



“Providing a strong educational foundation to all students who are in need of direction and support in learning English and finding their way in a new culture.”

GOVERNING BOARD AGENDA- Regular Board Meeting

Meeting of Friday, July 31, 2026 at 5:30PM

5465 El Cajon Blvd., San Diego, CA 92115 (Library)

Join Zoom Meeting:

<https://iftincharter-net.zoom.us/j/86501723622?jst=2>

Mission: Iftin Charter School provides students in grades TK-8 an academically rigorous, common core aligned curriculum, supplemented with a technology intensive program in a student centered, safe and caring learning environment. ICS addresses the needs of a diverse group of students, their families and communities by building on the strengths of the students’ cultural heritage and life experiences. ICS students are educated and enlightened to become successful, lifelong learners and valuable members of the global community.

Approval of Agenda: Faisal Ali

WELCOME GUESTS / CALL TO ORDER 5:30PM

Roll Call

Faisal Ali	President
Rahmo Abdi	Secretary
Mulki Hersi	Treasurer
Dr. Joseph Johnson	Member
Ibrahim Hassan	Member
Rashid Mursal	Member
Omar Aden	Member

PUBLIC COMMENT

PUBLIC COMMENT— Anyone wishing to address the Board on agenda, non-agenda, and/or Closed Session items may do so. Individual speakers will be limited to three (3) minutes. Total public input on any one subject may be limited to fifteen (15) minutes, and may be extended at the discretion of the Board Chairperson. Comments on an agenda item may be taken when the agenda item is discussed by the Board. Comments on non-agenda items will be heard before the Consent Motion.

Consent Items

A) Approve meeting minutes of June 18, 2026

Discussion Items

- A) CEO Report
- B) The Board will review and consider adoption of the following revised and new policies to ensure continued compliance with applicable federal and California laws, strengthen governance practices, and support the effective administration of Iftin Charter School:
 - 1. **Admissions and Enrollment Policy** – Updates enrollment procedures, lottery requirements, student admission priorities, and enrollment protections to reflect current state law.
 - 2. **LEA Parent and Family Engagement Policy** – Establishes the school's commitment to meaningful parent and family involvement in educational programs and decision-making.
 - 3. **School Parent and Family Engagement Policy and School-Parent Compact** – Defines shared responsibilities among the school, parents, and students for improving academic achievement.
 - 4. **Foster Youth Education and Transportation Policy** – Establishes procedures to support educational stability, enrollment, transportation, and services for foster youth.
 - 5. **Suspension, Expulsion, and Involuntary Removal Policy** – Updates student discipline procedures to reflect current legal requirements while ensuring due process and student rights.
 - 6. **Time and Effort Documentation Policy** – Establishes standards for documenting employee time and effort for salaries funded in whole or in part by federal grant programs.
 - 7. **Procurement and Contract Administration Policy** – Establishes purchasing and contracting procedures consistent with applicable federal and state procurement requirements.
 - 8. **Equipment and Property Management Policy** – Establishes procedures for the acquisition, inventory, safeguarding, maintenance, and disposition of school property and federally funded equipment.
 - 9. **Internet Safety, Children's Internet Protection Act (CIPA), and Acceptable Use Policy** – Establishes requirements for safe and appropriate use of technology resources and compliance with federal internet safety requirements.
 - 10. **Uniform Complaint Procedures for Federal Programs** – Establishes procedures for receiving, investigating, and resolving complaints related to applicable educational programs in accordance with state and federal law.

Action Items

- A) Approve the following revised and new Board policies, effective immediately:
 - 1. Admissions and Enrollment Policy
 - 2. LEA Parent and Family Engagement Policy
 - 3. School Parent and Family Engagement Policy and School-Parent Compact
 - 4. Foster Youth Education and Transportation Policy
 - 5. Suspension, Expulsion, and Involuntary Removal Policy
 - 6. Time and Effort Documentation Policy
 - 7. Procurement and Contract Administration Policy
 - 8. Equipment and Property Management Policy
 - 9. Internet Safety, Children's Internet Protection Act (CIPA), and Acceptable Use Policy
 - 10. Uniform Complaint Procedures for Federal Programs

Closed Session

None

Report to Open Session

Reportable Action:

