



ACSI HANDBOOK

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SECTION I: ACSI

INTRODUCTION

OVERVIEW

American Classical Schools of Idaho (ACSI) is a 501c-3 non-profit organization that exists to support the startup, growth, and flourishing of Hillsdale College K-12 member schools throughout Idaho. These American classical schools are tuition-free public charter schools open to all interested students and families. ACSI is governed by a Board of Directors (Board) which includes representation from each member school community (Figure 1: ACSI Governance Structure). The ACSI Chief Executive Officer serves at the pleasure of the Board and is responsible for all aspects of management and day-to-day operations of ACSI. This includes the School Support Office (SSO), which provides core support services to member schools. ACSI also seeks to attract philanthropic support in order to promote growth in and assist member schools.

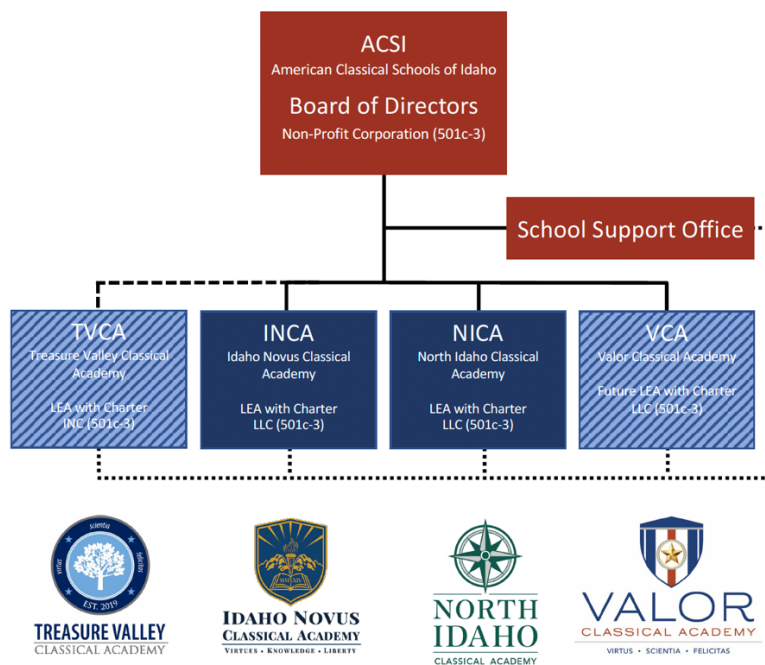


Figure 1: ACSI Governance Structure

An American classical education is: (1) **grounded in human nature**—nurturing children’s natural curiosity and sense of wonder, (2) **rich in content**—providing a true liberal arts and science education, (3) **concerned with moral formation**—cultivating a foundation built on habituating good character, and (4) **thoughtfully patriotic**—encouraging civic virtue and growing future citizens.

PARTNERSHIPS

ACSI member schools partner with the **Hillsdale K-12 Office** to receive free academic, curricular, and pedagogical support. ACSI member schools are generously supported by the **J.A. and Kathryn Albertson Family Foundation** for school leader fellowships, facility development, and no-fee consultation across a variety of functions. The **Borbonus Family Foundation** provides generous fellowships for military veterans who are interested in school leadership. ACSI is also part of the **Charter School Growth Fund** portfolio.

COMMUNITY FOUNDING GROUPS

Community Founding Groups (CFGs) are how member school founding efforts are launched. A school founding effort originates in the local community with local interest (bottom up vs. top down). CFGs are composed of mission-aligned community volunteers who are motivated to bring an American classical charter school to their community. Typically made up of 6-8 committed individuals from a variety of professional backgrounds (e.g. legal, financial, IT, real estate, local or state government, human resources, education, etc.), these community members form an initial member school launch team.

As CFGs begin to establish themselves, they are invited to join ACSI in signing a Memorandum of Agreement (MOA). Specifically, the MOA seeks to: (1) define the cooperative relationship between ACSI and the CFG; (2) define expectations for both parties; and (3) prepare the CFG to seek ACSI board approval for a member school opening effort. Please refer to Appendix 1 for the content of the MOA.

CFGs begin their work during the candidate phase of the new school roadmap (Figure 2: ACSI New School Roadmap) and initially focus on the following priorities: (1) forming the Community Founding Group, (2) demonstrating local demand, (3) exploring facility options, and (4) exploring local interest in school leadership.

ACSI works directly with CFGs—first to assist their efforts during the candidate phase, and then to move toward the development and launch phases of the new school roadmap.

CFG members go on to serve the member school in other ways after the work of the founding group is complete. Prior to member school opening, one of the CFG's members (or other member of the community) is selected by the ACSI Board to represent that member school on ACSI's Board. Other members may join the Parent Teacher Community Association (PTCA) or the school's Mission Support Team (MST) at the Principal's discretion.

