

Meeting of the IDLA Board of Directors

September 8, 2026

Public Comment

GUIDELINES FOR ADDRESSING THE BOARD DURING OPEN FORUM

Open Forum is allowed during a regular scheduled Board meeting and will not be permitted during a special Board meeting or an Executive Session. The duration of time allowed per speaker will not exceed five minutes. Should a large number of speakers wish to speak on the same issue or topical area, the Chair of the Board may limit the time allocated to each speaker, ask representatives of the group to summarize their colleague's statements, or limit the number of speakers. The total time allotted for the Open Forum will not exceed fifteen minutes. Speakers may not air personnel matters, personal complaints, grievances, or partisan political issues.

The following priority will be given to speakers during the Open Forum:

- I. Presentations from individuals or groups on matters scheduled for Board action or discussion on the meeting agenda;
- II. Presentations from individuals or groups on matters not scheduled for Board action or consideration, and who have not made presentations at the Open Forum within the previous six (6) months; and
- III. Presentations from individuals or groups on matters not scheduled for Board action or consideration and who have made presentations at the Open Forum within the previous six (6) months.

Because of the diversity of issues, members of the Board do not respond to the speaker during the Open Forum. Instead, the speakers' concerns are recorded, and time is allotted in the future for the Board to follow up.

Consent Agenda

Action Items

Policy - First Reading

- 5240 - [Sexual Harassment/Intimidation in the Workplace](#)
 - Applies to employees in the workplace
 - Includes requirements for investigation and confidentiality in following up on complaints
- 3085 - [Sexual Harassment, Discrimination, and Retaliation](#)
 - Similar to 5240, but applicable to students, parents, and members of the community
 - Enforces Title IX rights and protections
 - Would be implemented in the case of a student-employee or student-student complaint
 - Refers to Policy 4120 (Grievance Procedure) which will be introduced for 1st reading in October
- 3085-P(1) - [Sexual Harassment, Discrimination, and Retaliation - Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions](#)
 - Process for investigating and resolving a Title IX complaint
 - K-12 is not required to provide live hearings
 - Brian Smith is established as the IDLA Title IX Coordinator
 - Both Brian and Jeff S are participating in Title IX Training this year

Policy - Second Reading

- 5205 - [Job Descriptions](#)
 - Requires a written job description for all positions
 - Requires an annual performance review for each employee
- 5210 - [Work Day](#)
 - Establishes the working hours expected of salaried and hourly employees
 - Establishes the expectation that employees are available and performing their job-related duties during the work day
- 5230 - [Accommodating Individuals with Disabilities](#)
 - Requires IDLA to provide a reasonable opportunity for all disabled employees to participate in IDLA-sponsored activities, programs, and services
- 5235 - [Health Examinations](#)
 - Authorizes the Superintendent to require an employee to complete a physical or mental examination if their physical or mental state is impairing their duties or poses a risk to students or other employees

Policy - Final Reading

- 5120 - [Equal Employment Opportunity and Non-Discrimination](#)
 - Compliance with equal employment opportunity law, including annual disclosure of this policy to all students and applicants
- 5125 - [Reporting New Employees](#)
 - Reflects IDLA's current process, which uses electronic reporting
 - Reporting of all new hires to the Department of Labor
- 5130 - [Administrative Leave](#)
 - Authority of the Superintendent to place an employee on administrative leave
- 5200 - [Applicability of Personnel Policies](#)
 - Application of all IDLA personnel policies to all employees

Superintendent Update

FY28 Budget Request

FY28 Budget Request

6.1 Maximize resources through fiscal responsibility.

6.3 Build trust with stakeholders through advocacy, transparency, and demonstrated impact.

H 940 - \$10 million reduction

S 1438 - \$3.5 million reduction

FY27 - 32,000 enrollments (Fund Balance supports additional enrollment up to 43,500)

FY28 budget request - 40,000 enrollments (\$3.56 million increase)

- Offset additional reduction from S 1438
- Include 1% CEC placeholder (standard each year)
- Support the request with Summer and Fall 2026 enrollment data

OnRamp Grant

OnRamp Grant

- 1.1 Adjust practices, programs, and courses to meet school and student needs.
- 1.2 Prioritize support for rural students while maintaining access for all students.
- 4.2 Offer career pathways and courses that lead to certificates and diplomas.

Apple is not approving any CEI grants for the 26-27 school year

- - \$173,000

Fall courses will be offered, but the program will be discontinued in the spring

Impact:

- - 0.5 FTE Tech Support
- 1 FTE will pivot to investigating apprenticeship opportunities for rural schools and identifying additional grant opportunities

Enrollment Update

26-27 Enrollment Update

Final Summer 2026 enrollment - 8608

Fall 2026 enrollment to date - 10,690 as of 8 am MT on 9/3/26

Admin Alt Auth

Admin Alt Auth

5.2 Support professional growth for all faculty and staff.

Kim Wray, Curriculum Manager

Katie Mosman, Course Development Specialist

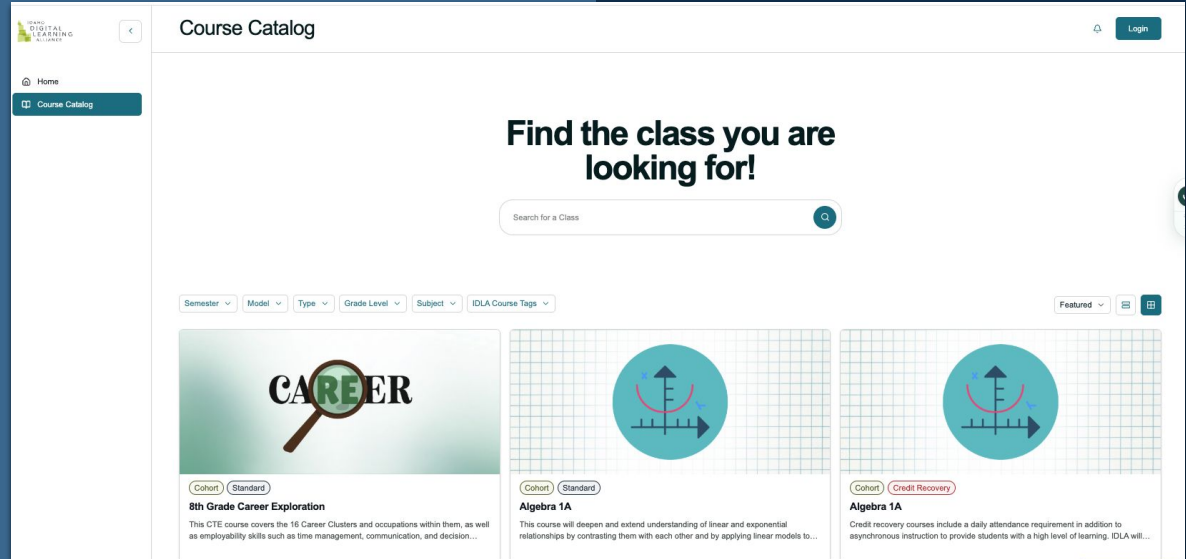
IDLA Portal Overview

IDLA Portal

4.1 Provide student-centered, personalized, and flexible learning opportunities.

PORTAL.IDLA.ORG

IDLA Portal Modernization



A view of what the portals do, what changed, and how the new shared platform supports IDLA.

Students • Schools • Staff • IDLA operations

The portal is the front door
— the platform underneath
is what makes it
sustainable.

First: what are the IDLA portals?

Think of the portal as IDLA's digital front door.

It brings together the places different audiences need to go — courses, registration, learning information, staff tools, and administration.

Students & families

Find classes, sign in, register, and see course activity.

Schools

Use registration tools while retaining local control.

IDLA staff

Access professional learning, resources, and administration.

Where we started



The original portal was rolled out in 2014, and last updated in 2018

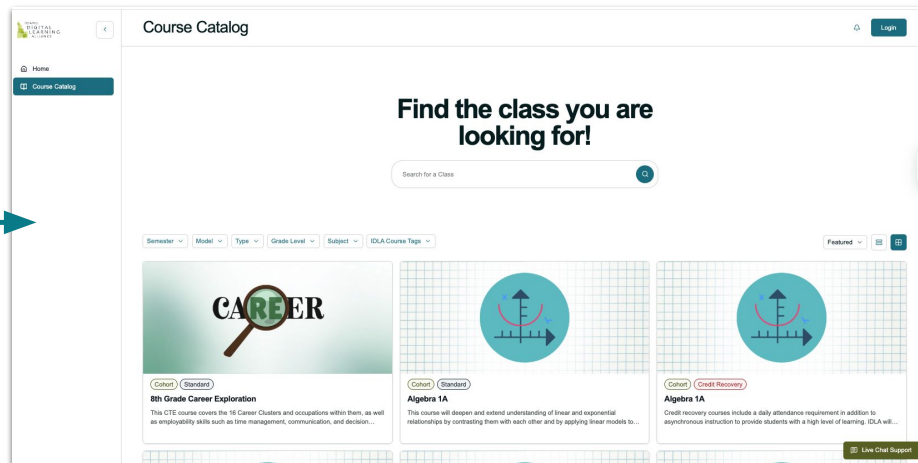
Then vs. now: the experience is being renovated

The goal is not to replace everything at once. It is to make the front door better while keeping the systems IDLA still needs.

THEN

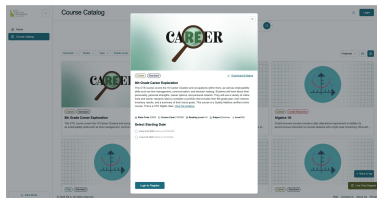


NOW



A more focused entry point for finding courses, data, and resources. To better support our learners, staff, and schools. Go to portal.idla.org to view the front page.

What the portal helps people do



Find a course

Course discovery starts with a simple catalog and search experience.

My Enrollments

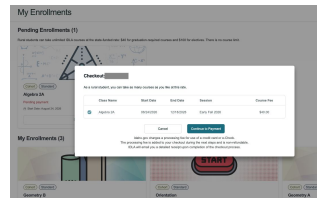
Pending Enrollments (1)

Active students can add unenrolled IDLA courses at the listed tuition rate. \$45 for graduation required courses and \$105 for electives. There is no course limit.



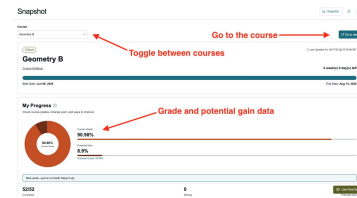
Register

Enrollment and registration can be more direct while schools retain control.



Pay

Payment processing connects to Access Idaho / Tyler Tech.



Track progress

Students can see activity and grade information.

A more direct path

The portal brings discovery, registration, payment, and learning information into a more connected journey.