Advanced Planning

The next regularly scheduled Governing Board Meeting is August 28, 2026 at 5:30pm

ADJOURN

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of Iftin Charter School at (619)265-2411. Notification of 48 hours prior to the meeting will enable the School to make reasonable arrangements to ensure accessibility to that meeting (28 CFR 35.102.35.104) If you would like to request any attachments or other public documents, contact Abdi Mohamud at: Mohamud@iftincharter.net



GOVERNING BOARD MINUTES – Regular Board Meeting

Meeting of Friday, June 18, 2026 at 5:30PM

5465 El Cajon Blvd., San Diego, CA 92115 (Library)

Join Zoom Meeting:

<https://iftincharter-net.zoom.us/j/89821801584?jst=2>

“Providing a strong educational foundation to all students who are in need of direction and support in learning English and finding their way in a new culture.”

Mission: Iftin Charter School provides students in grades TK-8 an academically rigorous, common core aligned curriculum, supplemented with a technology intensive program in a student centered, safe and caring learning environment. ICS addresses the needs of a diverse group of students, their families and communities by building on the strengths of the students’ cultural heritage and life experiences. ICS students are educated and enlightened to become successful, lifelong learners and valuable members of the global community.

Approval of Agenda: Faisal Ali

WELCOME GUESTS / CALL TO ORDER 5:30 AM

1. CALL TO ORDERs

Board President Faisal Ali called the meeting to order at 5:30 PM.

2. ROLL CALL

Present:

- Faisal Ali – President
- Rahmo Abdi – Secretary
- Mulki Hersi – Treasurer
- Dr. Joseph Johnson – Member
- Ibrahim Hassan – Member
- Rashid Mursal – Member
- Omar Aden-Member

Absent:

- None

A quorum was established.

PUBLIC COMMENT

No public comments were presented.



GOVERNING BOARD MINUTES – Regular Board Meeting

CONSENT ITEMS

A. Approval of Meeting Minutes – April 24, 2026 and May 22, 2026

Motion: Rashid Mursal

Second: Rahmo Abdi

Vote:

- Ayes – 7
- Nays – 0
- Abstentions – 0

Motion carried.

DISCUSSION ITEMS

A. CEO Report

The CEO provided updates regarding school operations and instructional programs, including:

- End-of-year academic and operational activities.
- Preliminary student achievement and assessment information.
- Student enrollment and attendance trends.
- Summer school and expanded learning programming.
- Staffing, recruitment, and employee retention.
- Professional development and instructional planning.
- Support for English learners, students with disabilities, and students requiring academic intervention.
- Facilities and operational preparations for the upcoming school year.
- Community and family engagement activities.

Board members thanked administration and staff for their continued dedication to supporting students and families throughout the school year.

B. FY 2025–2026 Projected Actuals and FY 2026–2027 Adopted Budget

Administration and the school's back-office fiscal representative presented the 2025–2026 projected actuals and the proposed 2026–2027 adopted budget.

The presentation included:

- Projected enrollment and average daily attendance.
- Local Control Funding Formula revenue.
- Federal, state, and local revenue projections.



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- Certificated and classified staffing costs.
- Employee benefit expenditures.
- Books, supplies, curriculum, and instructional material costs.
- Professional services and other operating expenditures.
- Projected year-end fund balance and reserve levels.
- Multi-year financial planning and anticipated enrollment growth.

The 2026–2027 budget projected enrollment of approximately **590 students**, average daily attendance of approximately **561**, total revenue of approximately **\$12.07 million**, and total expenditures of approximately **\$12.21 million**. The projected operating deficit was approximately **\$140,323**, with an estimated ending fund balance of approximately **\$2.42 million**.

The Board discussed staffing investments, student services, instructional materials, expanded learning programs, enrollment projections, and the school’s continued ability to meet its financial obligations.

C. FY 2025–2026 and FY 2026–2027 Education Protection Account Resolutions

The Board reviewed the proposed Education Protection Account resolutions.

Administration explained that EPA funds must be used for instructional, non-administrative purposes and accounted for separately. For 2025–2026, approximately **\$109,205** in EPA funds was used for certificated teacher salaries. For 2026–2027, approximately **\$112,206** was projected to be used for certificated teacher salaries.