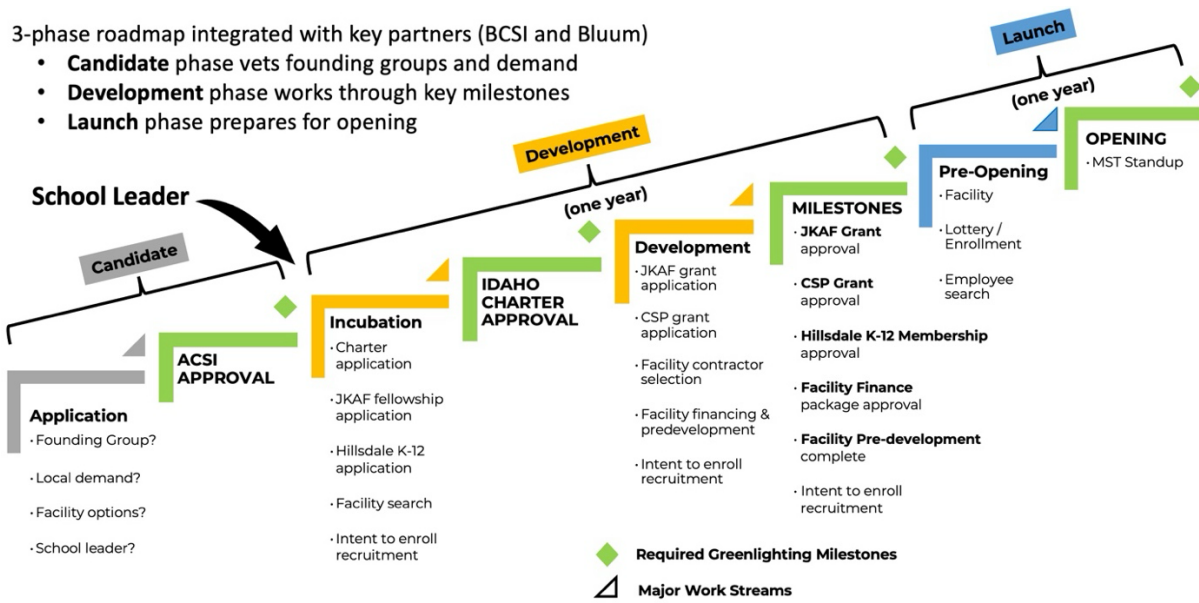


Figure 2: ACSI New School Roadmap

MEMBER SCHOOLS

ACSI’s relationship with member schools is informed by the philosophy of federalism. Just like human beings are fundamentally dependent on others for the reliable provision of requirements for a comfortable life, so ACSI member schools are part of a family of schools within which key elements of support are provided by ACSI. Federalism argues that most decisions are best made at the individual or local level. Notwithstanding, for the purposes of **mission accomplishment, unity of effort, and operational excellence**, certain elements are best agreed upon and standardized as a group.

Thus, for ACSI, the concept of federalism rests on two main tenets: (1) an assumption of **autonomy** for member schools, and (2) **defined decision making authority** for ACSI and member schools. This is not unlike the relationship between the federal government and the states as laid out in the U.S. Constitution. The constitution defines the powers allocated to the federal government—the enumerated powers—but presumes state autonomy for all other decision making. This is most clearly defined in the 10th amendment: “The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people.”

ACSI defines the scope of decision-making authority by laying out **core elements** and **core support services**. **Core elements** are deemed to be essential to mission accomplishment and must be consistent among ACSI member schools. **Core support services** are those collaboratively planned functions that are the primary responsibility of the ACSI SSO.

ACSI member schools are led by Principals and their leadership teams. Principals retain decision-making authority over budgets, day-to-day operations, and hiring of faculty and staff.

ACSI CORE ELEMENTS

Core elements are deemed to be essential to mission accomplishment and must be consistent among ACSI member schools. ACSI's core elements are listed below.

Mission

To train the minds and improve the hearts of students through a classical, content-rich curriculum that emphasizes virtuous living, traditional learning, and civic responsibility.

Vision

To form future citizens who uphold the ideals of our country's founding and promote the continuation of our American experiment through a classical, great-books curriculum designed to engage the student in the highest matters and the deepest questions of truth, justice, virtue, and beauty.

Oath for Board Members and Leaders

I, _____, do solemnly swear (or affirm) that I will support the Constitution and founding principles of the United States, the Constitution and laws of the State of Idaho, and the mission, vision, and virtues of American Classical Schools of Idaho, and that I will faithfully discharge all the duties of the office of _____ according to the best of my ability.

School Pledge

I will learn the true, I will do the good, I will love the beautiful

Motto

Virtus Scientia Felicitas

Virtues

Courage, Courtesy, Honesty, Perseverance, Self-Government, and Service

Curriculum

Hillsdale K-12 Program Guide

School Culture

Hillsdale Best Practices for K-12 Classical Schools

Policies and Procedures

ACSI member school policies will be based on a core set of ACSI policies and adapted by member schools for local requirements and context: Family Handbook, Employee Handbook, Financial Policies & Procedures, Operations Policies & Procedures, and Emergency Operations Handbook.

Staffing Structure

Each member school is led by a Principal and Assistant Principal for the first three years. Starting in year four, the core leadership structure evolves to the following: Principal, Dean of Academics, Dean of Students, and Director of Operations.

Budget

Member schools will use the budget model established by Bluum or an agreed upon replacement once the ACSI SSO has hired a Chief Financial Officer.

Parent Teacher Community Association

The Parent Teacher Community Association (PTCA) functions as the member school's mission-driven parent volunteer organization. The PTCA is led by two parent or guardian co-chairs, who are selected by the Principal, and who serve staggered two-year terms. The PTCA typically organizes voluntary committees in support of the member school's wider community and extra-curricular activities. Typical examples of committees include: teacher appreciation committee, special events committee, fine arts committee, athletics committee, etc.

Mission Support Team

The Mission Support Team (MST) serves as the member school's improvement engine and mission-driven consultative body. MST membership is composed of member school stakeholders in a multi-constituent and interdisciplinary format.

The team consists of approximately eight to ten members and is led by the PTCA co-chairs. The MST is composed of the following members: PTCA co-chairs, school leadership team, ACSI board member representing the school, upper school faculty member, elementary school faculty member, upper school parent-at-large, and elementary school parent-at-large. Depending on the need, other members may be added to the team (e.g. student government representatives, etc.).

The MST meets as needed and at the request of school leadership and the PTCA co-chairs. School leadership and the PTCA co-chairs are responsible for collaborating to fill MST positions. With the exception of the school leadership and the ACSI board member, MST membership is typically a two-year term.

The MST will assist school leadership in administering two annual school surveys (short mid-year and long end-of-year). The SSO may provide a baseline set of questions, to which the member school can add to. School leadership may collaborate with the PTCA and MST to administer the survey, but all data shall go directly to the Principal or their designee.

Other tasks typically (though not exclusively) accomplished by the MST are listed below:

- Assist school leadership with school improvement planning.
- Host school-wide parent town halls.
- Assist school leadership with re-charter and accreditation efforts.

ACSI ROLES AND RESPONSIBILITIES

General

- ACSI directors and employees will model and encourage students to uphold the core virtues: courage, courtesy, honesty, perseverance, self-government, and service.
- ACSI directors and employees will engage professionally with member school staff in the execution of their support duties.
- ACSI and member schools have it as their mission and vision to educate future citizens. As such, ACSI does not involve itself in partisan affairs. While ACSI respects the privilege of individuals to express themselves in accordance with their constitutional rights, ACSI also expects Board Members and employees to respect this policy and to protect the ability of ACSI to pursue its mission and goals.

Board of Directors

The ACSI Board of Directors oversees ACSI's senior leaders (Chief Executive Officer and Principals). The Board's main responsibilities are to:

- Determine the mission and vision of ACSI and keep it clearly in focus.
- Ensure the success of ACSI member schools through governance of charter and mission.
- Establish policies which guide the organization and maintain legal and ethical integrity.
- Hire a CEO for ACSI and provide ongoing performance feedback.
- Hire a Principal for each member school and ensure regular performance reviews are provided.

- Serve as the CEO’s strategic partner for growth and development of member schools.
- Provide professional oversight and capacity commensurate with the ACSI business model and operating environment.
- Conduct risk assessment reviews.