Still connected to IDLA's existing systems

The new platform does not require an all-at-once replacement of the data and learning systems already in use.

The portal also brings learning information forward

The value is not only registration — it is helping students understand where they are in a course.

Snapshot

Course: **Geometry B** Go to the course

Geometry B

Courses Snapshot

Start Date: Jun 08, 2028 End Date: Aug 14, 2028

My Progress

Check course grades, missing work, and ways to improve

Current Grade: **90.98%**

Potential Gain: **8.9%**

52/52

0 Missing

Course activity and grade details

My Assignments

Stay on top of what's due, what's missing, and what's already completed See All

Keep up the great work submitting assignments!

Status: Released Date

SHA2: Academic Honesty Contract	10/10
Final Exam	53.2/69
Extra Credit	-/0
USA1: Modeling Problems Toolbox Quiz	13/13
UST1: Modeling in Two and Three Dimensions Test	35/35

Assignments and potential-gain information

[illegible]

The screenshot displays the Canvas LMS Course Catalog. On the left, a sidebar contains navigation links: Home, Announcements, All Courses, Course Catalog (highlighted), and Groups. The main area is titled 'Course Catalog' and features a search bar with the placeholder text 'Find the class you are looking for!'. Below the search bar, a search results section for 'Design for Instruction Course' is shown. The course card includes a graphic with a lightbulb, a gear, and a speaker icon. The text on the card reads: 'Design for Instruction Course', 'A new professional learning opportunity for all faculty members. Design for Instruction is a new 10-week, 10-session, 10-session course. 10/10/2020 - 10/10/2020'.

[illegible]

The same platform supports our school staff

Behind the school portal view is a set of tools for an open enrollment student experience.

Manage FastPass Details

General Pass Information

Pass Title: Pass Code: N8Q96
 Pass Start Date: 9/3/2026 Max Enrollment Uses: 99
 Pass End Date: 9/3/2026
 School: Canyon Ridge High School
 Show on school portal course catalog? ☒ ☐
 Allow school changes? ☒ ☐ Registration URL: https://register.test.idia.us/
 [Update This Pass] [Back to Dashboard]

Allowed and Selected Courses
 Clicking the Add and Remove buttons will immediately add/remove the courses to the FastPass.

Academic Program: All Programs Session: All Sessions Subject Area: All Subjects Course Level: All Levels [Refresh] [Clear]

Add All Remove All ☐ Only Show Selected Courses

Action	Course	Session	Start Date	End Date	Fee	Program	Reading Level	Details
Remove	8th Grade Career Exploration	Late Fall 2026	09/14/2026	01/15/2027	Standard Course Fee (2026) (\$409/100\$445)	Cohort	6-8	
Add	8th Grade Career Exploration - FK	Flex Sep 2026	09/14/2026	01/08/2027	Standard Course Fee (2026) (\$409/100\$445)	Flex	6-8	
Remove	Algebra 1A	Late Fall 2026	09/14/2026	01/15/2027	Standard Course Fee (2026) (\$409/100\$445)	Cohort	10-12	
Add	Algebra 1A	Out CR 9w 2026	10/19/2026	12/18/2026	Standard Course Fee (2026) (\$409/100\$445)	Credit Recovery	10-12	

School access point

A common entry point for staff tools and operational work.

Course Catalog

CAREER

Semester: Model: Type: [Download Syllabus]

8th Grade Career Exploration

This CTE course covers the 16 Career Clusters and occupations within them, as well as employability skills such as time management, communication, and decision making. Students will learn about their personality, personal strengths, career options, and personal network. They will use a variety of online tools and career research sites to complete a portfolio that includes their 8th grade plan, their interest inventory results, and a summary of their future goals. This course is a Quality Matters certified online course. This is a CTE Digital class. [View full syllabus.](#)

Test

State Code 2000 Course Code CCR085 Reading Level 6-8 Subject Electives Level M5

Select Starting Date

☒ Late Fall 2026 Starts on 9/14/2026
☐ Early Spring 2027 Starts on 1/11/2027 This course is currently full. You may register to join the waitlist.
☐ Late Spring 2027 Starts on 1/25/2027 This course is currently full. You may register to join the waitlist.
☐ Fall 2026, Spring 2027, Spring 2027

Select Registration Type

☒ Open Registration
☐ Fast Pass - N8Q96

Open Registration or FastPass

[Register Now]

Manage student learning opportunities

FastPass, a more open registration process

But First, Confirm Your Information

Some fields are hidden and can only be updated by your Site Coordinator.

Student's Name

Legal First Name Middle Name Last Name
 Preferred Name

General Information

Gender Birthday Expected HS Graduation Year
 Female 09/14/2011 2029 [Graduation Year Guide](#)

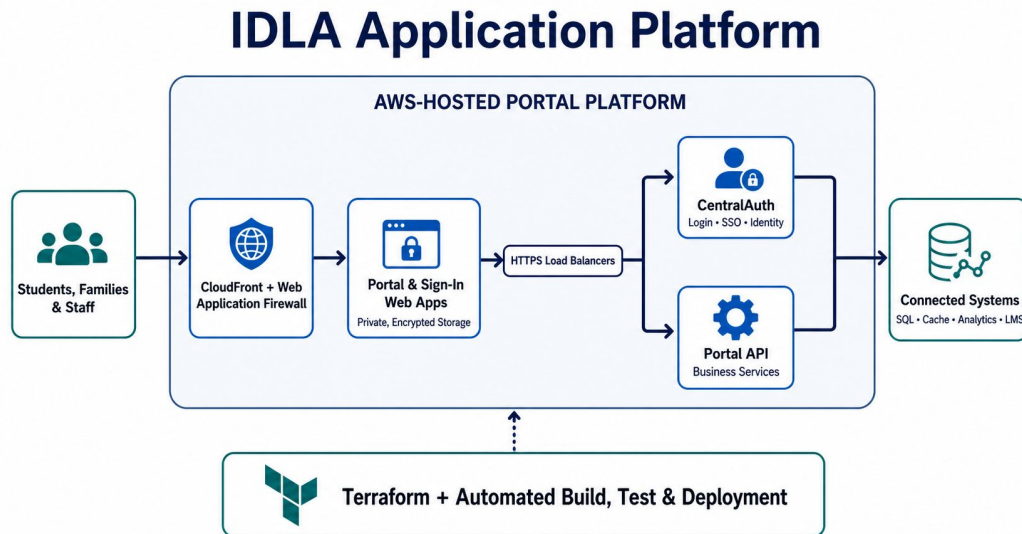
Ethnicity

Are you of Hispanic or Latino origin? ☐ Yes ☒ No
 Choose one or more races that apply to you: Select races

Manage resources

Maintain and organize content and resources used by the local school.

Underneath: one shared application platform



1. Shared identity

CentralAuth provides a common login and identity layer across portal experiences.

2. Shared organizational services

The Portal API handles common functions such as catalog, enrollment, resources, administration, payments, and notifications.

3. Connected systems

Existing data, learning, analytics, caching, and other integrations remain part of the picture.

Why the architecture matters to IDLA

Less duplication

A common platform lets fixes and improvements benefit multiple portal experiences.

Easier to maintain

Clear boundaries make changes easier to isolate, test, and validate.

More resilient

Cloud delivery, scaling, health checks, and rollback support reduce manual intervention.

Stronger security foundation

Consistent identity, role-based access, encryption, HTTPS, and web protections are built into the platform.

The improved architecture reduces the cost and risk of making the next change in modernizing our systems.

Phased Rollout, not “big bang”

We have rolled out the technology to 2 out of 3 user groups. The architecture supports that same incremental approach.

Rollout Timeline: Key Milestone Phases

PHASE	AUDIENCE / TARGET GROUPS	LAUNCH DATE
Phase 1: Soft Rollout	IDLA Curriculum Domain Curriculum, Technology, and Specific Staff	PULSE Training - July 21 Portal Deployment - July 28
Phase 2: Larger Rollout	IDLA PD Domain Teachers, Principals, and Staff	Teacher JIT Training - Aug 11 Portal Deployment - Aug 18
Phase 3: Full Rollout	IDLA Sections Students, Parents, Site Coordinators, etc	Teacher JIT Revisit & Support - Sept 8 Portal Deployment - Oct 5

What you should take away

A balanced view: user experience on the outside, disciplined architecture underneath.

01 Better front door

The portal makes it easier for each audience to find and complete the right task.

02 Shared foundation

Identity and business services are reusable across portal experiences.

03 Lower-risk modernization

IDLA can improve the platform incrementally while keeping necessary integrations.

04 Built to evolve

The architecture makes security, testing, scaling, and maintenance more consistent.

The goal is not “more technology.” It is a more understandable and maintainable way to deliver IDLA services.

The people and partners behind the solution

The platform is the product of IDLA's internal team and its technology partners.



Jerry



Abe



Austin



Ashlee

Special thanks to In Time Technology and the many others contributing to the modernization effort.

Questions? Comments. Thank you.

Upcoming Board Meetings

- October 13, 2026, Virtual 10:00 AM MST
- November 3, 2026, Face to Face, Boise, Noon MST
- January 12, 2027, Virtual 10:00 AM MST
- February 2, 2027, Face to Face, Boise, Noon MST
- April 13, 2027, Virtual 10:00 AM MST
- May 11, 2027, Virtual 10:00 AM MST
- June 8, 2027, Face to Face, Boise, Noon MST

Thank you!

Idaho Digital Learning Alliance

Virtual Meeting of the Board of Directors
9199 W. Black Eagle Drive, Boise ID 83709

Zoom: <https://idla.zoom.us/j/2083420207>

Meeting ID: 208 342 0207

September 8, 2026

Tuesday, September 8, 2026

10:00 AM

Board Members Present

-

Board Members Absent

-

Staff Members Present

-

Others Present

-

Call to Order, Introductions, and Welcome @ 10:00 AM

I. Agenda

II. Public Comment

Open Forum is held only during regularly scheduled Board meetings—not during special meetings or Executive Sessions—and is limited to a total of fifteen minutes, with individual speakers allowed up to five minutes each. The Board Chair may adjust speaking time, limit the number of speakers, or request group representatives to summarize shared viewpoints. Priority is given to individuals addressing agenda items or those who have not recently spoken at Open Forum. Public testimony must not include comments about employees, personnel matters, disciplinary issues, personal grievances, or partisan political topics. Board members do not respond during the forum, but concerns raised will be recorded and may be addressed at a future time.