D. FY 2026–2027 Consolidated Application

Administration presented the school’s 2026–2027 Consolidated Application for participation in applicable state and federal programs.

Programs discussed included:

- Title I, Part A.
- Title II, Part A.
- Title III, English Learner funding.
- Title IV, Part A.

The Board discussed how the funds would support academic achievement, professional development, English learner services, technology, student support, and access to a well-rounded education.

E. FY 2025–2026 Proposition 28 Annual Report

Administration presented the Proposition 28: Arts and Music in Schools Annual Report for the 2025–2026 fiscal year.

The report described the school’s multimedia and technology-based arts program, which included:

- Computer science.
- Coding and programming.
- Graphic design.
- Photography.
- Video production.



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- Multimedia instruction.

The Board discussed the number of students served, staffing supported with Proposition 28 funds, and the school's plans to continue expanding arts and enrichment opportunities.

F. New Curriculum Adoption

Administration presented proposed mathematics curriculum options for the 2026–2027 school year.

The Board reviewed materials and proposals from:

- Curriculum Associates – i-Ready Classroom Mathematics.
- HMH – California Into Math.
- Carnegie Learning – ClearMath.

The discussion included:

- Alignment with California academic standards.
- Student consumable materials.
- Digital instructional resources.
- Assessment and intervention tools.
- Teacher implementation materials.
- Professional development and training.
- Supports for English learners and students with disabilities.
- Cost and implementation requirements.

Administration recommended moving forward with the curriculum program determined to best meet the instructional needs of Iftin Charter School students.

G. Local Control and Accountability Plan

Administration presented the final 2026–2027 Local Control and Accountability Plan.

The Board reviewed the LCAP goals, actions, services, and expenditures, including investments in:

- Academic achievement.
- English learner progress.
- Student attendance and engagement.
- Intervention services.
- Professional development.
- School climate and student wellness.
- Family and community engagement.
- Expanded learning and enrichment.
- Support for unduplicated students and students with disabilities.

Administration explained how educational partner feedback, student data, assessment results, attendance information, and school priorities were incorporated into the final plan.

H. Local Performance Indicators

Administration presented the school's 2026–2027 Local Performance Indicator Self-Reflection as a non-consent informational item in conjunction with adoption of the LCAP.



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The presentation addressed:

- Appropriately assigned teachers.
- Access to standards-aligned instructional materials.
- Safe, clean, and functional facilities.
- Implementation of state academic standards.
- Parent and family engagement.
- School climate.
- Access to a broad course of study.

Administration reported that students had access to standards-aligned instructional materials and that no identified facility conditions failed to meet the applicable good-repair standard.

The Board received and discussed the Local Performance Indicator results.

I. Declaration of Need for Fully Qualified Educators

Administration presented the 2026–2027 Declaration of Need for Fully Qualified Educators.

The Board discussed anticipated staffing needs, credentialing requirements, recruitment challenges, and the need to maintain flexibility in filling positions when fully credentialed candidates are unavailable.

J. 2026–2027 School Calendar and Instructional Minutes

Administration presented the proposed 2026–2027 school calendar and instructional-minute calculations.

The Board reviewed:

- The first and last days of instruction.
- Student instructional days.
- Professional development days.
- Holidays and school breaks.
- Minimum days.
- Required annual instructional minutes.
- Compliance with applicable instructional-time requirements.

K. Anti-Nepotism Policy

The Board reviewed the proposed Anti-Nepotism Policy.

The policy established expectations regarding:

- Employment and supervision of relatives.
- Conflicts of interest.
- Hiring and promotion practices.
- Disclosure requirements.
- Recusal from employment decisions.
- Protection of fair and objective personnel practices.

The Board discussed the importance of transparency, accountability, and consistent personnel procedures.

L. Fiscal Policy Updates



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Administration presented proposed updates to the school's fiscal policies and procedures.

The discussion included internal controls, purchasing procedures, expenditure approvals, financial oversight, and the appropriate use and documentation of school funds.

The Board requested that administration continue reviewing fiscal policies to ensure consistency with applicable law, audit recommendations, and sound internal-control practices.

