recuperation; verification of the need to be away from the school setting until recuperated must be obtained from a licensed health official.
- Pregnancy-associated difficulties that would endanger the emotional and physical well-being of the affected individual as verified by a licensed health official.
- Educational and travel programs initiated by the parents and/or students that are neither sanctioned nor sponsored by the school.
- Absences that are beyond the control of the student, parent, or school.

A Review Committee, appointed by the Principal, will examine the student's records and may approve a waiver of the loss of credit. The records of the student, which may be considered, will include the following:

- Attendance for the current year and previous year and semester, specifically including the number of absences which occurred, and the amount and type of extended illness.
- Grades for the current and previous year and semester, specifically including the subject or grade under consideration.
- Make-up of work missed, including whether the work was made up prior to the absence or after the absence.
- Make up of time missed in supervised attendance during the school year or during the period immediately following the completion of the school year.

If the Review Committee does not approve the waiver of the loss of credit, the student may request a determination by the Appeals Board, consisting of the Principal and Board of

Directors. A final determination will be made from materials presented to this Appeals Board.

PREARRANGED ABSENCES

Students who know in advance that they will miss one or more of their classes are required to obtain from the front office a Request-for-Prearranged-Absence form. The form must be filled out by the student, signed by the student's parent and then submitted to the principal. When deemed reasonable, the principal will approve absences for medical and dental appointments, short family trips and similar occurrences. No requests should be made during examinations periods, however, and extended time missed from school is discouraged. If the principal approves the absence, he/she will sign the Request-for-Prearranged-Absence form. The student must then present the form to each teacher whose class will be missed, for notification purposes and to be informed in writing of work which is to be made up.

In the case of an approved prearranged absence, work may be made up by the student for full credit if it is turned in within 48 hours of their return to school.

ILLNESS

Students who become ill in class are required to proceed to the front office, with assistance, for parental notification. They will be required to remain on campus until they are picked up by a parent. Under no circumstances will PRTA authorize an ill student to drive him or herself home. Students who are deemed by a teacher or administrator potentially to have a contagious illness will be isolated from other students and will be taken home by a parent. No such student will be permitted to return to school until a physician's note has been submitted to the front office, indicating that the student may safely return to school.

Payette River Technical Academy is able to provide only routine first aid for students who become ill or injured at school. Prescription medicine is kept and administered in the front office only when the Academy has on file a completed Medical Authorization form signed by the student's physician and parent. This form is available at the front office.

APPEALS PROCESS

1. Appeal forms will be given to each student near the end of each semester.
2. A letter requesting a waiver of attendance policy should be submitted to the Attendance Officer at the end of each semester.
 - a. Any physician's statement or appropriate verification of absence should accompany this letter.

3. The Review Committee will convene to review all requests for waiver of attendance policy.
4. Recommendations not to grant credit may be appealed by the parents to the Appeals Board. a. A personal appearance may be requested by the parent to attend the Review Board and/or Appeals Board hearings.

DEFINITIONS

- Excused absence: Any absence that is approved by the parent or school. The student has the opportunity to make-up work in classes missed.
- Truancy: Absence from classes without the approval of the parent or school authorities.

TRUANCY PROCESS

1. First truancy: A conference will be held between the school Principal and the student. The parents will be notified. The student will be required to make-up all work missed.
2. Second Truancy: A conference will be held with the student, parent, and school Principal. The student will be required to make-up all work missed.
3. Third Truancy: A conference will be held with the student, parent, and school Principal. The student may be referred to the Board of Directors for consideration and action.
4. Fourth Truancy: Automatic conference with the Board of Directors for consideration of any reason as to why the students should not be automatically suspended.

APPENDIX B

DISCIPLINE POLICY

Conduct and Discipline

The role of discipline at Payette River Technical Academy is to create an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property so that all members of the community will be allowed to pursue learning without distraction.

In addition, discipline at the Academy ought always to uphold the essential virtues established in the school's Mission and Vision Statement and professed in its curriculum. The Academy recognizes that requiring good conduct in school promotes students' education on campus, encourages good behavior off campus and helps prepare students for good citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom.

The Academy's goal is to work closely with parents to uphold standards of courtesy, respect and helpful behavior. Demerits are issued for the following:

1. Improper classroom behavior.
2. Disrespectful to an adult or fellow student.
3. Teasing, roughhousing or fighting.
4. Lying or creating a false impression.
5. Displaying conduct deemed by the teacher or principal to be unbecoming of a Payette River Technical Academy student.