Chief Executive Officer

The CEO serves as the senior leader of the ACSI federation of member schools and leads the SSO’s day-to-day operations. The CEO’s main responsibilities are to:

- Foster the success of ACSI member schools consistent with charter and mission.
- Provide leadership and guidance for the overarching success of schools and SSO.
- Ensure adherence to ACSI’s mission and vision.
- Foster a federation of mission-aligned member schools.
- Oversee planning and growth for new member schools and a mission aligned SSO.
- Build and maintain stakeholder partnerships.
- Assess risks and provide mitigation strategies for member schools.
- Promote philanthropic and donor relations.

Principal

The Principal is the senior school leader and leads day-to-day school operations. The Principal’s main responsibilities are to:

- Provide leadership and guidance for the overarching success of the school.
- Plan and execute the annual budget, day-to-day operations, and hiring of faculty and staff.
- Adhere to the school charter certificate and ACSI core elements.
- Ensure sound financial management of the school.
- Manage operational and reputational risks to school.

POLICIES AND PRACTICES

NON-HARASSMENT AND NON-DISCRIMINATION POLICY

ACSI does not tolerate unlawful discrimination or harassment of any kind. All directors and employees, regardless of their positions, are covered by and expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Violation of this policy will result in disciplinary action, up to and including immediate termination of employment.

ACSI policies follow all applicable federal, state, and local anti-discrimination and harassment laws and regulations.

ACSI does not and shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, pregnancy, genetic information, marital status, service member status, or any category protected by law.

ACSI prohibits harassment, including sexual harassment, of any kind. At a minimum, the term “harassment” as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual’s race, color, religion, genetic information, national origin, sex, pregnancy, age, disability, citizenship status, service member status, or any other category protected by law;
- Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, faxes, and copies pertaining to an individual’s race, color, religion, genetic information, national origin, sex, pregnancy, age, disability, citizenship status, service member status, or any other category protected law;
- Unsolicited and unwelcome sexual remarks, sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and
- Offensive physical conduct, including touching and gestures.

No director, manager, supervisor, or member of ACSI has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the director, supervisor, or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy and our core virtues.

Non-employees are also covered by this policy. ACSI prohibits harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. An employee who experiences or observes harassment, discrimination, or retaliation should report it immediately according to the guidelines listed below.

1. If you have any concerns that our Non-Harassment and Non-Discrimination Policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the following individuals: Title IX coordinator, Chief Executive Officer or Board Chair. You should report any actions that you believe may violate our policy no matter how slight the actions may seem.
2. ACSI will investigate the report and then take prompt, appropriate remedial action. ACSI will protect the confidentiality of employees reporting suspected violations of this or any other ACSI policy to the extent possible consistent with our investigation. However, consistent with the need to conduct an adequate investigation, complete confidentiality cannot be guaranteed.
3. You will not be penalized or retaliated against for truthfully reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

ACSI absolutely prohibits retaliation, which includes threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy. An individual who retaliates against someone who has reported a concern in good faith is subject to disciplinary action up to and including termination of employment.

CONFLICT OF INTEREST

A “conflict of interest” occurs when an individual’s private interest interferes with, or appears to interfere with, the interests of ACSI. For example, a conflict of interest would arise if a director or employee, or a member of his or her family, receives improper personal benefits because of his or her position with ACSI. The purpose of this policy is to protect the interests of ACSI when it is contemplating entering a transaction or arrangement that might benefit the private interest of a director or employee of ACSI. This policy is intended to supplement, not replace, any applicable federal or state laws governing conflicts of interest applicable to nonprofit organizations and schools.

Any transaction or relationship that could reasonably be expected to give rise to a conflict of interest should be discussed with the Chief Executive Officer. Such situations may include:

- influencing or attempting to influence anyone who is involved in awarding or administering a contract or arrangement with ACSI;
- soliciting or receiving any gift, reward or promise for recommending, influencing or attempting to influence the award of a contract or arrangement with ACSI;
- drafting, negotiating, evaluating, administering, accepting or approving any contract or subcontract or procurement or arrangement of any type on behalf of ACSI if they have, directly

- or indirectly, any financial interest in such a contract or subcontract or arrangement;
- outside employment which adversely affects the employee's availability or effectiveness in fulfilling job responsibilities;
- the receipt of excessive entertainment or gifts of more than \$50 from any person, entity, or ACSI with whom or with which a member school has current or prospective dealings as outlined in Idaho Code 18-1356;
- being in the position of supervising, reviewing, or having any influence on the job evaluation, pay, or benefits of any immediate family member employed by or otherwise associated with ACSI;
- selling anything to ACSI or buying anything from ACSI on terms and conditions that are not pre-approved by the Chief Executive Officer; and
- using or disclosing confidential information gained as a result of an official position or activities with the intent to obtain financial benefit or with the intent to harm ACSI or member schools.

This is not an exhaustive list of all possible situations which would constitute conflicts of interest. Any relationship or action which creates an expectation of benefit or profit beyond an employee's normal employment relationship with ACSI can impair an employee's ability to exercise good judgment on behalf of ACSI, and therefore creates an actual or potential conflict of interest. It is ACSI's policy that all employees must scrupulously avoid all such situations.

Any such transaction or relationship that would present an actual or potential conflict of interest for a director or employee also would likely present a conflict if it were related to a member of such person's family, including without limitation, spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister. In connection with any actual or potential conflict of interest, a director or employee must disclose the existence of the conflict in writing and all facts material to the conflict to the Chief Executive Officer.

Directors will confirm annually that they have no inappropriate conflicts that would preclude them from faithfully serving ACSI. Directors shall keep on file and update at least annually the Conflict of Interest disclosure forms as required by the Idaho Department of Education.

GRIEVANCES

Grievance Related to an Employee

Grievances regarding an ACSI employee should be directed to the individual first. If the grievance remains unresolved, it should then be elevated to the Chief Executive Officer. If necessary, it may be elevated to the Board Chair.

Grievance Related to the Chief Executive Officer

Grievances regarding the Chief Executive Officer should be directed to the individual first. If the grievance remains unresolved, it should then be elevated to the Board Chair.

BACKGROUND SCREENING

All ACSI directors and employees will submit to criminal background checks that will include fingerprinting. These checks will be at the director or employee's expense.

USE OF PROPERTY, TECHNOLOGY, AND MEDIA

ACSI PROPERTY

ACSI property must be used in the manner for which it was intended. Upon termination, directors and employees are required to return any ACSI property they possess. Missing ACSI property without a record of insurance that is not returned may result in a charge for the responsible party.