III. Consent Agenda

1. Approval of the Minutes
2. Expenditures
3. Personnel

IV. Action Items

1. Policies, 1st Reading
 - a. #5240 - Sexual Harassment/Intimidation in the Workplace
 - b. #3085 - Sexual Harassment, Discrimination, and Retaliation
 - c. #3085-P(1) - Sexual Harassment, Discrimination, and Retaliation - Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions
2. Policies, 2nd Reading
 - a. #5205 - Job Descriptions
 - b. #5210 - Work Day
 - c. #5230 - Accommodating Individuals with Disabilities
 - d. #5235 - Health Examinations
3. Policies, Final Reading
 - a. #5120 - Equal Employment Opportunity and Non-Discrimination
 - b. #5125 - Reporting New Employees
 - c. #5130 - Administrative Leave
 - d. #5200 - Applicability of Personnel Policies

V. Updates

1. Superintendent Update - Mr. Jeff Simmons
 - a. FY 28 Budget Request
 - b. On Ramp Grant
 - c. Enrollment Update
 - d. Admin Alt Auth
 - i. Kim Wray
 - ii. Katie Mosman
 - e. IDLA Portal - Ms. Julie Patterson

2026 - 2027 Board Meeting Dates

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Idaho Digital Learning Alliance

Meeting of the Board of Directors
9199 W. Black Eagle Drive, Boise ID 83709

Zoom: <https://idla.zoom.us/j/2083420207>

Meeting ID: 208 342 0207

August 3, 2026

Monday, August 3, 2026

7:15 PM

Board Members Present

- Mr. John Stiffler, Mr. Norm Stewart, Mr. Thane Price, Mr. Matt Valadao , Mrs. Karla LaOrange, Mrs. Megan Sindt , Mrs. Alica Holthaus,

Board Members Absent

- Mr. Brian Lee

Staff Members Present

- Dr. Jeff Simmons, Mr. Jeff Farden, Ms. Jolene Montoya, Ms. Kim Caldronney, Ms. Julie Patterson, Mrs. Cynthia Lee

Others Present

-

Call to Order, Introductions, and Welcome @ 7:15 PM

I. Agenda

The meeting began at 7:15 p.m. A motion was made to approve the agenda by Mr. John Stiffler and seconded by Mrs. Karla LaOrange. The motion is unanimous.

II. Public Comment

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III. Consent Agenda

1. Approval of the Minutes
2. Expenditures
3. Personnel

A motion to approve the consent agenda was made by Mr. John Stiffler and seconded by Mr. Matt Valadao. The motion is unanimous.

IV. Action Items

1. New Board Member Appointment, Citizen at Large Position - Mr. Thane Price
A motion to approve the appointment of the vacant Citizen at Large position by Mr. Thane Price was made by Mrs. Karla LaOrange and seconded by Mr. John Stiffler. The motion is unanimous.
2. Oath of Office, Mr. Thane Price
Mr. Thane Price recited the Oath of Office out loud, led by the Chair, Mr. Norm Stewart.
3. Policies, 1st Reading
 - a. #5205 - Job Descriptions
 - b. #5210 - Work Day
 - c. #5230 - Accommodating Individuals with Disabilities
 - d. #5235 - Health ExaminationsA motion to approve the first reading of policies #5205, #5210, #5230, and #5235 was made by Mr. Thane Price and seconded by Mr. John Stiffler. The motion is unanimous.
4. Policies, 2nd Reading
 - a. #5120 - Equal Employment Opportunity and Non-Discrimination
 - b. #5125 - Reporting New Employees
 - c. #5130 - Administrative Leave
 - d. #5200 - Applicability of Personnel PoliciesA motion to approve the second reading of policies #5120, #5125, #5130, and #5200 was made by Mr. John Stiffler and seconded by Mr. Matt Valadao. The motion is unanimous.
5. Policies, Final Reading
 - a. #2320 - Health, Sex Education, and Human Sexuality
 - b. #5000 - Personnel Policies Guiding Principles
 - c. #5100 - Hiring Process and Criteria
 - d. #5100-P(1) - Hiring Process and Criteria -Procedures of Obtaining Personnel Records for Applicants
 - e. #5100-P(2) - Hiring Process and Criteria - Veteran's Preference
 - f. #5110 - Criminal History/Background ChecksA motion to approve and adopt as board policy #'s 2320, 5000, 5100, 5100-P(1), 5100-P(2), and 5110 was made by Mrs. Karla LaOrange and seconded by Mr. Matt Valadao. The motion is unanimous.
6. Handbook Revision - Removal of Flex Rollover Language
A motion to strike the language from flex rollover for reenrollment was made by Mr. Matt Valadao and seconded by Mr. John Stiffler. The motion is unanimous.

V. Updates

1. Board Member Updates- All
The board members updated the group on various topics from within their regions, districts, and industries.
2. Superintendent Update - Mr. Jeff Simmons
 - a. Overview of LSO Report

- Dr. Simmons went over the LSO report provided in the board packet
- b. Staff Survey Results
Dr. Simmons highlighted the areas within the survey that summarized the overall findings and takeaways.
- c. Admin Alt Auth
i. Callie Makiya
ii. Mallory McGraw
Mr. Jeff Farden advised the board of the two staff members seeking the alternative authorization path.
- d. Semiconductor Course Funding
Dr. Simmons updated the board on the funding that will be provided for these courses.

A motion to adjourn the meeting at 8:07 p.m. was made by Mrs. Karla LaOrange and seconded by Mr. John Stiffler. The motion was unanimous.

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**627 EXPENDITURES FOR BOARD APPROVAL**[DLA Proposed Budget 6/16/2026](#)[On Demand Report 7/2026](#)[JIT 07/2026](#)

		Opening Bal 7/01/2026	7/01/2026 thru 7/31/2026	FY2627	FY2627 Approved Budget (June 2026)	FY2627 Remaining
SUPERVISION & INSTRUCTION						
100.500.313.100.000	INSTRUCTION - FACULTY TRAINING	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00
100.500.381.000.000	INSTRUCTION - TRAINING / TRAVEL	\$0.00	\$500.00	\$500.00	\$16,000.00	\$15,500.00
100.500.440.000.000	INSTRUCTION - TEXTBOOKS	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
100.500.410.000.000	INSTRUCTION - SUPPLIES	\$0.00	\$81.46	\$81.46	\$1,600.00	\$1,518.54
100.640.312.000.000	SUPERVISION - CONTRACTED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100.640.381.000.000	SUPERVISION - TRAINING / TRAVEL	\$0.00	\$200.00	\$200.00	\$4,000.00	\$3,800.00
100.640.410.000.000	SUPERVISION - SUPPLIES	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00
TOTAL:		\$0.00	\$781.46	\$781.46	\$53,000.00	\$52,218.54
CURRICULUM PROGRAMS						
100.510.312.000.000	CURRICULUM - CONTENT DEV SERVICES	\$0.00	\$8,740.00	\$0.00	\$108,000.00	\$108,000.00
100.510.381.000.000	CURRICULUM - TRAINING / TRAVEL	\$0.00	\$3,933.38	\$3,933.38	\$25,000.00	\$21,066.62
100.510.410.000.000	CURRICULUM - SUPPLIES	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00
100.510.440.000.000	CURRICULUM - EDUCATIONAL CONTENT LIC	\$0.00	\$4,758.00	\$4,758.00	\$160,000.00	\$155,242.00
TOTAL:		\$0.00	\$17,431.38	\$8,691.38	\$296,000.00	\$287,308.62
ELEMENTARY PROGRAMS						
100.512.381.000.000	ELEMENTARY - TRAINING / TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100.512.410.000.000	ELEMENTARY - SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100.512.440.000.000	ELEMENTARY - CONTENT LIC & SUPPORT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100.512.555.000.000	ELEMENTARY - TECHNOLOGY HARDWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DISTRICT PROGRAMS						
100.600.312.000.000	DISTRICT PROGRAMS - COORDINATION / IMPLEMENTATION	\$0.00	\$0.00	\$0.00	\$18,000.00	\$18,000.00
100.600.381.000.000	DISTRICT PROGRAMS - TRAINING / TRAVEL	\$0.00	\$2,791.40	\$2,791.40	\$45,000.00	\$42,208.60
100.600.410.000.000	DISTRICT PROGRAMS - SUPPLIES	\$0.00	\$196.58	\$196.58	\$3,000.00	\$2,803.42
TOTAL:		\$0.00	\$2,987.98	\$2,987.98	\$66,000.00	\$63,012.02
INFORMATION AND TECHNOLOGY						
100.623.312.100.000	TECHNOLOGY - CONTRACTED SRVCS PROGRAMMING	\$0.00	\$7,632.80	\$7,632.80	\$230,000.00	\$222,367.20
100.623.312.200.000	TECHNOLOGY - CONTRACTED SRVCS - GENERAL	\$0.00	\$17,293.84	\$17,293.84	\$290,000.00	\$272,706.16
100.623.350.000.000	TECHNOLOGY - ORGANIZATIONAL COMMUNICATION	\$0.00	\$427.00	\$427.00	\$100,000.00	\$99,573.00
100.623.381.000.000	TECHNOLOGY - TRAINING / TRAVEL	\$0.00	\$500.00	\$500.00	\$18,000.00	\$17,500.00
100.623.410.000.000	TECHNOLOGY - SUPPLIES	\$0.00	\$204.95	\$204.95	\$5,000.00	\$4,795.05
100.623.460.100.000	TECHNOLOGY - SOFTWARE	\$0.00	\$80,485.17	\$80,485.17	\$250,000.00	\$169,514.83
100.623.460.200.000	TECHNOLOGY - LMS & SUPPORT	\$0.00	\$2,250.00	\$2,250.00	\$210,000.00	\$207,750.00
100.623.555.000.000	TECHNOLOGY - HARDWARE	\$0.00	\$3,608.73	\$3,608.73	\$150,000.00	\$146,391.27
100.623.556.000.000	TECHNOLOGY - SECURITY	\$0.00	\$13,962.00	\$13,962.00	\$50,000.00	\$36,038.00
100.623.557.000.000	TECHNOLOGY - INFRASTRUCTURE	\$0.00	\$2,117.40	\$2,117.40	\$400,000.00	\$397,882.60
TOTAL:		\$0.00	\$128,481.89	\$128,481.89	\$1,703,000.00	\$1,574,518.11
BUSINESS OPERATIONS						
100.651.312.000.000	OPERATIONS - CONTRACTED PROFESSIONAL SRVCS	\$0.00	\$6,580.00	\$6,580.00	\$50,000.00	\$43,420.00
100.651.315.000.000	OPERATIONS - STAFF EDUCATIONAL PROGRAM	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00
100.651.321.000.000	OPERATIONS - FACILITY / OCCUPANCY	\$0.00	\$127,632.93	\$127,632.93	\$130,000.00	\$2,367.07
100.651.335.000.000	OPERATIONS - LIABILITY INSURANCE	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
100.651.350.000.000	OPERATIONS - DISTRICT SRVCS / COMMUNICATION	\$0.00	\$155.00	\$155.00	\$40,000.00	\$39,845.00
100.651.355.000.000	OPERATIONS - STAFFING EXPENDITURES	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00
100.651.381.000.000	OPERATIONS - TRAINING / TRAVEL	\$0.00	\$1,813.86	\$1,813.86	\$20,000.00	\$18,186.14
100.651.382.000.000	OPERATIONS - BOARD EXPENSES	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
100.651.410.000.000	OPERATIONS - SUPPLIES	\$0.00	-\$122.43	-\$122.43	\$30,000.00	\$30,122.43
TOTAL:		\$0.00	\$136,059.36	\$136,059.36	\$350,000.00	\$213,940.64



Idaho Digital Learning Alliance
P. O. Box 10017
Boise, ID 83707
208.342.0207
www.IDLA.org

Board of Directors
September 8, 2026

Resignations/Terminations/Non-Contract Renewals:

Name	Full-Time /Part-Time	Position	Years of Service	Last Day
Taylor Goodman	PT	PT Tech Support	2	August 19, 2026
Austin Smith	FT	Programmer	10	September 11, 2026
Amy Marlowe	FT	Elementary Principal	2.25	July 31, 2026



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Policy 5240: Sexual Harassment/Intimidation in the Workplace

Status: PROPOSED

Original Adopted Date: _____

Last Reviewed Date: _____

As defined by the Equal Employment Opportunity Commission (“EEOC”), sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including unwanted touching, verbal comments, sexual name-calling, gestures, jokes, profanity, and spreading of sexual rumors.