A student serves a detention when a third demerit is issued. Students are relieved of all demerits at the conclusion of each grading period. Any student who is subject to a fourth detention during one grading period serves, instead, a one-day suspension. Suspended students are required to submit all missed academic work at the beginning of the next school day. The Principle may suspend any student when, in his judgment, circumstances necessitate it.

Any student who demonstrates a general unwillingness or inability to abide by classroom or Payette River Technical Academy rules is subject to expulsion. After meeting with parents, the student and involved faculty, the principle will decide if expulsion is warranted.

ACADEMIC HONESTY

Payette River Technical Academy seeks to nurture absolute respect for intellectual property.

Any willful misrepresentation of another's work or ideas as one's own—cheating or plagiarizing—will be treated with utmost gravity.

ELECTRONIC EQUIPMENT

Students are not to bring electronic equipment to campus, except for class use as authorized by the teacher.

DRUGS AND WEAPONS

Payette River Technical Academy has a zero tolerance policy for drugs and weapons. Students in possession of drugs or weapons will be automatically suspended with an expulsion hearing in front of the Board of Directors.

SUSPENSION AND EXPULSION

Payette River Technical Academy recognizes that students are entitled to attend a free public school and that even temporary denial of that right may occur only after careful attention designed to protect the individual rights of the students. However, the school is also responsible for providing a safe learning environment which protects the safety of all students, volunteers, and personnel.

The Idaho Legislature has empowered public schools to provide temporary suspension and for the expulsion of individual students when circumstances demonstrate that such action is necessary for the protection of the rights of other students, necessary for the orderly operation of the school process, and/or necessary for the protection of the safety of other students.

SUSPENSION

Authority to temporarily suspend students has been delegated by the Idaho legislature to school principals and the Board of Directors. No person other than the school principal or the Board of Directors may suspend a student from Payette River Technical Academy.

Grounds for suspension may include the following:

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

PERIOD OF SUSPENSION

A temporary suspension by the Principal shall not exceed five (5) school days in length. Upon appeal to the Board of Directors, the suspension may be extended for an additional ten (10) days. This appeal for additional suspension would only be granted if there was a finding by the Board that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupil's health, safety, or welfare.

PROCEDURE FOR SUSPENSION

1. Prior to suspension, steps will be taken to ensure compliance with all applicable policies and procedures.
2. Prior to suspension, unless an emergency exists, the Principal shall grant the student an informal hearing on the reasons for the suspension.
3. The student shall be given the opportunity to challenge the reasons for the suspension and explain the circumstances surrounding the event.
4. If the student *is* suspended, a complete explanation will be given orally and in writing to the student regarding the terms or conditions required to lift the suspension.
5. Written notice describing the reasons for the suspension, term of the suspension, and conditions required to lift the suspension shall be delivered or mailed to the parent or guardian.
6. The Board of Directors shall receive a copy of the written notice delivered to the parent or guardian.

EXPULSION

Only the Appeals Board, consisting of the Principal and the Board of Directors, may expel a student. If a Special Education or Special Services student accumulates, or is likely to accumulate, more than ten (10) days of suspension in a school year, the student's IEP team must be convened to determine if the current program and placement are appropriate and if the behavior is related to the student's disability. Based on this determination, the IEP Team shall make needed modifications to the student's IEP.

GROUNDS FOR EXPULSION

A student may be expelled only for the following reasons:

1. When the student is a habitual truant.
2. When the student is incorrigible.
3. When the student's conduct is such as to be continually disruptive to the instructional effectiveness of the school.
4. When the student carries a firearm, dirk knife, bowie knife, dagger, metal

knuckles or other deadly or dangerous weapon concealed on or about his or her person while on the property of the school.

5. When the student's presence in the school is detrimental to the health, safety, or welfare of other students or staff.