ACSI is not responsible for the theft or loss of personal property. Directors and employees should take care to ensure that all personal and ACSI property is properly stored at all times.

COMMUNICATIONS, COMPUTER SYSTEMS SECURITY, AND USAGE POLICY

ACSI computers and emails are a privileged resource and must be used only to complete job-related functions.

ACCEPTABLE SYSTEMS USAGE

ACSI's systems are intended for business use only. Use of ACSI systems for accessing or acquiring information and materials inappropriate to a school environment is against ACSI policy and is prohibited.

CONFIDENTIALITY

All information transmitted or stored in ACSI systems (e.g. financial/human resources/legal documents, employee records or information, student lists or information, donor lists or information) is the sole and exclusive property of ACSI and should be treated as confidential.

While serving or employed with ACSI, directors and employees may have access to confidential information. Information should be used for the sole purpose of performing his/her services for ACSI

and no other purpose.

Directors and employees shall not disclose any confidential information related to ACSI matters to any person who does not have a legitimate need to know. Such information may not be disclosed to any person outside of ACSI without the express permission of the Chief Executive Officer.

Directors and employees are strictly prohibited from accessing, reading, and copying data and information stored in ACSI systems that is not directed to them without prior authorization.

All system messages are ACSI records. The contents of ACSI systems may be disclosed to ACSI without director or employee permission. Directors and employees should not assume that messages and communications are confidential.

PERSONALLY IDENTIFIABLE INFORMATION (PII POLICY)

ACSI takes precautions to protect Personally Identifiable Information (PII).

Only directors or employees who need the information to perform a specific job are granted access to personally identifiable information.

PII is defined as a person's name in association with any information that can be used to distinguish or trace an individual's identity, such as Social Security number, date of birth, birthplace, mother's maiden name, driver's license number, passport number, or any biometric, medical, educational, financial, or employment records. It is the policy of ACSI that PII shall not be sent in a plain text email or other unencrypted means. In general, PII should not be disseminated electronically. If electronic transmission is unavoidable, then PII must be encrypted. Acceptable means of encryption include password protected files from versions of Excel, WinZip, and Adobe Acrobat (2010 or newer). The Chief Executive Officer will determine whether an encryption method is suitable or not. Physical PII (e.g. paper copies of records) must be kept in secure locations (locked file drawers in lockable rooms), and access to these records must be limited to authorized individuals only in connection with official, ACSI-related duties.

OUTSIDE USE OF CURRICULAR MATERIALS

The use of ACSI-affiliated school curricular materials by ACSI directors or employees for outside tutoring or support services for which ACSI has no prior memorandum of agreement is only permitted with pre-approval by the Chief Executive Officer.

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)

All ACSI member schools adhere to The Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the principal or appropriate School official a written request that identifies the record(s) they wish to inspect. A School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend records that they believe is inaccurate or misleading. They should write the principal or appropriate official; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another School district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
 25 As of 8/21/22
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

FINANCE

See *ACSI Financial Policies and Procedures*.

EXTERNAL RELATIONS

COMMUNITY RELATIONS

The success of ACSI depends upon the quality of the relations between the ACSI Board, employees, member schools, community founding groups, and the general public. ACSI directors and employees are ambassadors of ACSI; and, as such, are expected to:

- Act competently and deal with individuals in a courteous and respectful manner
- Always maintain composure in public settings and respond to questions in a polite, positive, and professional manner
- Refrain from making disparaging comments about other institutions

MEDIA RELATIONS

The Chief Executive Officer and the Board Chair are the official spokespeople for ACSI. Other directors or employees may speak to members of the press with prior approval from the Chief Executive Officer. Any employee or director who is contacted by the press should defer comment and inform the Chief Executive Officer immediately.

SECTION II: BOARD OF DIRECTORS

GOVERNANCE

BOARD OF DIRECTORS

The Board operates in accordance with its bylaws and using generally accepted principles of policy governance. The Board enters into Charter Agreements with the Idaho Public Charter School Commission. The bylaws are available on the ACSI website and the Charter Agreements are available on the respective member school websites.

BOARD RESPONSIBILITIES

The Board is the governing body of ACSI and the member schools to which it holds charters, and is responsible for overseeing the effective, faithful execution of the mission.

The Board oversees all aspects of ACSI and member school operations, including budgeting and spending, community outreach, charter fidelity, compliance with applicable laws and regulations, and development to support the program. More specific responsibilities of the Board include but are not limited to:

Advocacy

Serving as ambassadors for ACSI and the member schools by clearly protecting and articulating the mission and goals and by garnering community support.

Fiscal Accountability

- Participating in the budgeting process each year, providing advice and feedback to the Chief Executive Officer and Principals.
- Monitoring the management of financial resources by approving the annual budget and ensuring that proper financial controls are in place.
- Financial reporting of the Treasurer to the Board as required in the bylaws to ensure the Board is “hands-on” as it relates to fiscal controls and responsibility.

Compliance

- Monitoring and ensuring compliance with the Idaho Department of Education regulatory statutes and other local, state, and federal laws by regularly reviewing school policies, programs, and practices.
- Reviewing school data against charter and charter goals to ensure compliance with the vision, strategies, and objectives identified herein.

Other

- Serving as a source for appeals for employee grievances that are unable to be resolved by the Chief Executive Officer.
- Actively recruiting new Board directors and advisory council members.

In summary, the Board is accountable for the academic, financial, legal, and operational performance of ACSI and member schools. The Board places responsibility for implementing its policies with the Chief Executive Officer for ACSI and with Principals for the member schools, but the Board remains accountable.

ADHERENCE TO LAW

Charter Agreements

The Board will adhere to federal, state, and local laws identified explicitly or implicitly in the Charter Agreements. In most instances, when the Board has been granted autonomy through its full flexibility waiver, the Board will develop its own policy.

Open Meetings Act

The Board will adhere to the [Idaho Open Meetings](#) laws. The Board will:

- Establish a set schedule of meetings;
- Post meeting dates in a conspicuous location (date, time, location);
- Post agendas not more than 1 week in advance but at least 2 days before a meeting;
- Post and place 24-hour notice for emergency called meetings in a local news vehicle (e.g., paper) and must state the reason for the emergency meeting in the notice;

- Provide specific meeting agendas to communicate publicly the matters expected to come before the Board. Matters not anticipated prior to the meeting can be addressed by amending the agenda;
- Keep minutes of all Board Meetings, including members present, description of motions or proposals, record of votes.
- The Board Chair shall permit Executive Sessions in meetings for reasons that are consistent with Idaho Open Meeting law.