M. 2026–2027 Governing Board Calendar

The Board reviewed the proposed Governing Board meeting calendar for the 2026–2027 school year.

The calendar included anticipated meetings for:

- Budget and interim financial reports.
- LCAP development and adoption.
- Annual audit review.
- School accountability reporting.
- Policy review.
- Academic and operational updates.
- Required public hearings.

ACTION ITEMS

A. Approval of the 2026–2027 Local Control and Accountability Plan

The Board considered approval of the final 2026–2027 LCAP.

Motion: Rashid Mursal

Second: Mulki Hersi

Vote

- Ayes – 7
- Nays – 0
- Abstentions – 0

Motion carried.

B. Approval of FY 2025–2026 Projected Actuals and FY 2026–2027 Adopted Budget

The Board considered approval of the 2025–2026 projected actuals and the 2026–2027 adopted budget.

Motion: Rahmo Abdi

Second: Ibrahim Hassan

Vote

- Ayes – 7
- Nays – 0



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- Abstentions – 0

Motion carried.

C. Approval of FY 2025–2026 and FY 2026–2027 Education Protection Account Resolutions

The Board considered approval of the EPA resolutions and the use of EPA funds for certificated teacher salaries and other allowable instructional expenditures.

Motion: Omar Aden

Second: Dr. Joseph Johnson

Vote

- Ayes – 7
- Nays – 0
- Abstentions – 0

Motion carried.

D. Approval of FY 2026–2027 Consolidated Application

The Board considered approval of the 2026–2027 Consolidated Application and participation in applicable state and federal categorical programs.

Motion: Ibrahim Hassan

Second: Mulki Hersi

Vote

- Ayes – 7
- Nays – 0
- Abstentions – 0

Motion carried.

E. Approval of FY 2025–2026 Proposition 28 Annual Report

The Board considered approval of the Proposition 28: Arts and Music in Schools Annual Report.

Motion: Rahmo Abdi

Second: Omar Aden

Vote

- Ayes – 7
- Nays – 0
- Abstentions – 0

Motion carried.



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F. Approval of New Mathematics Curriculum

Following review of the proposed programs and administration's recommendation, the Board approved the selected mathematics curriculum for implementation beginning in the 2026–2027 school year.

Approved curriculum: Curriculum Associates/i-Ready

Motion: Rashid Mursal

Second: Omar Aden

Vote

- Ayes – 7
- Nays – 0
- Abstentions – 0

Motion carried.

G. Approval of the 2026–2027 School Calendar and Instructional Minutes

The Board considered approval of the 2026–2027 school calendar and instructional-minute certification.

Motion: Ibrahim Hassan

Second: Dr. Joseph Johnson

Vote

- Ayes – 7
- Nays – 0
- Abstentions – 0

Motion carried.

H. Approval of Anti-Nepotism Policy

The Board considered approval of the Anti-Nepotism Policy.

Motion: Dr. Joseph Johnson

Second: Rahmo Abdi

Vote

- Ayes – 7
- Nays – 0
- Abstentions – 0

Motion carried.



GOVERNING BOARD MINUTES – Regular Board Meeting

I. Approval of the 2026–2027 Declaration of Need for Fully Qualified Educators

The Board considered approval of the Declaration of Need for Fully Qualified Educators for the 2026–2027 school year.

Motion: Mulki Hersi

Second: Omar Aden

Vote

- Ayes – 7
- Nays – 0
- Abstentions – 0

Motion carried.

CLOSED SESSION

The Board adjourned to Closed Session to consider the following matter:

Public Employee Performance Evaluation

Government Code § 54957 – Chief Executive Officer

The Board conducted the annual performance evaluation of the Chief Executive Officer and considered the Chief Executive Officer's employment agreement and compensation for the 2026–2027 fiscal year.

REPORT TO OPEN SESSION

The Board reconvened in Open Session.

The Board approved the Chief Executive Officer's employment agreement for the 2026–2027 fiscal year, providing for an annual base salary of \$250,000.

The Board also approved a one-time, non-recurring stipend of \$20,000 for the Chief Executive Officer in recognition of leadership and service.