PROCEDURE FOR EXPULSION FORMAL HEARING

When events or circumstances are such that a student faces expulsion from school, the following will occur:

1. The student and the parents or guardian shall be notified of:
 - a. The grounds of the proposed expulsion, and the date, time, and place where a full and fair hearing of the expulsion will be held.
 - b. The right to be represented by legal counsel.
 - c. The privilege against self-incrimination.
 - d. The right to confront and cross-examine adult witnesses who testify against him/ her and to submit evidence on his/her own behalf.
2. The student and the parent or guardian shall be provided a written copy of the charges.
3. The student's home district will be notified of the hearing and may have a representative in attendance at the hearing. If a student is expelled, the Board of Trustees of the student's home district will hold a hearing to determine if the student will be allowed to attend another school within their district.
4. Expelled students within the age of compulsory attendance fall under the purview of the Juvenile Corrections Act, and an authorized representative of the Board of Directors shall, within five (5) days, give a written notice of the expulsion to both the Emmett School District Board of Trustees and the Prosecuting Attorney of the county in which the student resides.

APPENDIX C

DISCIPLINE OF STUDENTS WITH DISABILITIES

All procedures set forth in the "Student Suspension" policy and the "Student Expulsion" policy will be followed when it is necessary to discipline students with disabilities as defined by the Individuals with Disabilities Education Act (IDEA). The following additional procedures will also be adhered to when disciplining students with disabilities.

DISCIPLINARY ACTIONS

➤ Ten-day disciplinary removal:

1. School personnel may order a disciplinary removal of a student with disabilities for not more than ten (10) cumulative school days per infraction to the extent suspension would apply to students without disabilities. Cumulative suspensions, if over 10 school days in a school year must not constitute a significant change in placement.
2. In determining whether a significant change in placement has occurred, school personnel, through the multi-disciplinary team process, will review whether the student is subjected to a series of removals that constitute a pattern of exclusion because they cumulate to more than ten (10) school days in a school year, and because the length of each removal, the total amount of time the child is removed, and the proximity of the removals to one another indicate such a pattern of exclusion.
3. Any time a student is suspended for more than ten (10) school days in a school year the student will be provided services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out on his or her IEP, as determined by school personnel, in consultation with the student's special education teacher or as determined by the student's IEP Team.

➤ Forty-five day disciplinary removal:

1. The Principal may order a change in placement of a student with a disability to an appropriate interim alternative educational setting, as determined by the IEP Team, for the same amount of time that a student without a disability would be subject to discipline, but for not more than forty-five (45) days if:
 - a. The student carries or possesses a weapon to or at school, on school premises, or to a school function. "Weapon" for the purposes of this policy is defined as any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. This term does not include a

- pocket knife with a blade of less than two and one-half (2 1/2) inches in length.
- b. The student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
2. School personnel may request a change in placement to an appropriate interim alternative educational setting from a hearing officer for not more than forty-five days if it is determined by personnel that a student with a disability is substantially likely to cause injury to him or herself or to others in the current educational placement.
 3. School personnel may petition the court for an injunction to remove any student with a disability from school or to change the student's current educational placement if personnel believe that maintaining the student in the current educational placement is substantially likely to result in injury to the student or to others.

FUNCTIONAL BEHAVIORAL ASSESSMENT AND INTERVENTION PLAN

If a student with a disability is suspended for ten (10) school days or more in a school year, or placed in an interim alternative educational setting for not more than forty-five (45) days for disciplinary reasons, the following will occur within ten (10) days after taking the disciplinary action:

1. If school personnel have not conducted a functional behavioral assessment and implemented a behavioral intervention plan for the student prior to the behavior that resulted in the interim alternative educational setting, an IEP Team meeting will be convened to develop an assessment plan to address the behavior; or
2. If the student has a behavioral intervention plan, the IEP Team will review the plan and modify it, as necessary to address the behavior.
3. In subsequent removals in a school year of a student who already has a functional behavioral assessment and behavioral intervention plan, the IEP Team members can review the behavioral intervention plan and its implementation in light of the students behavior, without a meeting, and must only meet if one or more of the team members believe that the plan or its implementation need modification.

MANIFEST DETERMINATION

Prior to submitting an expulsion recommendation to the Board of Directors for a student with a disability, the IEP Team will conduct a manifestation determination. A manifestation

determination will occur within ten (10) school days after the date on which a decision was made to recommend the expulsion.

EXPULSION

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

STUDENTS WITH SECTION 504 DISABILITIES

This section addresses disciplining students with disabilities as defined by Section 504 of the 1973 Rehabilitation Act. For those students with disabilities under the Individuals with Disabilities Education Act (IDEA), the disciplinary procedures required by the IDEA will be followed. In the event a student has disabilities under both Section 504 and the IDEA, both policies shall be followed in determining appropriate disciplinary actions.