Community Comments at Public Meetings

The Board welcomes public comments at each Board meeting. Community comments are limited to 2 minutes. To ensure the accurate representation of the comments in the Board’s meeting minutes and to ensure that the Board can accurately address the issues presented, it is requested that these comments also be submitted in writing.

If a non-Board member would like to make a comment, offer information, or has a question, he/she should raise his/her hand to indicate a desire to speak. Comments must be relevant and not reflect information about a specific student, employee, or a personally identifying situation. Such interjections will be recognized at the discretion of the Board Chair.

Official Posting Place for Communications

Committee meeting times and agendas are visibly posted on the ACSI or the respective member school website. Board meeting agendas are posted in the same manner.

Open Records Act of Idaho

The Board shall be subject to the Freedom of Information Act (FOIA)/Open Records Act of Idaho requirements.

BOARD OF DIRECTORS NEPOTISM POLICY

Per Idaho Code 33-507, it is generally unlawful for the Board to enter or execute any contract with the spouse of a director in which the terms of the contract require or will require the payment or delivery of any ACSI or member school funds, money, or property to the spouse.

However, the spouse of a director may be employed by ACSI or a member school under the following conditions:

1. The school district in which the member school is physically located had a fall enrollment of 1,200 or fewer students in the prior school year;

Note: ACSI interprets the phrase “school district” to mean the same as LEA. As such, each ACSI member school, as an LEA, is its own district.

2. The spouse will be employed in a non-administrative position;
3. The position has been listed as open for application on the ACSI or member school website or in a local newspaper for at least sixty (60) days, unless the opening occurred during the school year, in which case the position must be listed as open for at least fifteen (15) days;
4. No applications were received that met the minimum certification, endorsement, education, or experience requirements of the position except the director’s spouse; and
5. The director abstained from voting in the employment of the spouse and was absent from the meeting while such employment was being considered and discussed.

The above criteria must be met for each year in which the spouse is employed.

The director shall abstain from voting in any decisions affecting the compensation, benefits, individual performance evaluation, or disciplinary action related to the spouse and shall be absent from the meeting while such issues are being considered and determined. Such limitation shall include, but not be limited to:

- Any matters relating to negotiations regarding compensation and benefits;
- Discussion and negotiation with ACSI or member school benefits providers;
- Any mater relating to the spouse and letters of reprimand, direction, probation, or termination.

If the spouse of a director is hired as a certified employee, the spouse shall be employed under a category 1 contract pursuant to section 33-514A of Idaho Code.

Such limitations do not prohibit the director from participating in the deliberation and voting on the annual budget or annual audit report.

The Board may accept and award contracts in which a director or person related to them by blood or marriage within the second degree has a direct or insider interest provided that the procedures set forth in section 18-1361 or 18-1361A of Idaho Code are followed.

When any relative of a director or any relative of the spouse of a director is considered for employment at ACSI or a member school, such director shall abstain from voting in the election of such relative and shall be absent from the meeting while such employment is being considered and determined.

POLICY MAKING

The Board shall be responsible for creating, adopting, repealing, or amending governance policies for ACSI and member schools. The Chief Executive Officer and Principals shall be solely responsible for reasonably interpreting those policies and executing them. The Chief Executive Officer and Principals

shall be responsible for maintaining all corporation-level or school-level operating procedures, policies, and manuals, respectively.

SECTION III: EMPLOYEE

INTRODUCTION

PURPOSE OF SECTION III: EMPLOYEE

The ACSI leadership and Board developed this section to inform employees of employment policies, the benefits provided to employees, and the conduct expected from employees.

Employees are accountable for policies and practices outlined in all sections of the ACSI Handbook as well as the ACSI Financial Policies and Procedures.

This section should not be construed as creating any kind of employment contract for any particular period of time. ACSI employees are employed on an at-will basis.

ACSI leadership reserves the right to revise any of its policies at any time. To the fullest extent possible, leadership will inform employees of any changes at the time they occur. This section supersedes and replaces all versions previously distributed.

ORGANIZATIONAL STRUCTURE

The Chief Executive Officer reports to the Board of Directors. All ACSI employees report either directly or indirectly to the Chief Executive Officer (Figure 3: ACSI Organizational Chart).

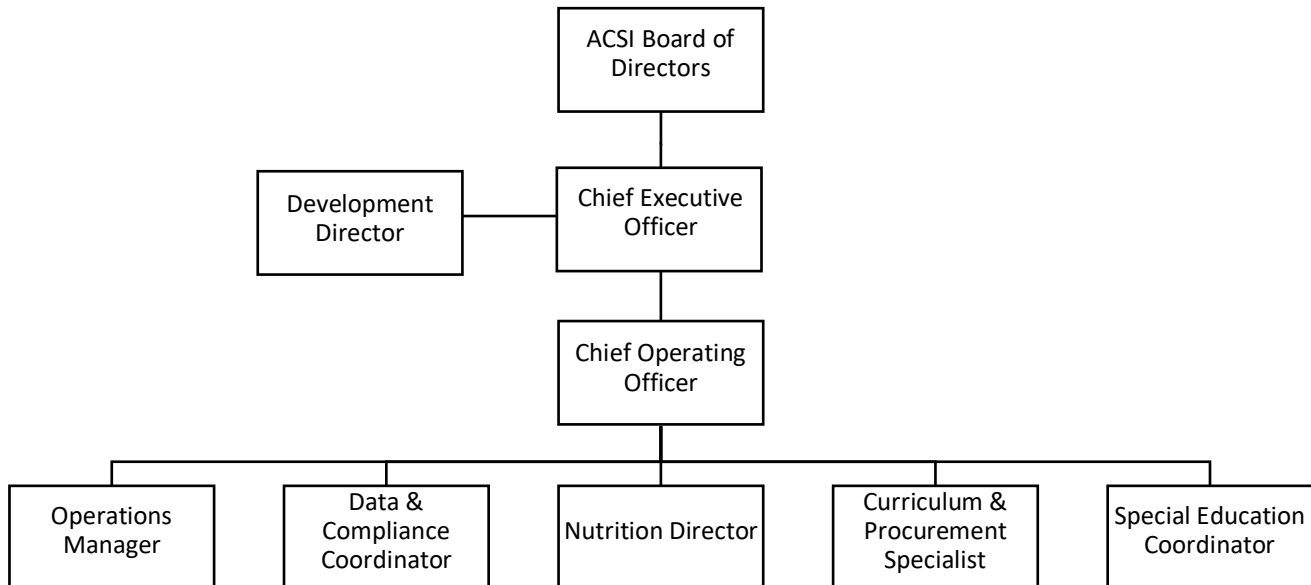


Figure 3: ACSI Organizational Chart

EMPLOYMENT CLASSIFICATION

AT-WILL EMPLOYMENT

Employment at ACSI is at-will, meaning employment can be terminated at any time by the employer or the employee, with or without reason or notice, except as otherwise protected by law.