IDLA shall do everything in its power to provide employees with an employment environment free of unwelcome conduct or communications that constitute sexual harassment, as defined above and otherwise prohibited by state and federal law. In addition, principals and supervisors are expected to take appropriate steps to make all employees aware of the contents of this policy. A copy of this policy will be given to all employees.

IDLA employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms “intimidating”, “hostile”, or “offensive” include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all of the circumstances.

Aggrieved persons who feel comfortable doing so should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees who believe they may have been sexually harassed or intimidated should address the matter as described in Policy 3085 and Procedure 3085P. An individual with a complaint alleging a violation of this policy, which does not fall within the scope of Policy 3085 and Procedure 3085P, shall follow the Uniform Grievance Procedure.

Investigation

If an allegation of sexual harassment is found not to fall within the scope of Policy 3085 and Procedure 3085, but still claims conduct which violates this policy, the designated school officials will take immediate steps to:

1. Protect the grievant from further harassment;
2. Discuss the matter and obtain a statement from the accused and their representative, if any;
3. Obtain signed statements of witnesses; and
4. Prepare a report of the investigation.

Confidentiality

Due to the sensitive nature of such allegations and the interest in protecting the due process rights of both the accused and the complaining parties, all investigations and hearings surrounding such matters will be designed, to the maximum extent possible, to protect the privacy of the accused and the complainant. Only individuals responsible for investigating and enforcing this policy will have access to confidential communications, unless otherwise required by Policy 3085, Procedure 3085P, or by state or federal law. In addition, all individuals involved in an allegation that falls within the scope of this policy, and not within the scope of 3085 or 3085P are prohibited from discussing the matter with coworkers and/or other individuals not directly involved in resolving the matter.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Legal References

20 USC §§ 1681 - 1682

29 CFR § 1604.11

42 USC §§ 2000(e), et seq.

IC § 67-5909

Description

Title IX of the Education Amendments of 1972

Sexual Harassment

Title VII of Civil Rights Act of 1964 (Equal Opportunity Employment)

Commission on Human Rights - Acts Prohibited

Cross References

Code	Description
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
4120	Uniform Grievance Procedure
5275	Adult Sexual Misconduct
5500	Personnel Records
5500-P(1)	Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts



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Boise, ID 83707
208.342.0207
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Policy 3085: Sexual Harassment, Discrimination, and Retaliation

Status: PROPOSED

Original Adopted Date: _____

Last Reviewed Date: _____

Policy Purpose

The purpose of this policy is to promote working and learning environments that are free from sex and gender-based harassment, discrimination, and retaliation, and to affirm IDLA's commitment to non-discrimination, equity, and an equal opportunity working environment.

Scope of Policy

This policy applies to all members of IDLA's community, including students, employees, and other members of the public, including guests, visitors, volunteers, and invitees.

Policy Statement

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

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

Title IX Coordinator

The Director of Operations serves as IDLA's Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating the IDLA's efforts related to the intake, investigation, resolution, and implementation of supportive

measures to stop, remediate, and prevent sex and gender-based harassment, discrimination, and retaliation prohibited under this policy. The Title IX Coordinator acts with independence and authority and is free from bias and conflicts of interest.

To raise any concern involving bias, conflict of interest, misconduct or discrimination committed by the Title IX Coordinator, contact the Superintendent at Jeff.Simmons@IDLA.org or (208) 994-4988.

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

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

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

Mandatory Reporters

IDLA has classified all employees as mandatory reporters of any knowledge they have that a member of the IDLA community experienced sex or gender-based harassment, discrimination, and/or retaliation. Accordingly, all IDLA employees must promptly report actual or suspected sex and gender-based harassment, discrimination, and/or retaliation to the Title IX Coordinator. IDLA employees must share with the Title IX Coordinator all known details of a report made to them in the course of their employment, as well as all details of behaviors under this policy that they observe or have knowledge of. Failure of an IDLA employee to report an incident of sex or gender-based harassment, discrimination, or retaliation to the Title IX Coordinator of which they become aware is a violation of this policy and may result in disciplinary action for failure to comply.

In addition, IDLA employees must also report allegations of suspected child abuse and/or neglect to either law enforcement or the Idaho Department of Health and Welfare as described in Policy 5260.

Contact Information

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

Brian Smith
Director of Operations
PO Box 10017, Boise, ID 83707
(208) 994-5001
Brian.Smith@IDLA.org
IDLA.org

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

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

Notice/Formal Complaints of Sex and Gender-Based Harassment, Discrimination, and/or Retaliation

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

1. File a complaint with, or give verbal notice to, the Title IX Coordinator (or deputy/deputies, if applicable). Such a report may be made at any time, including during non-business hours, by using the telephone number, email address, or by mail to the office address listed for the Title IX Coordinator (or any other official as listed above).
2. Report by phone at (208) 994-5001
3. Report by email at Brian.Smith@IDLA.org
4. Report by mail at PO Box 10017, Boise, ID 83707

When notice is received regarding conduct that may constitute Title IX sexual harassment, IDLA

shall provide information about supportive measures and how to file a formal complaint, as described in 3085P.

A formal complaint means a document filed/signed by the reporting party, or signed by the Title IX Coordinator, alleging an individual violated this policy and requesting that IDLA investigate the allegation(s). As used in this paragraph, the phrase “document filed/signed by the reporting party means a document or electronic submission (such as email) that contains the reporting party’s physical or digital signature, or otherwise indicates that the alleged victim is the person filing the complaint. For example, an alleged victim may send an email to the Title IX Coordinator, identify themselves as the alleged victim and the sender, to file a formal complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the alleged victim to ensure all information necessary to proceed is obtained.

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

Grievance Processes

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

1. For formal complaints regarding conduct that may constitute Title IX sexual harassment involving students or employees, the District will implement procedures detailed in Procedure 3085P.
2. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where students are the accused party, and that do not constitute Title IX sexual harassment, IDLA will implement procedures described in Policy 4120 or in the IDLA Handbook.
3. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where employees are the accused party, and that do not constitute Title IX sexual harassment, the District will implement procedures described in Policy 4120 or in the IDLA Handbook.

Legal References

20 USC §§ 1681 - 1682

34 CFR Part 106

Description

Title IX of the Education Amendments of 1972

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

Cross References

Code	Description
3270	District-Provided Access to Electronic Information, Services, and Networks
3270-P(1)	District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks
3270-F(1)	District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT
3285	Relationship Abuse and Sexual Assault Prevention and Response
3290	Sexual Harassment/Intimidation of Students
3290-F(1)	Sexual Harassment/Intimidation of Students - Reporting Form for Students
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-P(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-F(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM
3297	Names, Pronouns, and Titles
3330	Student Discipline
4110	Public Complaints
4120	Uniform Grievance Procedure
4120-F(1)	Uniform Grievance Procedure
4600	Volunteer Assistance
4600-P(1)	Volunteer Assistance - Volunteer Assistance Procedures
4600-F(1)	Volunteer Assistance - VOLUNTEER APPLICATION
4600-F(2)	Volunteer Assistance - Request for Public Records
4600-F(3)	Volunteer Assistance - Authorization to Release Information
5240	Sexual Harassment/Intimidation in the Workplace

5240-F(1)	Sexual Harassment/Intimidation in the Workplace - Sexual Harassment/Intimidation in the Workplace Policy Acknowledgment
5250	Certificated Staff Grievances
5275	Adult Sexual Misconduct
5500	Personnel Records
5500-P(1)	Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts
5800	Classified Employment, Assignment, and Grievance
5800-P(1)	Classified Employment, Assignment, and Grievance - Classified Employee Grievance Procedure

Policy 3085-P(1): Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
Original Adopted Date: _____
Last Reviewed Date: _____

Status: PROPOSED

Scope of Procedure

The following procedures apply to complaints made pursuant to Policy 3085.

Grievance Procedure

1. Receipt of a Complaint, Report, or Information Alleging Sexual Harassment

All complaints, reports, or information received by any IDLA employee that sexual harassment is occurring or has occurred shall be immediately forwarded to the Title IX Coordinator or other designated employee for review and action as appropriate.

The Title IX Coordinator shall promptly contact the complainant or reporting party and discuss with them the availability of supportive measures, and will consider the complainant's wishes with respect to the provision of supportive measures. The Coordinator shall explain the availability of these measures to the complainant with or without the filing of a formal complaint as defined in Policy 3085. During this initial meeting, the Coordinator or designee shall explain to the complainant the process for filing a written formal complaint and provide assistance to ensure the written formal complaint is properly prepared and submitted.

Emergency Removal (of students): Nothing in this procedure prevents IDLA from removing a respondent from an education program or activity on an emergency basis, provided that an individualized safety and risk analysis is performed by the Coordinator and Superintendent who determine that an immediate threat to the physical health or safety of any student or other individual arises from the allegations of sexual harassment that justify removal. The Coordinator and Superintendent shall provide the respondent

with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any due process rights and requirements under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Administrative Leave (of employees). Nothing in this procedure precludes IDLA from placing a non-student employee respondent on administrative leave during the pendency of a grievance investigation under this procedure and in accordance with applicable state and federal law

2. Providing Supportive Measures

The following supportive measures may be implemented to restore or preserve the complainant's access to IDLA's educational programs without unreasonably burdening the other party (also referred to herein as respondent) regardless of the pending or formal status of a complaint:

Supportive measures may include actions taken to protect the safety of all parties or IDLA's educational environment, or actions that deter future sexual harassment. Additional supportive measures may include, but are not limited to: counseling, the availability of a safe place or person in the event complainant feels threatened or uncomfortable, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restriction of contact between the parties, changes in work locations, leaves of absence, increased security and/or monitoring of locations where prohibited conduct has occurred or may occur in the future, as well as additional measures to protect the complainant, provided the supportive measures initiated are not punitive to the respondent.