SUSPENSION

A student with a disability, as defined by Section 504 of the 1973 Rehabilitation Act, may be suspended for not more than ten (10) consecutive school days per incident.

Whenever a school considers suspending a student with a disability for more than ten (10) cumulative school days in a school year, a Multi-Disciplinary Team (MDT) will be convened to determine if the cumulative suspensions constitute a significant change in placement by reviewing the following factors:

1. The length of each suspension;
2. The proximity of the suspension to one another, and
3. The total amount of time the student is excluded from school.

The MDT will consist of individuals who are knowledgeable about the student, the student's school history, the student's individual needs, the evaluation data, and the placement options. If the MDT determines that the exclusion would constitute a significant change in placement, the school will conduct a manifestation determination as set forth below.

EXPULSION

Prior to submitting an expulsion recommendation to the School Board for any student with a disability as defined by Section 504 of the 1973 Rehabilitation Act, an MDT will make a "manifestation determination." A manifestation determination involves a review of the

student's misconduct, the student's disability and the services provided to determine:

1. Is the misconduct a manifestation, or result, of an inappropriate placement or educational program for the student?
2. Is the misconduct a manifestation, or result, of the student's disability?

In reviewing the questions set forth above, the MDT will review information regarding the student's disability that is recent enough to afford an understanding of the student's current behavior. In the absence of reasonably current information about the student's disability, the Principal will conduct or cause to be conducted additional evaluation(s) regarding the student's disability before making the manifestation determination. If either manifestation determination question answer is "yes," the student will not be expelled. However, the MDT may determine that a placement change is necessary for that student.

3. If the answers to both the questions set forth above are "no," the school may proceed with the recommendation of expulsion to the School Board in the same manner as for similarly-situated students who do not have disabilities.
4. If the student's parent/guardian disagrees with the MDT's determination of the manifestation determination, a hearing may be requested with the Board of Directors. Although the parent/guardian may disagree with the manifestation determination findings, the student may be expelled after following the proper procedures. Educational services may cease after expulsion.

APPENDIX D

DRUG AND ALCOHOL USE POLICY

DRUG FREE SCHOOL POLICY

In harmony with the federal regulations established by the Drug Free Workplace Act of 1988, Payette River Technical Academy is committed to the concept of having a drug free student environment. It is our intent that programs and activities be planned and carried out by the professional staff that will enable the school to achieve this goal. The primary focus of our program shall be educational in nature, with instruction geared to discourage student experimentation of any mood altering substance. A companion focus of this program shall be aimed to assist students who have made unacceptable choices regarding any controlled substance. A necessary part of the latter focus is an attitude among teachers and other staff members that one of our responsibilities is to assist those students who need help in overcoming their potentially addictive behaviors. We believe that it is possible to have a totally drug free environment in the school setting. If a student cannot, or will not, commit to responsible behavior to help achieve this goal, several sanctions may be imposed as a disciplinary measure. They include, but are not limited to, the following:

1. Parent or guardian contacted.
2. Referral to assistance, such as counselors and/or health professionals.
3. Referral to an outside agency for chemical dependency assessment and/or treatment.
4. Suspension from school.
5. Expulsion from school.

REFERRAL POLICY

When there is reasonable cause to believe that a student illegally uses, sells, distributes, or possesses drug paraphernalia, drugs, alcohol, or other mood-altering substances in school, on or adjacent to school property, or at school functions, the student will be subject to the disciplinary procedures contained in this regulation. As used in this policy, reasonable cause shall mean the existence of specific observable evidence or behaviors that can be described.

1. Observable behaviors may include chronic attendance problems, sleeping in class, erratic behavior, inappropriate comments, drop in grades, defiance of or disrespect toward authority, or motor coordination problems. Possession of alcoholic beverages, drugs or drug paraphernalia is also considered as evidence.

2. Evidence shall include, but not be limited to, smell of alcohol, or other mood-altering substances, impaired speech, impaired coordination or other recognizable characteristics unusual for the particular student
3. Offenses for secondary students shall be cumulative from grades 7-12.