EQUAL EMPLOYMENT OPPORTUNITY

ACSI is an equal opportunity employer. ACSI does not and will not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, pregnancy, genetic information, marital status, service member status, or any other characteristics protected by law.

This policy applies to all terms and conditions of employment, including but not limited to, decisions to hire, place, promote, train, demote, terminate, layoff, recall, transfer, adjust compensation, and address leaves of absence.

Whenever possible, ACSI makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request reasonable accommodation should contact the Chief Executive Officer.

Employees with questions, concerns, or comments about any type of discrimination in the workplace should bring such issues to the attention of the Chief Executive Officer.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

EMPLOYMENT CLASSIFICATION

All ACSI employees are classified as either exempt or non-exempt. Positions, wages, and overtime compensation are determined in accordance with the Fair Labor Standards Act (FLSA) and any applicable state or local laws. Employees should consult with the Chief Executive Officer if they have questions regarding their classification.

Exempt Employees

Exempt employees are paid a salary and are expected to work a full-time schedule, including extra hours as necessary, to accomplish the work of ACSI. Exempt employees are not eligible for overtime compensation.

Non-Exempt Employees

Non-exempt employees are eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week. All overtime must be approved in advance.

Part-Time Employees

Part-time or full-time status depends on the number of hours per week an employee works. Regular employees who work fewer than 30 hours per week are classified as part-time. Part-time employees are not eligible for employment benefits. Only the Chief Executive Officer may change an employee's part-time status.

Temporary Employees

From time to time, ACSI may hire employees for specific periods of time or for the completion of a specific project. An individual hired under these conditions will be considered a temporary employee. The job assignment, work schedule, and duration of the position will be determined on an individual basis. Temporary employees are not eligible for employment benefits.

EMPLOYMENT POLICIES AND PRACTICES

The policies and practices outlined below are in addition to those outlined in Section 1: ACSI.

PROFESSIONAL CONDUCT

ACSI expects employees to adhere to the highest ethical and professional standards. To this end, they should always speak and act with propriety and integrity. Employees who act in an unprofessional manner may be subject to disciplinary action.

WORK SCHEDULE AND ATTENDANCE

To maintain a productive work environment, ACSI expects employees to be reliable and punctual in reporting for scheduled work. Excessive absences or tardiness may result in disciplinary action, up to and including termination.

If an employee is unable to report to work or will arrive late, they must personally contact the Chief Executive Officer or their direct manager with as much advance notice as possible.

The work schedule is generally organized around flex hours and on-site support. 2-3 days per week will be on-site support, which will be spent on a campus at an ACSI member school. The other 2-3

days per week are likely to fall under flex hours, which are off-site, independent work times and on-call support that may be completed at any point during the week, including (but more rarely) nights and weekends. An employee's particular hours of work will be determined by the Chief Executive Officer or their direct manager.

DRESS CODE, PERSONAL APPEARANCE, AND HYGIENE

The success of ACSI depends upon the level of professionalism exhibited by its employees. All employees are expected to dress and conduct themselves in a professional manner whenever conducting ACSI business or wearing clothing that identifies them as employees of ACSI.

When visiting a member school, ACSI employees are expected to adhere to the member school's staff dress code policy.

OUTSIDE EMPLOYMENT

ACSI expects that full-time employees consider ACSI their primary employment. Any outside employment must not interfere with the employee's primary job.

PERSONNEL ADMINISTRATION

The task of handling personnel records, insurance, benefits, and related personnel matters at ACSI is shared between the Chief Executive Officer or designee, Bluum, and the member school in which the employee is empaneled, if applicable. Questions regarding an employee's compensation should be directed to the Chief Executive Officer.

Personnel Files

ACSI maintains a personnel file on each employee. These files are kept confidential to the extent possible.

Employees are responsible for keeping their own personnel files updated. If an employee has a change in any of the following items, they should notify the Chief Operating Officer as soon as possible.

- Legal name
- Home address or mailing address
- Home telephone number
- Emergency contact information
- Number of dependents
- Marital status
- Change of beneficiary
- Exemptions on the W-4 tax form

- Driving record or status or driver's license, if the employee operates ACSI vehicles
- Military or draft status
- Any other matters that would affect an employee's status

Driver's License and Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to ACSI's insurer. These employees will be asked to submit a copy of their driving record to ACSI from time to time.

Any changes in an employee's driving record must be reported to the Chief Operating Officer immediately.

EMPLOYEE NEPOTISM POLICY

It is generally permissible for ACSI to employ people who are related to or romantically involved with one another. However, it is inappropriate for one party to have direct influence over the other's conditions of employment. Conditions of employment are defined as hiring, firing, salary, appraisals, promotions, grievances, or any other human resource-related matter.

For the purpose of this policy, a family member is defined as a spouse, domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, or brother-in-law.

When employees are aware of or unsure about a potential conflict of interest, they must fully disclose the circumstances in writing to the Chief Executive Officer. In the case where the potential conflict of interest involves the Chief Executive Officer, they must fully disclose the circumstances in writing to the Board Chair.

Once the relationship is made known, ACSI will review the situation and determine whether a change must be made. If it is determined that a change must be made, the involved employees will work in collaboration with the Chief Executive Officer or designee to make necessary decisions. Options include, but are not limited to, one employee applying to transfer to a new role or department or revising the ACSI reporting structure.

DRUG AND ALCOHOL POLICY

ACSI does not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs.

Applicants for employment may be asked to submit to pre-employment drug testing. In addition, employees may be required to submit to random drug screens, breathalyzer tests, and medical examinations under the following circumstances:

- when an employee suffers an on-the-job injury or is involved in an accident while at work

- when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in their system
- during random testing situations
- on a follow-up basis after random testing, if required

The presence of any intoxicants or mind-altering substances in the body is a violation of this policy, regardless of when consumption or ingestion occurred. Refusal of an employee to undergo testing or cooperate fully with any of the tests is a violation of this policy.

Employees are also prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances in ACSI vehicles or on member school property. Off-premises possession, use, sale or purchase of mind-altering substances and off-premises alcohol abuse may reflect unfavorably on ACSI's reputation and is also prohibited.