3. Filing a Written Formal Complaint

Upon receipt of a written formal complaint, the Coordinator or designee must provide written notice to all known complainants and respondents of the allegations and the resulting investigation within five days

A. General Notice Requirements: The notice will include IDLA's Title IX grievance process and information about the informal resolution process.

B. Specific Notice Requirements: The written notice shall include the following information:

- i. Information describing the alleged conduct potentially constituting sexual harassment, including sufficient details known at the time the notice is prepared to allow the parties to prepare a response before the investigator's initial interview. This notice shall be delivered to the parties in sufficient time to allow them to prepare for the initial interview.
- ii. Sufficient details include, but are not limited to, the identities of the parties involved, the conduct allegedly constituting sexual harassment, the date(s), and location(s) of the incident(s).
- iii. A statement that the respondent is presumed not to be responsible for the alleged conduct, and that a determination of responsibility will not be made until the conclusion of the grievance process.
- iv. A statement informing the parties that they are entitled to have an advisor or representative of their choosing who may be, though is not required to be, an attorney, and that the advisor is authorized to review all evidence submitted in the matter.
- v. The notice must inform the parties that IDLA policy and procedure prohibit knowingly making false statements or knowingly submitting false information to the investigator or at any other time during the grievance process.
- vi. The notice must warn the parties that retaliation is prohibited. Accordingly, the parties must be informed that no IDLA employee or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this procedure, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in

any manner in an investigation, proceeding, or hearing under this procedure. Retaliation includes circumstances in which intimidation, threats, coercion, or discrimination are used to interfere with any right or privilege secured by Title IX or this procedure. This includes threatening charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment. IDLA shall keep confidential the identity of:

- a. Any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment;
- b. Any complainant;
- c. Any individual who has been reported to be the perpetrator of sex discrimination;
- d. Any respondent; and
- e. Any witness

Unless as otherwise authorized by law, including but not necessarily limited to :

- a. FERPA (20 U.S.C. § 1232g) or a FERPA regulation (34 CFR Part 99); or
- b. carry out the purposes of this procedure, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Complaints alleging retaliation may be filed as an additional charge or counter-charge under these procedures.

- C. Additional Charges: If, during the course of the investigation, it is determined based on the information gathered that additional allegations or charges are warranted, an amended notice shall be prepared and submitted to the parties, including the new allegations and charges as appropriate.
- D. Consolidation: The Coordinator may consolidate two or more formal complaints into a single action, provided that the allegations of sexual harassment and retaliation arise out of a common set of facts or circumstances, and if in the course

of an investigation, it is determined that:

- i. There is more than one respondent and/or more than one complainant; or
- ii. There are cross-complaints, or additional complaints raised by the original complainant against the original respondent (such as retaliation), or by the respondent against any other party.

4. Conduct of the Investigation, Informal Resolution

During their investigation, IDLA's Coordinator and designees shall comply with the following requirements.

Investigation

- A. Burden of Investigation: The burden of gathering evidence sufficient to make a determination of responsibility is the responsibility of IDLA's investigator(s) and not the parties. However, the investigator is not authorized to access a party's records that are made or maintained by a health care provider such as a physician, psychiatrist, psychologist, or other recognized health care provider, if the record was made in the course of providing treatment to the party, unless and until written consent from an authorized person is provided to obtain such privileged records for purposes of investigating and resolving the allegations of the formal complaint. The investigator further does not have the authority to compel the production of records created and/or maintained by third parties and/or records which may only be compelled by court order.
- B. Evidence Offered by Parties: The parties shall be provided an equal opportunity to identify witnesses, including fact and expert witnesses, as well as other inculpatory and exculpatory evidence.
- C. No Restrictions: The parties' ability to discuss the allegations under investigation or to gather and present evidence shall not be restricted to the extent consistent with federal Title IX regulations, applicable IDLA policies, and not otherwise prohibited by state or federal law

- D. Equal Representation Rights: All parties shall have the same opportunity to have others present, or to be represented by the advisor of their choice, throughout the grievance process, including attendance at related meetings or proceedings. If IDLA limits access to representation in any way at any time during the proceedings, such limitation shall be equally applied to all parties in the same manner. Access to representation may be limited only where a party is already represented as authorized by this procedure, and the additional representation will unduly increase the cost to the parties, and/or will not otherwise serve to significantly promote a legitimate purpose under this procedure.
- E. Notice of Interviews: Adequate notice of the purpose, date, time, place, and the identities of all participants involved shall be provided to any party whose participation at an, interview, or meeting is invited or expected, and allowing sufficient time for the party to prepare and fairly participate.
- F. Evidentiary Considerations: As determined by the appointed investigator and/or Decision-Maker, the investigation shall not consider:
- i. Incidents not directly related to the possible violation, unless they evidence a pattern;
 - ii. The character of the parties; or
 - iii. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- G. Right to Inspect Evidence: All parties shall be provided equal access to inspect and review any or all evidence gathered during the investigation related to the allegations of the formal complaint, whether or not relied upon or referred to in the investigator's report. This will ensure that the parties can respond to the evidence before the conclusion of the investigation. Prior to completion of the

investigation report, the investigator shall provide the parties and their respective advisors, when advisors are identified, a secured electronic or hard copy of the evidence subject to inspection. The parties must have at least ten business days to submit a written response which the investigator shall consider prior to completion of the investigative report.

- H. Investigative Report: At least ten business days before a determination regarding responsibility, the investigator shall send to all parties and their advisors, if any, by electronic format or hard copy, a copy of the investigative report for the parties' review and written response. The parties' responses shall be made part of the record.

Informal Resolution: The informal resolution process may include mediation or other meetings of the parties that do not involve a full investigation and adjudication of the complaint. IDLA may **not** require the parties to participate in an informal resolution process. Informal resolution is available **only** if a written formal complaint has been submitted to the Coordinator. If these conditions are satisfied, the parties may at any time during an investigation, but before the Decision-Maker's final determination of responsibility, request that the Coordinator initiate the informal resolution process. In so doing, the Coordinator is required to comply with the following:

- A. Provide the parties with written notice informing them of the allegations at issue and the requirements of the resolution process. These requirements include that a written agreement signed by the parties that resolves the allegations at issue will preclude the parties from resuming the formal complaint process arising from those same allegations. The parties will also be informed that at any time before reaching a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and will be notified that IDLA will maintain the records submitted or discussed during the informal process as part of the record, and may be used by the Decision-Maker to determine responsibility.
- B. Require the parties to submit voluntary, written consent to participate in the informal resolution process.

- C. Ensure that the informal resolution process is not made available to resolve allegations that an employee sexually harassed a student.
- D. An informal resolution, signed and agreed to by the parties thereto, is not appealable.

Dismissal of a Formal Complaint: A written formal complaint may be dismissed by the Coordinator under any of the following circumstances, and before a finding of responsibility:

- A. After investigating the allegations of the written formal complaint, dismissal is required if:
 - i. The Coordinator or designee determines that the conduct alleged in the complaint, even if proven, would not constitute sexual harassment as defined herein; or
 - ii. The alleged conduct did not occur to a person or under circumstances to which Title IX regulations apply

Dismissal of the Title IX formal complaint, however, does not preclude action under another provision of IDLA's Code of Conduct or other Board Policy.

- B. If the Complainant notifies the Coordinator in writing that they would like to withdraw the formal complaint or any allegations contained therein.
- C. If specific circumstances exist that prevent the investigator from gathering evidence sufficient to reach a determination regarding the merits of the formal complaint or allegations therein.

Upon dismissing a formal complaint, the Coordinator shall simultaneously inform the parties in writing of the dismissal and identify the reason(s) for the dismissal. This decision may be appealed in accordance with the Appeals portion of this procedure, below.

5. Decision-Maker's Participation

If the matter is not dismissed for one of the reasons set forth above and is not resolved by the parties through the informal resolution process, then (following completion of the investigation, including issuance of the investigator's final investigation report) the matter shall be submitted to the Decision-Maker for review and issuance of a determination of responsibility. The Decision-Maker cannot determine responsibility until ten business days after the final investigation report is transmitted to the parties and

the Decision-Maker, unless all parties and the Decision-Maker agree to an expedited timeline.

The Coordinator shall designate a single Decision-Maker and inform the parties and their advisors.

The Decision-Maker may not have had any previous involvement with the investigation. Those who have served as investigators in the investigation cannot serve as Decision-Makers. Those serving as advisors to any party cannot serve as Decision-Makers in that matter. The Coordinator is also prohibited from serving as a Decision-Maker in the matter.

All objections to any Decision-Maker must be raised in writing. Any written objection must detail the rationale for the objection and must be submitted to the Coordinator no later than two business days after being notified of the Decision-Maker's identity. Decision-Makers shall not be removed unless the Coordinator concludes that the Decision-Maker's bias or conflict of interest precludes a fair and impartial consideration of the evidence.

The Coordinator shall provide the Decision-Maker(s) with a list of all parties, witnesses, and advisors. Upon review thereof, if any Decision-Maker believes they cannot make an objective determination, they must recuse themselves from the proceedings. If a Decision-Maker is unsure whether a bias or conflict of interest exists, they shall immediately disclose their concern(s) to the Coordinator and simultaneously inform the parties and their advisors.

No less than ten business days before any meeting or the decision-making phase of the process, the Coordinator or the Decision-Maker shall send notice to all parties. Once mailed, emailed, or received in person, the Notice will be presumptively delivered.

The Notice shall contain the following:

- A. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions that could result.
- B. The time, date, and location of any meeting.

- C. Any technology that will be used to facilitate the meeting.
- D. The name and contact information of the Decision-Maker, along with an invitation to object to any Decision-Maker based on demonstrated bias. Such objections must be raised with the Coordinator at least two business days before the meeting.
- E. Information on whether the meeting will be recorded and, if so, information on access to the recording for the parties after the meeting.
- F. A statement that if any party does not appear at the scheduled meeting, the meeting will only be rescheduled for compelling reasons.
- G. Notification that the parties may have the assistance of an advisor of their choosing at the meeting.
- H. A copy of all the materials provided to the Decision-Maker(s) about the matter.
- I. An invitation for the parties to review and submit a written response to the final investigation report within seven business days of the date of the notice.
- J. An invitation to each party to submit to the Decision-Maker any written, relevant questions they want the Decision-Maker to ask of any other party or witness within seven business days of the date of the notice.
- K. An invitation to each party to submit to the Decision-Maker an impact statement, pre-meeting, that the Decision-Maker will review during any sanction determination.
- L. An invitation to contact the Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at any meeting or in the decision-making process, at least seven business days before the meeting/final determination.
- M. Whether parties can or cannot bring mobile phones or devices into the meeting.