PROCEDURES

Payette River Technical Academy will send staff to training to identify drug, alcohol, and mood-altering substance use. Staff will refer such information to the Principal through appropriate procedures. To develop reasonable cause for taking action the following procedures may be indicated:

1. Documented behaviors or indicators of drug, alcohol or mood-altering substance use.
2. Possession of alcohol or other illegal drugs.

All procedures are to be performed with discretion and documented. Refusal to submit to a request to any of the procedures may result in disciplinary action.

DISCIPLINE PROCEDURE

1. First Offense for Use or Possession
 - a. Parent or guardian will be contacted.
 - b. Law Enforcement Agency may shall be contacted
 - c. Student shall be suspended for 5 days.
 - i. Suspension may be modified if the student participates in and follows the recommendations of an assessment by a certified drug/alcohol agency.
 - ii. A release of information to the school district will also be required.
2. Second Offense for Use or Possession.
 - a. Parent or guardian will be contacted.
 - b. Law Enforcement Agency shall be contacted.
 - c. School Board may be petitioned for expulsion of the student.
3. Third Offense for Use or Possession
 - a. Parent or guardian will be contacted.
 - b. The student will be suspended and the School Board will be petitioned for expulsion.
 - c. Law Enforcement Agency shall be contacted.
4. First Offense for Selling and/or Delivering Alcohol or Drugs
 - a. Law Enforcement Agency shall be contacted.
 - b. Parent or guardian will be contacted.
 - c. The student shall be suspended and the School Board petitioned for expulsion.

SEARCH AND SEIZURE PHILOSOPHY

In order to maintain a quality educational atmosphere, preserve discipline and good order, and promote the safety and security of students and employees, all school property, including, but not limited to, buildings, equipment, buses, grounds, and other physical settings and equipment of Payette River Technical Academy is under the direct jurisdiction and exclusive control of the Board of Directors and subject to search by members of the administrative staff. Therefore, students are advised that it is the policy of this school that members of the administrative staff have the authority to search the student lockers and all other school property over which the school has control at any time, without student consent, and without a search warrant. Members of the administrative staff also have the authority to search the personal property of students when reasonable under the circumstances.

This authority to search school property, or personal property of the student when appropriate, is extended to members of the teaching staff who accompany students on out-of-town activities for school-related purposes at school expense.

ENFORCEMENT PROCEDURES

Any student exhibiting inappropriate behavior that suggests "using" or "being under the influence" of controlled substances will be immediately escorted by an employee to the administrative office for interviewing and observation. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises. The Principal or designee will refer the student to the law enforcement agency after a trained staff member, upon observing and/or interviewing the student, reasonably suspects that the student is using or under the influence of a controlled substance.

All employees will cooperate fully with any law enforcement investigation of a violation of this policy, including but not limited to providing access to lockers, desks, and other school property, and providing oral and/or written statements regarding the relevant events. The Principal and/or any other employee having observed the student's behavior will document his or her observations of the student; the documentation will be provided to the law enforcement agent, and a copy will be placed in the student's discipline record.

The procedures to enforce this policy are as follows:

1. Suspension/Expulsion: Students who violate this policy will be suspended by the Principal. Suspension for the first offense of this policy will be for three to five (3-5) days, unless extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the Principal

and/or Board of Directors. The Principal will determine whether or not the suspension will be served in school or out of school. If deemed appropriate by the Principal, he or she may request that the board expel a student who has violated this policy for a second or third offense.

2. Referral to Law Enforcement: The student will be referred to the law enforcement agency.
3. Search and Seizure: A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable cause to believe that the student is in possession of drug paraphernalia or drugs, including alcohol, tobacco or controlled substances. Any evidence of a violation of the law or this policy may be seized by the Principal or designee. Lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of personal property.

APPENDIX E

COMPUTER USE POLICY

STUDENT COMPUTER USE AGREEMENT

There is a need for full disclosure and understanding for the partnership between parents, children, and the school in regard to technology and its use. This agreement has been created to inform and provide knowledge of student use of the school's network/computers and Internet access and to ensure that all parties understand the areas of responsibility identified. Each child will need to have an agreement form signed and on file for use of the Internet.

ELECTRONIC NETWORK USE RULES

School account holders are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the networks they use on the Internet, and the laws of the states and the United States. Students will be provided with a school atmosphere and procedures of student control/discipline that will assure a suitable learning environment, and students will learn to act as responsible and productive citizens with respect for civil rights and the role of the individual in a democracy. Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct.