This policy does not prohibit the proper use of medication under the direction of a physician. However, misuse of such drugs is prohibited. Employees who are taking prescription or non-prescription drugs that could affect their ability to perform their jobs in a safe and efficient manner must notify their direct manager of this fact when they report to work.

An employee is responsible for notifying the Chief Executive Officer immediately of any alcohol or drug-related arrest or conviction.

DISCIPLINARY ACTIONS, SUSPENSIONS, AND DISMISSALS

Unacceptable behavior, violations of policies and procedures, and/or performance issues may lead to disciplinary action or immediate dismissal. Accusations of misconduct may result in suspension pending investigation.

PAY AND BENEFITS

INDIVIDUAL PAY

Employee pay will depend on sustained performance over time and ACSI's budget. Outstanding individual performance or increased job responsibilities may influence pay. In general, an employee's compensation and benefits are influenced by three factors:

- The nature and scope of the job
- Individual performance, qualifications, and experience
- ACSI budget and fiscal status

Employees should direct any compensation questions to the Chief Executive Officer.

PAYROLL

Employees empaneled with Bluum will be paid in accordance with Bluum's internal procedures. Employees empaneled with an ACSI member school will be paid on the 25th day of each month or earlier if the 25th falls on a weekend or holiday.

BENEFITS

Employees empaneled with Bluum will be eligible to participate in the benefits provided by Bluum. Employees empaneled with an ACSI member school will be eligible to participate in the benefits provided by the school.

In both scenarios, participation will be subject to the terms and conditions described in official plan documents.

PAID TIME OFF

ACSI provides eligible employees with 15 days of paid time off (PTO) per year (July 1st – June 30th). PTO is to be used for personal, vacation, and sick time off.

PTO is added to an employee's bank on July 1st or their hire date (prorated) and may be used in full-day increments. PTO does not carry over year-to-year and will not be paid out upon employment end. Employees are responsible for monitoring and taking their PTO over the course of the year so that they do not lose time when the current year ends. Employees must notify their direct manager of planned PTO well in advance and as soon as possible in the case of unplanned PTO (e.g. illness).

Bereavement, required jury duty, and military service leave are exempt from the PTO policy and normally considered excused absences. Employees must discuss these directly with the Chief Executive Officer.

For employees empaneled at an ACSI member school, ACSI will comply with PERSI requirements for tracking sick time.

HOLIDAYS

ACSI normally follows member school calendars with regards to holidays. Observed holidays include Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, and Memorial Day.

At the Chief Executive Officer's discretion, the ACSI office may be closed during other times of the year. When the ACSI office is closed on weekdays that are not already holidays, this time is considered additional paid time off. These dates will be published at the beginning of each year.

PROFESSIONAL DEVELOPMENT AND REIMBURSEMENT

Conferences, coursework, or other forms of development that are pre-approved by the Chief Executive Officer or direct manager may be reimbursed. Employees who wish to pursue professional development should discuss these opportunities with the Chief Executive Officer or their direct manager.

ACSI may require attendance at select professional development opportunities. In these cases, travel and room and board expenses will be reimbursed by ACSI or its professional partners in accordance with ACSI's Financial Policies and Procedures.

APPRAISALS

Employees will be provided both informal and formal feedback. Informal feedback may take the form of a side-bar conversation, brief written note, or any other type of unstructured communication.

Formal feedback will be provided at least once annually via an established appraisal form. Employees will receive their documented appraisals in a private appointment the Chief Executive Officer or their direct manager. Employees will be given a signed copy of their appraisal. Please refer to the appendices for more detailed information on the annual appraisal form.



MEMORANDUM OF AGREEMENT
between
AMERICAN CLASSICAL SCHOOLS OF IDAHO, INC.
and
_____ **COMMUNITY FOUNDING GROUP**

This Memorandum of Agreement (MOA) is made by and between American Classical Schools of Idaho, Inc., a 501(c)(3) and Idaho nonprofit corporation (“ACSI”) and the _____ Community Founding Group, located in _____, Idaho (“CFG”).

ACSI exists to support the startup, growth, and flourishing of Hillsdale College K-12 member schools throughout the State of Idaho. Community Founding Groups are organized at the local level to assist in the startup, growth and flourishing of specific ACSI schools.

The mission of ACSI and the CFG is to train the minds and improve the hearts of students through a classical, content-rich curriculum that emphasizes virtuous living, traditional learning, and civic responsibility.

ACSI and its schools have it as their mission and vision to educate future citizens. As such, ACSI does not involve itself in partisan affairs. While ACSI respects the privilege of individuals to express themselves in accordance with their constitutional rights, ACSI also expects community founders to respect this policy and to protect the ability of ACSI to pursue its mission and goals.

PURPOSE AND OBJECTIVE:

This purpose of this MOA is threefold:

1. To define the relationship between ACSI and the CFG;
2. To define expectations for both parties; and
3. To seek ACSI board approval for a school opening effort.

The objective is to foster a cooperative relationship between ACSI and the CFG resulting in a two-year, multi-phase roadmap to open an ACSI school in _____, Idaho.

RESPONSIBILITIES:

Please refer to Exhibit 1 for a graphical depiction of the Candidate Phase, and the two-year school opening roadmap (Development and Launch phase).

The responsibilities of ACSI are as follows:

1. Candidate Phase

- a. Assist with market and outreach efforts, including but not limited to:
 - providing direct access to ACSI's Development & Outreach Director and other ACSI school founding efforts;
 - providing a platform to collect intents-to-enroll;
 - giving presentations in the community where the CFG intends to open a new school; and
 - reviewing CFG outgoing communications for accuracy.
- b. Assist the CFG with its search for a facility.
- c. Assist the CFG with its search for a school leader.
- d. Assist with LLC and 501(c)-3 applications.
- e. Provide professionally contracted logo and brand development (valued at \$3,000 to \$3,500).

2. Two-Year School Opening Roadmap (Development and Launch Phase)

- a. Continue with previous assistance.
- b. Assist the CFG with its charter application and approval process.
- c. Assist with grant applications, including:
 - JKAF School Leader Fellowship
 - ACSI Military Veteran Fellowship
 - JKAF Startup Grant
 - Federal Charter School Program grant
- d. Assist with the Hillsdale K-12 candidate member school application.
- e. Assist the CFG with the selection of a facility contractor.
- f. Lead the facility financing and pre-development process through the construction of the facility.
- g. Assist the CFG with the lottery and enrollment process.