Meetings for possible violations that occur near or after the end of a school year, assuming the respondent is still subject to Policy 3085 and Procedure 3085P, and are unable to be resolved before the end of the school year, will typically be held as soon as possible, given the availability of the parties, but no later than immediately upon the start of the following school year. IDLA will implement appropriate supportive measures consistent with its obligations under Title IX while the resolution is delayed.

- A. Evidentiary Consideration by the Decision-Maker:** Only relevant, credible evidence will be admitted into evidence and considered by the Decision-Maker. Any evidence that the Decision-Maker(s) determine(s) is relevant and credible may

be considered. The Decision-Maker will not consider:

- i. Incidents not directly related to the possible violation, unless they evidence a pattern;
- ii. The character of the parties; or
- iii. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information may be considered only at the sanction stage of the process and cannot be shared with the Decision-Maker until then.

The parties may each submit a written impact statement for consideration by the Decision-Maker(s) at the sanction stage of the process, when a determination of responsibility is reached.

B.

C. **Exchange of Questions Procedure:** The Coordinator will initiate the Exchange of Questions Procedure, which provides as follows.

After the Coordinator or designee has submitted the investigative report to the parties pursuant to this procedure and before reaching a determination regarding responsibility, the Decision-Maker shall provide each party an opportunity to submit written, relevant questions that party desires to ask of any party or witness, and shall subsequently provide each party with the answers. The Decision-Maker will also allow additional, limited follow-up questions from each party to the other and will provide both parties with complete copies of the answers. Upon receipt of the proposed questions, the Decision-Maker will review the proposed questions and determine which questions will be permitted, disallowed, or rephrased. The Decision-Maker shall limit or disallow any questions that are irrelevant, repetitive,

or abusive. The Decision-Maker shall have full authority to decide all issues related to questioning and determinations of relevance. The Decision-Maker may ask a party to explain why a question is or is not relevant to them. The Decision-Maker shall explain any decision to exclude a question as not relevant or to reframe it for relevance. Whether a hearing is held or not, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant:

- i. Unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
- ii. If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent, and are offered to prove consent. This basis for asking questions or presenting evidence shall not be allowed if the respondent is an adult, non-student employee, because consent is not a recognized defense in cases where the complainant is a student and the respondent is an employee.

The Decision-Maker, after any necessary consultation with the parties, investigator(s), and/or Coordinator, shall provide the parties and witnesses with:

- ii. The relevant written questions to be answered; and
- iii. A deadline for the parties and witnesses to submit written responses to the questions and any appropriate follow-up questions or comments by the parties.

The exchange of questions and responses by the parties and witnesses shall be concluded within a ten-business-day period.

6. Decision-Making Process and Determination Requirements

Following its review of the evidence submitted by the investigator and the parties, the Decision-Maker (who cannot be the Coordinator) shall issue a written determination of responsibility. To reach this determination, IDLA's burden of proof — preponderance of the evidence— must be described, and the burden satisfied, before the respondent can be found responsible for sexual harassment in violation of Title IX.

The written determination of responsibility shall include the following information:

- A. Identification of the allegations potentially constituting sexual harassment in violation of Title IX.
- B. A description of the procedural steps taken from receipt of the written formal complaint through the determination, including notifications to the parties, interviews of the parties and witnesses, site visits, and methods used to obtain other evidence.
- C. Findings of fact supporting the determination.
- D. Conclusions regarding the application of IDLA's code of conduct to the facts.
- E. A statement of and rationale for the determination as to each allegation, including any determination regarding responsibility, any disciplinary action to be imposed on the respondent, and identification of remedies and measures, if any, that will be provided to restore or preserve equal access to IDLA's educational programs and activities to be provided to the complainant.
- F. Considerations for disciplinary action. Factors considered when determining discipline may include, but are not limited to:
 - i. The nature, severity of, and circumstances surrounding the violation(s);
 - ii. The respondent's disciplinary history;
 - iii. Previous allegations or allegations involving similar conduct;
 - iv. The need for discipline to bring an end to the Title IX sexual harassment;
 - v. The need for discipline to prevent the future recurrence of Title IX Sexual harassment;
 - vi. The need to remedy the effects of Title IX sexual harassment;
 - vii. The impact on the parties; and
 - viii. Any other information deemed relevant by the decision-maker(s)
- G. The discipline imposed shall be implemented as soon as is feasible, either upon the outcome of any appeal or upon the expiration of the window to appeal if no appeal is requested. The sanctions described in this process are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external

authorities.

- H. Identification of the procedures for filing an appeal and the permissible grounds for the complainant or respondent to base their appeal.

The Decision-Maker shall simultaneously provide their written determination to all parties. The determination becomes final either (where an appeal is filed) on the date the parties are provided copies of the written determination of the result of the appeal; or, (if no appeal is filed,) the date on which an appeal would no longer be considered timely.

The Coordinator is responsible for the effective implementation of any remedies outlined in the written determination of responsibility. If a student's expulsion is recommended in accordance with Idaho Code § 33-205, the Coordinator shall ensure that an expulsion hearing is scheduled and conducted by the Board of Directors.

7. Appeals

Any party may file a written appeal request with the Coordinator within seven business days of the delivery of the notice of a final decision.

A single appeal decision-maker shall chair the appeal. No appeal decision-maker will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The request for appeal shall be forwarded to the appeal chair for consideration to determine whether the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is filed in a timely manner.

Appeals shall be limited to the following grounds:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;

- C. The Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter;

Appeal procedure: Upon receipt of a valid appeal, the Coordinator shall:

- A. Notify the other party in writing that an appeal has been filed, and implement the appeal procedure fairly and equally for both parties.
- B. Ensure the appeal decision-maker(s) are not:
 - i. The same person(s) as the Decision-Maker(s) that issued the written determination of responsibility;
 - ii. The person who issued the dismissal;
 - iii. The investigator; or
 - iv. The Coordinator.
- C. Ensure the appeal decision-maker has been trained in accordance with the requirements of this grievance procedure.
- D. The appealing party shall have ten business days following the delivery of the notice of the appeal to submit a written statement in support of the appeal and challenging the outcome. The responding party shall have ten business days following the delivery of the appealing party's statement in support of the appeal to submit the responding party's written statement in opposition to the appeal (and supporting the outcome that is the subject of the appeal). In the event the parties and the appeal decision-maker agree to a different briefing schedule (whether allowing more or less time), the time allowed to prepare a written statement shall be the same for all parties.
- E. Issue a written decision describing the result of the appeal and identifying the bases and rationale for the decision.
- F. Provide the written decision simultaneously to all parties.

Requirements of the Title IX Grievance Procedure

The following requirements apply to the conduct of the Title IX Grievance procedure set forth above.

1. **Equitable treatment of the parties:** At all times, both complainants and respondents shall be equitably treated by providing supportive measures to both parties and remedies to a complainant if and when a determination of responsibility for sexual harassment is made against the respondent.
2. **Objective evaluation of the evidence:** The formal grievance process involves an objective evaluation of all relevant evidence obtained, including evidence supporting the conclusion that the respondent engaged in a policy or procedure violation and evidence supporting the conclusion that the respondent did not. Credibility determinations may not be based solely on an individual's status or participation as a complainant, respondent, or witness.
3. **Lack of bias:** Any individual materially involved in the administration of the formal grievance process, including the Coordinator, investigator(s), decision-maker(s), and appeal decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific complainant or respondent.
4. **Title IX training of IDLA participating staff:** Any individual designated by IDLA as a Coordinator, investigator, decision-maker, or any person designated by IDLA to facilitate an informal resolution process cannot have a conflict of interest or bias for or against complainants or respondents generally, or against any individual complainant or respondent. IDLA shall ensure that Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process are appropriately qualified, knowledgeable of applicable procedural, substantive, and evidentiary standards, and are able to competently perform the obligations of their respective roles consistent with IDLA policy, Title IX regulations, and any other applicable state or federal laws.
5. **Presumption of innocence:** IDLA presumes that the respondent is not responsible for the reported misconduct unless and until a final determination is made, in accordance with this procedure, that Policy 3085 or procedure 3085P prohibiting sex discrimination and sexual harassment has been violated.
6. **Promptness:** Investigations are completed promptly, normally within 30 business days, though some may take longer depending on the nature, extent, and complexity of the

allegations; the availability of witnesses; police involvement; and other factors. Such factors may necessarily delay the investigation timeline. IDLA shall make a good-faith effort to complete the investigation as promptly as possible and will communicate regularly with the parties to update them on the progress and timing of the investigation.

IDLA shall communicate in writing to the parties the anticipated duration of the delay and the reason for it, and provide status updates if necessary. IDLA will promptly resume its investigation and formal grievance process as soon as feasible. During such a delay, IDLA will implement supportive measures as deemed appropriate.

7. **Sanctions.** Sanctions are determined on a case-by-case basis upon a finding of responsibility and may include, but are not necessarily limited to, the following (singularly or concurrently):

Students

- A. A warning;
- B. Required counseling;
- C. A required substance abuse treatment program;
- D. Exclusion from participating in IDLA programs/activities;
- E. Alternative placement;
- F. Expulsion (in compliance with I.C. § 33-205); and
- G. Other actions: In addition to, or in place of, the above sanctions, IDLA may impose any other sanctions deemed appropriate.

Employees:

- A. A verbal or written warning;
- B. A performance improvement plan or management process;
- C. Enhanced supervision, observation, or review;
- D. Required counseling;
- E. Required training or education;
- F. Probation;
- G. Denial of a pay increase or pay grade;
- H. Loss of oversight or supervisory responsibility;
- I. Demotion;
- J. Transfer;

- K. Reassignment;
- L. Assignment to a new supervisor;
- M. Restriction of professional development resources;
- N. Suspension with pay;
- O. Suspension without pay;
- P. Termination;

Other actions: In addition to or in place of the above sanctions, IDLA may assign any other sanctions as deemed appropriate.