Unacceptable conduct includes, but is not limited to, the following:

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Vandalizing the data of another user.
- Wastefully using finite resources.
- Gaining unauthorized access to resources or entities.
- Willfully and knowingly accessing pornographic or other inappropriate sites.
- Invading the privacy of individuals.
- Using an account owned by another user without authorization.
- Posting personal communications without the author's consent.
- Posting anonymous messages.
- Placing of unlawful or unlicensed information on a system.
- Using abusive or otherwise objectionable language in either public or private

message.

- Sending of messages that are likely to result in the loss of recipients' work or systems.
- Sending of chain letters or broadcast messages to lists or individuals, or any other type of use that would cause congestion of the networks or otherwise interfere with the work of others.

NETWORK ETIQUETTE

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone number or that of other students or colleagues. Any student who receives unsolicited requests for personal information will immediately report that to the supervising teacher. That teacher will report this incident to appropriate authorities.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Information accessible via the network and Internet should be assumed to be private property and possibly copyrighted.

SECURITY

Security on any computer is a high priority. If you feel you can identify a security problem on the Internet, you must notify faculty members. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log onto the Internet with another person's identification without permission will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

ELECTRONIC NETWORK USE AGREEMENT

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under Federal Laws. Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination may occur without warning.

The school believes that the benefits to educators and students from access to the Internet (in the form of information resources and opportunities for collaboration) far exceed any disadvantages of access. Ultimately, parent(s) and guardian(s) of minors are responsible for their child's behavior, and this includes use of the Internet. It is possible for all users of the world wide Internet (including your child) to access information that is intended for adults. Although the school has taken reasonable steps to ensure the Internet connection is used only for purposes consistent with the curriculum, the school can neither prevent the availability of, nor begin to identify, inappropriate material elsewhere on the Internet. Computer security cannot be made perfect, and it is likely that a determined student can make use of computer resources for inappropriate purposes.

And

Parent name (please print)

Student name (please print)

have read the Electronic Network Use Rules document, understand it, and agree to adhere to the principles and procedures detailed within. We understand and accept the conditions stated above and release from any liability the Payette River Technical Academy, Inc. (the sponsoring school, its subcontractors, and employees.)

I understand that my child is expected to use good judgment and follow the Student Computer Use Policy in making electronic contact with others. Furthermore, I have discussed the information contained in this policy with my child. Should my child breach the guidelines suggested, I understand that my child will lose all privileges on the Payette River Technical Academy, Inc. network.

Parent Signature (s)

Student Signature

Date

APPENDIX F

SAFETY POLICY

PURPOSE

It is the policy of PRTA, Inc. to take all practical steps to safeguard employees and students from accidents and to maintain an effective risk control program. The school believes that accident prevention and education go hand in hand. A comprehensive safety program will enhance the total education program. All employees have a primary responsibility for their own safety *as well as* the safety and well being of students and co-workers.

SAFETY COMMITTEE

The school will establish a safety committee, which will work to assure that all necessary safety precautions are established. The composition of the Safety Committee will be as follows:

- Principal (Chairperson)
- Designated Safety Officer (appointed by the Principal)
- President of the PFA

BUILDING AND SAFETY INSPECTIONS

In the interest of students, personnel and the general public, PRTA shall provide its own safety inspection program and will cooperate with other appropriate public agencies properly authorized to conduct safety inspections. Authorized agencies include the State of Idaho Department of Labor and Industrial Services, Southwest District Health, the school's insurance carriers, the Idaho State Department of Education, fire departments and duly authorized law enforcement agencies. Safety deficiencies cited by duly authorized safety inspectors will be promptly reported to the Idaho Public Charter School Commission upon receipt of written reports.

It shall be the duty of the Principal, in cooperation with the Safety Committee, to prepare a list of necessary repairs in order to keep the buildings in proper condition. The school will conduct its own safety program to include at least:

- One school-wide building and grounds inspection by the Safety Committee shall be conducted each year.
- Monthly fire and/or emergency drills shall be conducted.
- An annual safety seminar, prior to the start of each school year, for all teachers, staff, and custodians.
- A requirement that all accidents resulting in injury to personnel be

promptly reported to the Principal.

- The Principal will work with the Charter School Commission and the insurance companies to ensure timely reporting of all injuries.