The responsibilities of the CFG are as follows:

1. Candidate Phase and Two-Year Roadmap (Development and Launch Phase)

- a. Build a motivated, mission-aligned group of six to eight volunteers from a variety of professional backgrounds (e.g. legal, financial, IT, real estate, government, human resources, education, sales and marketing, etc.). Volunteers are expected to comport themselves in accordance with ACSI's policy regarding partisan activities (as described above) and avoid any conflicts of interest that might hinder ACSI from pursuing its mission and vision.
- b. Conduct regular meetings and invite ACSI representatives to participate (at least once a month).
- c. Review all outgoing communications with ACSI's Development & Outreach Director.

- d. Conduct a community outreach campaign to inform the community about the school and collect intents-to-enroll.
- e. Explore local facility location options.
- f. Explore local school leader candidates.
- g. Each CFG member complete the following:
 - Hillsdale College online course: *"A Proper Understanding of K-12 Education: Theory and Practice,"* including end-of-course certification
 - Read through, become familiar with, and be able to discuss:
 1. Idaho Code Title 33, Chapter 52
 2. *ACSI Overview Guide*
 3. *Hillsdale Best Practices for K-12 Classical Schools*
- h. Fundraise in the local community with a goal of \$10,000, and inform ACSI with monthly balance updates.

TERM:

The term of the MOA begins on the date of execution of this Agreement and concludes upon the opening of the school.

TERMINATION:

This MOA shall terminate when the school opens. Either party may terminate this MOA prior to the opening of the school by submitting written notice of termination to the other party.

IN WITNESS WHEREOF, ACSI and the CGF have executed this Memorandum of Agreement, effective this ____ day of _____, 20__.

American Classical Schools of Idaho, Inc. _____ CFG

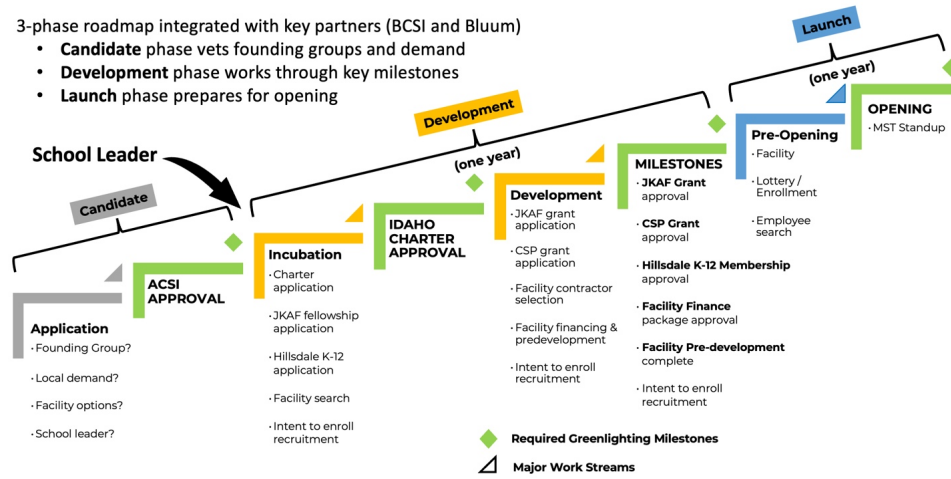
By: _____ By: _____

_____, ACSI CEO _____, CFG Chair


Date Date

Exhibit 1

- 3-phase roadmap integrated with key partners (BCSI and Bluum)
- **Candidate** phase vets founding groups and demand
 - **Development** phase works through key milestones
 - **Launch** phase prepares for opening



APPENDIX 2: EMPLOYEE APPRAISAL FORM

EMPLOYEE INFORMATION		
<i>Employee Name (Last, First, Middle Initial)</i>		 <p style="margin: 0;">AMERICAN Classical Schools of Idaho</p> <p style="margin: 0;">Staff Annual Appraisal Form <small>Updated 4/11/2024</small></p>
<i>Annual Appraisal</i>	<i>From</i>	
<i>To</i>		
<i>Position Title</i>		
<i>Position Description & Responsibilities</i>		
-		
-		
-		
-		
-		
-		
-		
-		
IMPACT ON MISSION ACCOMPLISHMENT		
-		
-		
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SPECIFIC FEEDBACK AREAS		
<i>The number lines below are a continuum of performance: "1" represents the need for significant improvement, while "10" requires little to no improvement</i>		<i>Comments</i>
Job Performance		
- Actively contributes to the organization's mission	1 2 3 4 5 6 7 8 9 10	
- Executes with excellence and shows pride in work	1 2 3 4 5 6 7 8 9 10	
- Seeks to demonstrate the organization's core virtues	1 2 3 4 5 6 7 8 9 10	
Organization		
- Plans and schedules work effectively	1 2 3 4 5 6 7 8 9 10	
- Adapts well to new demands or tasks	1 2 3 4 5 6 7 8 9 10	
- Uses the organization's resources effectively	1 2 3 4 5 6 7 8 9 10	
Communication		
- Listens carefully and without interrupting	1 2 3 4 5 6 7 8 9 10	
- Oral communication is effective and engaging	1 2 3 4 5 6 7 8 9 10	
- Written communication is clear and organized	1 2 3 4 5 6 7 8 9 10	
Initiative		
- Anticipates problems and offers potential solutions	1 2 3 4 5 6 7 8 9 10	
- Independently follows up and drives to completion	1 2 3 4 5 6 7 8 9 10	
- Leads, manages, and embraces change effectively	1 2 3 4 5 6 7 8 9 10	
Leadership & Followership		
- Eager self-starter; requires little-to-no supervision	1 2 3 4 5 6 7 8 9 10	
- Enthusiastic follower (when appropriate)	1 2 3 4 5 6 7 8 9 10	
- Skilled leader and organizer (when appropriate)	1 2 3 4 5 6 7 8 9 10	
Team Work & Customer Service		
- Skilled and comfortable working in a group setting	1 2 3 4 5 6 7 8 9 10	
- Welcomes feedback from others	1 2 3 4 5 6 7 8 9 10	
- Provides prompt and friendly customer service	1 2 3 4 5 6 7 8 9 10	
CERTIFICATION		
<i>Direct Manager (Signature)</i>		<i>Date</i>
<i>Chief Executive Officer (Signature)</i>		<i>Date</i>
<i>Employee (Signature)</i>		<i>Date</i>



Employee Acknowledgement Form

I acknowledge that I have received a copy of the American Classical Schools of Idaho Handbook and Employee Handbook and have carefully read its contents. I understand that all employees are expected to know and adhere to the policies and standards outlined herein.

Printed Full Name

Employee Signature

Date