8. **Burden of proof.** When determining whether the respondent is responsible for violating Policy 3085 or Procedure 3085P by discriminating based on sex and/or for sexual harassment as defined herein, the decision-maker shall apply the preponderance of the evidence standard, which means the evidence proves on a more likely than not basis that the respondent violated the policy or procedure.
9. **Appeals.** Any party may file a written appeal request with the Coordinator within seven business days of receiving the notice of a final outcome.
10. **Supportive measures:** Supportive measures are non-disciplinary, non-punitive, individualized services offered as appropriate and as reasonably available, without fee or charge to the parties. Supportive measures are designed to restore or preserve access to IDLA's education program or activities, including measures designed to protect the safety of all parties or IDLA's educational environment, and/or deter Title IX sexual harassment. Examples of supportive measures may include, but are not limited to:
 - A. Referral to counseling, medical, and/or other healthcare services;
 - B. Referral to the Employee Assistance Program;
 - C. Referral to community-based service providers;
 - D. Visa and immigration assistance;
 - E. Education of the school community or community subgroup(s);
 - F. Altering work arrangements for employees;
 - G. Safety planning;
 - H. Providing school safety escorts;
 - I. Providing transportation accommodations;

- J. Implementing contact limitations, such as no contact orders, between the parties (note: allegations of violations of a no contact order will be investigated as collateral misconduct under this process);
- K. Academic support, extensions of deadlines, or other course or program-related adjustments;
- L. Emergency warnings;
- M. Class schedule modifications, withdrawals, or leaves of absence;
- N. Increased security and monitoring of certain areas of the facility;
- O. And any other actions deemed appropriate by the Coordinator.

11. Recognition of privileges: At no time during this grievance procedure may any evidence (whether through testimony or documents) be required, admitted, relied upon, or otherwise obtained by asking questions or admitting evidence that constitutes, or seeks disclosure of, information protected by a legally recognized privilege, unless the person holding the privilege has knowingly and freely waived the privilege.

12. Recordkeeping;

- A. IDLA shall maintain for a period of seven years records of:
 - i. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the IDLA's education program or activity;
 - ii. Any appeal and the result therefrom;
 - iii. Any informal resolution and the result thereof; and
 - iv. All materials used to train Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. IDLA shall make these training materials publicly available on its website.
- B. For each response to a report of harassment or discrimination based on sex, IDLA shall create and maintain, for a period of seven years, records of any actions, including supportive measures, taken in response to a report or formal complaint

of sexual harassment. In each instance, IDLA shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it took measures designed to restore or preserve equal access to its education program or activity. If IDLA does not provide a complainant with supportive measures, then the Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances (i.e., was not a result of sex discrimination). The documentation of certain bases or measures does not limit IDLA in the future from providing additional explanations or detailing additional measures taken or to be taken.

Title IX Grievance Procedure Definitions

The following definitions apply to the identified terms used in this procedure and to the extent consistent with federal Title IX regulations:

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to:

1. IDLA’s Coordinator; or
2. Any IDLA official possessing the authority to institute corrective measures on behalf of the organization; or
3. Any IDLA employee.

Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only IDLA official with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment, to inform a student about how to report it, or to have been trained to do so does not qualify an individual as having the authority to institute corrective measures on behalf of IDLA. “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Coordinator as outlined in this procedure.

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Under circumstances where a sexual assault is alleged by a student against an adult, non-student employee, IDLA does not recognize the defense of “consent,” however it is defined. Where the parties are both adults, however, the following definition of “consent” will apply: Consent occurs where there is a knowing, voluntary, and clear grant of permission, by word or action, to engage in sexual activity. Individuals may experience the same interaction in different ways. Therefore, it is each party's responsibility to ensure that the other party has consented before engaging in the activity. If consent is not clearly provided before engaging in the activity, consent may be ratified

by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. Consent may be withdrawn. A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious, for any reason, including due to alcohol or other drugs. It is a violation of policy if a respondent engages in sexual activity with someone who is incapable of giving consent or is otherwise incapacitated.

“Incapacitation” occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing, informed consent. For example, they cannot understand the “who, what, when, where, why, or how” of their sexual interaction.

“Formal Complaint” means a document filed by a complainant, or signed by the Coordinator, alleging sexual harassment against a respondent and requesting that IDLA investigate the allegation of sexual harassment. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in IDLA’s educational programs or activities. A formal complaint may be filed with the Coordinator in person, by mail, by email, or by using the reporting form or the contact information listed on IDLA’s website. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by email or through an online portal provided for this purpose by IDLA) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Coordinator signs a formal complaint, the Coordinator is not a complainant or otherwise a party to this grievance procedure and must otherwise comply with the requirements of this procedure.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. “Quid pro quo” harassment, which occurs when an IDLA employee conditions the provision of an IDLA benefit, service, or assistance on an individual’s participation in unwelcome sexual conduct;
2. “Hostile Environment,” which is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to IDLA education programs or activities; or

3. Physical threats and attacks, including “sexual assault,” defined as forcible and non-forcible sex offenses as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent in cases where either no formal complaint has been filed, or both before and/or after the filing of a formal complaint. Such measures are designed to restore or preserve equal access to IDLA’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or IDLA’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain campus areas, and other similar measures. IDLA shall maintain as confidential any supportive measures provided to the complainant or respondent, provided that maintaining such confidentiality will not impair IDLA’s ability to provide the supportive measures. The Coordinator is responsible for coordinating the effective implementation of all supportive measures.

“School” as used in this procedure refers to a local educational agency, as defined in the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act, a preschool, or a private elementary or secondary school, and includes IDLA.

Revision of These Procedures

IDLA reserves the right to make changes to these procedures as necessary. Once those changes are posted online, they shall be in effect. If laws or regulations change or court decisions come into conflict with the procedures identified herein, procedures, the most recent federal regulations and applicable law will control to resolve such conflict.

Legal References	Description
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

Cross References

Code	Description
3270	District-Provided Access to Electronic Information, Services, and Networks
3270-P(1)	District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks
3270-F(1)	District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT
3285	Relationship Abuse and Sexual Assault Prevention and Response
3290	Sexual Harassment/Intimidation of Students
3290-F(1)	Sexual Harassment/Intimidation of Students - Reporting Form for Students
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-P(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-F(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM
3297	Names, Pronouns, and Titles
3330	Student Discipline
4110	Public Complaints
4120	Uniform Grievance Procedure
4120-F(1)	Uniform Grievance Procedure
4600	Volunteer Assistance
4600-P(1)	Volunteer Assistance - Volunteer Assistance Procedures
4600-F(1)	Volunteer Assistance - VOLUNTEER APPLICATION
4600-F(2)	Volunteer Assistance - Request for Public Records
4600-F(3)	Volunteer Assistance - Authorization to Release Information
5240	Sexual Harassment/Intimidation in the Workplace
5240-F(1)	Sexual Harassment/Intimidation in the Workplace - Sexual Harassment/Intimidation in the Workplace Policy Acknowledgment
5250	Certificated Staff Grievances
5275	Adult Sexual Misconduct
5500	Personnel Records

5500-P(1)	Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts
5800	Classified Employment, Assignment, and Grievance
5800-P(1)	Classified Employment, Assignment, and Grievance - Classified Employee Grievance Procedure



Idaho Digital Learning Alliance
P. O. Box 10017
Boise, ID 83707
208.342.0207
www.IdahoDigitalLearning.org

Policy 5205: Job Descriptions**Status: PROPOSED****Original Adopted Date:** _____**Last Reviewed Date:** _____

There shall be written job descriptions for all positions and all IDLA employees. The job description will describe the essential characteristics, requirements, and general duties of the job or position. All personnel shall be subject to the requirements delineated in the job descriptions to effectively contribute to IDLA's goals and purposes. The descriptions shall not be interpreted as complete or limiting definitions of any job, and employees shall continue, as in the past, to perform duties assigned by the Board, supervisors, or other administrative authority. Once each year or as provided by Idaho Code, the supervisors of all employees shall confer with each person under their supervision to evaluate the individual's work.

The evaluation shall be documented using the organization's classified or certified personnel evaluation form. No evaluation should be signed until it has been fully discussed by both the employee and the supervisor. One signed copy will be given to the employee, and one to the Superintendent to be maintained in the employee's personnel file in accordance with Idaho Code § 33-518.

Legal References**Description**

IC § 33-514

Issuance of Annual Contracts – Supports Programs –
Categories of Contracts – Optional Placement

IC § 33-515

Issuance of Renewable Contracts

IC § 33-517

Non-Certificated Personnel

Cross References**Code****Description**

5500

Personnel Records

5500-P(1)

Personnel Records - Procedures for Releasing
Personnel Records to Hiring Sch

5820

Evaluation of Non-Certificated Staff



Idaho Digital Learning Alliance
P. O. Box 10017
Boise, ID 83707
208.342.0207
www.IdahoDigitalLearning.org

Policy 5210: Work Day**Status: PROPOSED****Original Adopted Date:** _____**Last Reviewed Date:** _____

For the purposes of this policy, the workday for employees is defined as the time during which an employee is expected to be available via email, phone, or chat to perform their job-related duties as assigned, which may vary by position. The Board and administration recognize that certificated teaching professionals may elect to engage in work-related activities outside of the workday as defined for purposes of this policy; however, this excess time is not considered part of the workday for the purposes of this policy.

Workday for employees is defined as the scheduled work time for each individual employee and may be dependent on the position and job duties as assigned. Work outside this time frame is neither expected nor required and requires approval from the employee's direct supervisor.

A workday for a salaried employee shall be 8 hours for a full-time employee. The workday excludes lunch and breaks but includes designated preparation time and assigned duties.

Other conditions regarding workdays, preparation periods, lunches, etc., are found in the employee handbook approved by the Board of Directors. Such handbooks may change from time to time, and the Board will approve a new handbook for each school year. Conditions identified in the handbook and policy may be supplanted or superseded by the individual employee's contract and/or position-specific state and federal regulations, including, but not necessarily limited to the Fair Labor Standards Act.

Length of Work Day - Classified

The length of an hourly employee's workday is governed by the number of hours the employee is assigned. A "full-time" employee shall be considered an eight-hour-per-day, 40-hour-per-week employee. The workday is exclusive of lunch but inclusive of breaks, unless specifically provided for by the individual contract and/or as otherwise required by state or federal law. The supervisor will establish the schedule.

Legal References

29 CFR 516

29 USC § 201 et seq

Cross References**Code**

5810

Description

Records to be Kept by Employers

Description

Compensatory Time and Overtime/Classified Employees



Idaho Digital Learning Alliance
P. O. Box 10017
Boise, ID 83707
208.342.0207
www.IdahoDigitalLearning.org

Policy 5230: Accommodating Individuals with Disabilities

Status: PROPOSED

Original Adopted Date: _____

Last Reviewed Date: _____

Individuals with disabilities shall be provided the opportunity to participate in all IDLA-sponsored services, programs, and activities equally to individuals without disabilities. They will not be subject to illegal discrimination. IDLA will facilitate the provision of accommodations and services in accordance with state and federal law to afford individuals with disabilities equal opportunity to participate in IDLA-sponsored services, programs, or activities.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and usable by, individuals with disabilities in accordance with the applicable federal accessibility guidelines.