APPENDIX G

HEALTH POLICY

COMMUNICABLE DISEASES

Payette River Technical Academy, Inc. shall follow state guidelines to assist in preventing the spread of communicable diseases in the school setting. The school shall also follow the most current guidelines issued by the Centers for Disease Control (CDC), currently entitled "Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood-borne Pathogens in Health-Care Settings."

The Board of Directors has the power to exclude students and/or employees with contagious or infectious diseases from school. Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV) infections are not transmitted casually and, therefore, are not, in and of themselves, a reason to either remove a student or staff member from school or place the student in a restricted setting.

1. The following guidelines shall be followed when the Principal receives appropriate notification that a student, or employee, is diagnosed with an HIV or HBV infection:
 - a. Subject to obtaining appropriate written consent from the parents and/or guardian of an infected student (or from the infected student in the event they have reached the age of majority), or with the consent of the infected employee, each case will be considered individually by a team comprised of the following:
 - i. The student's or employee's physician;
 - ii. A qualified Public Health Official who is responsible for such determinations;
 - iii. The student's parents or guardians or the infected employee; and
 - iv. The Principal.
 - b. If requested by the employee, an additional team member shall consist of a representative of the employee.
2. An unrestricted setting is generally appropriate for students. In the event the infected student has a secondary infection which constitutes a recognized risk of transmission in the school setting, the team shall agree on an appropriate placement. If the student is determined to be handicapped, an appropriate placement will be made pursuant to Individuals with Disabilities Act (IDEA) in the least restrictive environment.
3. Since there is a potential for social isolation should an infected student's

- condition become known to the general public, school personnel and all others involved in education the student will respect the student's right to privacy and need for confidentiality. The privacy of an infected student's school records will be strictly maintained and there will be a concerted effort to limit the number of persons who are made aware of the student's condition to those persons necessary to assure the proper education of the student and to detect and avoid situations where the potential for transmission of the disease may increase. Any further dissemination of medical records or information shall require the specific consent of a parent and/or guardian or the student (if over the age of majority). The team shall periodically review the infected student's case to determine whether a modification of the student's education program is necessary or advisable. The team shall address ways within which the school may help anticipate and meet the needs of the infected student in the educational process.
4. An infected employee who is otherwise qualified to perform required tasks will continue with employment as long as he or she is able. In the event the infected employee has a secondary infection which constitutes a recognized risk of transmission in the school setting, the team shall attempt to identify reasonable accommodations which the school can make in an effort to allow the employee to continue with his or her employment. All usual regulations and policies regarding employee sick leave will be applied to the infected employee. The privacy right of the employee will be strictly maintained. Any further dissemination of medical records and information shall require the specific consent of the employee.
 5. In the event it is determined that an individually tailored plan is necessary for any student or employee who is diagnosed with a communicable disease, the plan shall be designed to have minimal impact on the infected person's education or employment. Any official action will be consistent with applicable federal and state law.
 6. In an effort to protect the privacy of a student or employee who may be diagnosed with a communicable disease, the Principal, without divulging the name of the infected person or the infected person's place of school or employment, shall notify the Board of Directors that the school has a student or employee who is diagnosed as having a communicable disease.

PREVENTION

Prevention measures against communicable diseases should be employed whenever reasonable. Reasonable prevention measures include requiring all students to wash their hands (either with soap and water or through the use of instant hand sanitizer) before

lunch, after using the restroom, and after blowing their nose. Each classroom will have both a sink with running water and soap and an available supply of instant hand sanitizer for use by employees and students.

IMMUNIZATION

Parent(s) or guardian(s) of any children) enrolled in PRTA are required to provide school authorities with the immunization information regarding the child's immunity to certain childhood diseases in accordance with Idaho Code, 39-4801, and Title 2, Chapter 15, Immunization Requirements for Idaho School Children, "Rules and Regulations of the Idaho Department of Health and Welfare".

Proof of immunity must be received upon first admission and prior to attendance. If school authorities do not receive the immunization information prior to attendance, the child must be denied attendance until the information is received. The immunization information provided by the parent shall be in the form of a written statement or record signed by a physician or a physician's representative. This statement must provide the vaccine type, number and date of each immunization the child had received or that the child is immune through prior illness (physician diagnosed measles or mumps disease or laboratory proof of immunity). Exemptions to these requirements shall be as stated in the law, Idaho Code 39-4802.