The Superintendent is designated as the Americans with Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee IDLA's compliance efforts, recommend necessary modifications to the Board, and maintain IDLA's final Title II self-evaluation document and keep it available for public inspection; and
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or designee if they have a disability requiring special assistance or services, and, if so, specify the services needed. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Legal References

28 CFR Part 35

Description

Nondiscrimination on the Basis of Disability in State and Local Government Services Implementing the ADA)

42 USC §§ 12111, et seq. &
12131, et seq.

The Americans with Disabilities Act of 1990

Cross References

Code

Description

5250

Certificated Staff Grievances

Policy 5235: Health Examinations
Original Adopted Date: _____
Last Reviewed Date: _____**Status:** PROPOSED

To protect the morals, health, and safety of our students and personnel, IDLA reserves the right to remove individuals whose presence is detrimental to the safety of the learning environment for students and personnel.

If the Superintendent or designee has reasonable and articulable grounds to believe that any staff member is suffering from a physical or mental illness and that such illness:

1. Prevents or impairs the ability of the staff member to perform their duties; or
2. Poses a risk and/or is detrimental to students' health, welfare, or safety; or
3. Poses a risk and/or harms other employees' health, welfare, or safety; or
4. Falls within the requirements of Section 33-1202(3), Idaho Code, for certificate holders to be free from contagious diseases that may pose a health or safety risk to students or other personnel;

the Superintendent or designee may require the staff member to secure a physical or mental examination and obtain a written medical certificate clearing the staff member for work to be submitted to the Superintendent. The Superintendent may place such a staff member on leave, in accordance with IDLA and state statutory leave requirements, and/or any other applicable contractual terms, until the examination and clearance to return to work have been obtained. Should such a request be made:

1. The requested examination shall be at the cost of IDLA;
 2. The information obtained by IDLA as a result of the examination shall remain confidential and disclosed only to staff members in a position to require knowledge; and
 3. The staff member shall not suffer any loss of compensation during the period of absence associated with the requested examination.
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Legal References**Description**

IC § 33-1202

Teachers - Eligibility for Certificate

IC § 33-512

District Trustees - Governance of Schools



Idaho Digital Learning Alliance
P. O. Box 10017
Boise, ID 83707
208.342.0207
www.IdahoDigitalLearning.org

**Policy 5120: Equal Employment Opportunity and
Non-Discrimination**

Status: PROPOSED

Original Adopted Date: _____

Last Reviewed Date: _____

IDLA shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, gender identity and expression, sexual orientation, age, ancestry, marital status, military status, citizenship status, pregnancy, use of lawful products while not at work, physical or mental handicap or disability if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

IDLA will make reasonable accommodation for an individual with a disability known to the organization, if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon IDLA.

Inquiries regarding discrimination should be directed to the Superintendent or designee. Specific written complaints should follow the Uniform Grievance Procedure, or Title IX Complaint Procedure when applicable.

In compliance with federal regulations, IDLA will annually notify all students and applicants of this policy and the designated coordinator to whom inquiries should be directed. The notification should include the coordinator's name and location.

Legal References**Description**

20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
9 CFR § 1604.10	Pregnancy Discrimination Act Employment Policies Relating to Pregnancy and Childbirth
29 CFR Part 1601	Implementing Title VII of the Civil Rights Act
29 USC § 206(d)	Equal Pay Act of 1963 -Prohibition of Sex Discrimination
29 USC §§ 621-34	Age Discrimination in Employment Act
29 USC §§ 791, et seq.	Rehabilitation Act of 1973
34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
42 USC §§ 12101, et seq.	Title I of the Americans with Disabilities Act of 1990
42 USC §§ 2000(e), et seq.	Title VII of the Civil Rights Act of 1964 (Equal Opportunity Employment)
8 USC §§ 1324(a), et seq.	Immigration Reform and Control Act
IC § 67-5909	Commission on Human Rights - Acts Prohibited
US Supreme Court Decision	Boystock v. Clayton County Georgia
C § 33-5504	Duties of the Academy Board of Directors

Cross Reference**Code****Description**

4175	Required Annual Notices
5100	Hiring Process and Criteria
5100-P(1)	Hiring Process and Criteria - Procedures for Obtaining Personnel Records for Applicants

Legal References**Description**

20 USC §§ 1681 - 1682

Title IX of the Education Amendments of 1972

9 CFR § 1604.10

Pregnancy Discrimination Act Employment Policies
Relating to Pregnancy and Childbirth

29 CFR Part 1601

Implementing Title VII of the Civil Rights Act

29 USC § 206(d)

Equal Pay Act of 1963 -Prohibition of Sex
Discrimination

5100-P(2)

Hiring Process and Criteria - Veteran's Preference

5250

Certificated Staff Grievances



Idaho Digital Learning Alliance
P. O. Box 10017
Boise, ID 83707
208.342.0207
www.IdahoDigitalLearning.org

Policy 5125: Reporting New Employees**Status: PROPOSED****Original Adopted Date:** _____**Last Reviewed Date:** _____

The Idaho Legislature has established an automated State directory of new hires to be administered by the Idaho Department of Labor (hereinafter "Department"). The State directory of new hires provides a means for employers to assist in the State's efforts to prevent fraud in the welfare, workers' compensation, and unemployment insurance programs; to locate individuals to establish paternity; to locate absent parents who owe child support; and to collect support from those parents by reporting information concerning newly hired and rehired employees directly to a centralized State database.

IDLA will report the hire or rehire of employees to the Idaho Department of Labor in accordance with Idaho law and Department reporting requirements.

For each newly hired employee and any rehired employee required to be reported under Idaho law, IDLA will submit the required information to the Idaho Department of Labor within the timeframe prescribed by law.

The information reported shall include, at a minimum:

1. The employee's full name, address, Social Security number, and date of hire or rehire;
2. IDLA's legal name, address, and federal employer identification number (FEIN);
3. Any additional information required by the Idaho Department of Labor.

Reports may be submitted electronically through the Idaho Department of Labor's designated reporting system or by any other reporting method authorized by the Department.

The Superintendent or designee shall establish procedures to ensure timely reporting of all newly hired and rehired employees and retention of documentation evidencing compliance with applicable reporting requirements.

IDLA is not liable to the employee for the disclosure or subsequent use of the information by the Department or other agencies to which the Department transmits the information.

Legal References

IC § 72-1601 et seq.

Description

State Director of New Hires



Idaho Digital Learning Alliance
P. O. Box 10017
Boise, ID 83707
208.342.0207
www.IdahoDigitalLearning.org

Policy 5130: Administrative Leave
Original Adopted Date: _____
Last Reviewed Date: _____

Status: PROPOSED

The Board hereby delegates to the Superintendent and any designee of the Superintendent the Board's authority to place a certificated employee on paid administrative leave or suspension if the Superintendent or designee believes such action is in IDLA's best interest.

Should this authority be exercised and any certificated employee placed onto a period of paid administrative leave or suspension, this action shall be presented to the Board within 21 days of taking such action, whether at the next regularly scheduled Board meeting or a special meeting.

When the Board is presented with the action, they shall either ratify or nullify the act of placing the certificated employee on paid leave or suspension period. The Board may continue the period of administrative leave or suspension at the time the Board takes action.

Legal References
IC § 33-513

Description
Professional Personnel



Idaho Digital Learning Alliance
P. O. Box 10017
Boise, ID 83707
208.342.0207
www.IdahoDigitalLearning.org

Policy 5200: Applicability of Personnel Policies Status: PROPOSED

Original Adopted Date: _____

Last Reviewed Date: _____

Except where expressly provided to the contrary by law, written employment agreement, Board action, or specific policy provision, IDLA personnel policies apply uniformly to IDLA employees.

IDLA's personnel policies are intended to guide the administration and management of employment matters. The policy manual does not create or imply a contract of employment, a promise of continued employment, or any property right or employment privilege.

Unless otherwise provided by law, written employment agreement, Board action, or specific policy provision, IDLA employees are employed at will. IDLA retains all rights available to it as an employer, including, but not limited to, the right to modify employment terms, assign duties, change compensation prospectively, and end the employment relationship at any time, with or without cause, consistent with applicable law.

Legal References

778 P.2d 744 (Idaho 1989)

Description

Metcalf v. Intermountain Gas Co.

Supplemental Report to the Board

September 8, 2026

Superintendent Simmons



Members of the Board,

The start of the school year is a peak time for the IDLA Team. From August through September, the team supports schools and students as they **finish** summer courses and **register** for fall courses simultaneously. This time of year brings **busyness**, **stress**, and **excitement** for the new year all at once. As I write this, I am filled with **hope** and **optimism** for the year ahead. We have the chance to create **great opportunities** for students this year, and it makes me smile to think about what they will achieve!

Here are a few important updates that I am unable to provide during this month's meeting.

Culture

Resiliency

As I mentioned in the intro to this report, the staff are busy as summer courses finish and fall courses begin. As I've interacted with our staff this month in team meetings, office hours, individual meetings, or in person, the word that

comes to mind every time is “**resiliency**”. Our staff is **focused, motivated, and working hard**. We have a team of resilient people at IDLA, and they are our **strength** as we move forward through the opportunities and challenges ahead of us this year.

Student Success

Addie Anderson, Rigby



Our most recent [Student Spotlight](#) makes me so proud to be part of Team IDLA! Addie Anderson, a **rural** Idaho student from Rigby, became interested in STEM in middle school. When her local opportunities for STEM-focused courses were exhausted, she turned to IDLA. Through our program, she completed dual credit coursework in **computer science**. This opportunity led her to an internship at **Idaho National Laboratory**. After graduating high school this past spring, Addie is now headed to **MIT**, where she wants to study the intersection of artificial intelligence and neuroscience.

From rural Idaho to MIT, Addie is an example of how equitable access to online learning through IDLA can support life-changing opportunities for students. Congratulations, Addie! We look forward to seeing you continue your journey!

News

Legislative and Stakeholder Outreach

I have had the opportunity to meet with sitting legislators, primary winners, and stakeholders throughout the summer. Each of these conversations has left me **optimistic** about the upcoming legislative session. We have many legislators and stakeholders who understand the value and need for IDLA, especially in our rural communities. I will continue to share updates with legislators and stakeholders throughout the fall as we lead into the 2027 Legislative Session.

Events

CEI Ribbon Cutting and Open House



I was grateful for the opportunity to attend the ribbon-cutting and open house for CEI's new [Future Tech Building](#). In partnership with INL, this facility will create unique hands-on learning opportunities in **in-demand skilled areas** in Idaho. This facility provides access to technical careers that provide opportunities for our students while also keeping them part of the Idaho economy. I'm optimistic that IDLA will be able to **partner** with CEI and INL to help share these opportunities to students in our **rural** Idaho communities, as well.