Additionally, the Board approved a one-time allocation of \$100,000 for employee performance and retention bonuses. The Chief Executive Officer is authorized to determine the distribution of the bonuses among eligible employees based on performance, retention considerations, established criteria, and operational needs, consistent with applicable law and Board policy.

Vote

- Ayes – 7
- Nays – 0
- Abstentions – 0

Action approved.



GOVERNING BOARD MINUTES – Regular Board Meeting

ADVANCED PLANNING

The next regularly scheduled Governing Board Meeting will be held on Friday, August 28, 2026 at 5:30 PM.

ADJOURNMENT

The meeting was adjourned at 8:11 PM.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of Iftin Charter School at (619)265-2411. Notification of 48 hours prior to the meeting will enable the School to make reasonable arrangements to ensure accessibility to that meeting (28 CFR 35.102.35.104) Additional questions can be sent to Operations Manager, Abdi Mohamud, at Mohamud@iftincharter.net

IFTIN CHARTER SCHOOL

Admissions and Enrollment Policy

Policy No.	5000-05	Status	Board Adoption Draft
Adopted	_____	Revised	_____
Responsible	Chief Executive Officer / Designee	Review Cycle	Annual and as applicable laws or regulatory requirements change
Legal Authority	Cal. Educ. Code §§ 200, 220, 47605(c)(5)(H)-(J), 47605(e), 49011; McKinney-Vento Act; applicable ASES/ELO-P requirements	Applies To	Board, employees, contractors, students and families, as applicable

1. Purpose and Governing Principles

Iftin Charter School (ICS) shall operate an open, public, tuition-free admissions and enrollment program that is nonsectarian and nondiscriminatory. ICS shall admit all pupils who wish to attend, subject only to lawful capacity limits and a public random drawing when applications exceed available spaces. Admissions practices shall be consistent with the authorized charter petition, California law, federal civil-rights requirements, and the enrollment-access protections applicable to charter schools.

No pupil shall be denied admission, discouraged from applying, counseled away, or encouraged to disenroll because of actual or perceived disability, academic achievement, English learner status, immigration status, homelessness, foster-care status, economic disadvantage, race, ethnicity, nationality, religion, gender, gender identity, gender expression, sexual orientation, or any other protected characteristic. ICS shall not require parent volunteer hours, donations, fees, interviews, academic testing, behavior screening, special education records, or attendance at an orientation as a condition of applying, admission, continued enrollment, or participation in the educational program.

2. Application for Admission

A family may submit a short application during the publicly announced open-enrollment period. The application shall request only information reasonably necessary to identify the pupil, grade requested, parent or guardian contact information, and any information needed to administer lawful lottery preferences. ICS shall not request cumulative records, special education records, discipline records, health records, immigration documents, or other educational records before a pupil is offered admission and accepts enrollment.

Failure to provide records that are not legally required for initial enrollment shall not prevent or delay admission. After enrollment, ICS may obtain records and documents required by law and shall assist families who lack them. Homeless children and youth, foster youth, migratory children, military-connected pupils, and pupils awaiting records shall be enrolled immediately when immediate enrollment is required by law.

3. Open Enrollment, Capacity, and Public Notice

Each year the Board or its designee shall establish the open-enrollment dates, grade-level capacity, and lottery date. ICS shall publish this information in a manner reasonably calculated to reach the diverse communities within San Diego County, including families with limited English proficiency and families who may lack internet access. Outreach shall not be designed to recruit or exclude pupils based on achievement, disability, language, income, or other protected status.

4. Enrollment Preferences

Enrollment preferences may be applied only if they are stated in the currently authorized charter petition or otherwise approved by the chartering authority at a public hearing, are consistent with federal law and the California Constitution, and do not limit enrollment access for protected pupil groups. Subject to those limitations, the order of preferences shall be:

- Pupils currently attending ICS, who are exempt from the lottery for continued enrollment.
- Pupils who reside within the geographic preference required by the applicable charter statute and the currently authorized charter petition.
- Siblings of pupils admitted to or currently attending ICS, if authorized in the charter petition.
- Any other preference expressly authorized in the charter petition and approved by the chartering authority.

The Chief Executive Officer shall verify the exact preference order against the current charter petition before each lottery. A preference shall not be created or materially changed solely by this policy if charter-authorizer approval is required.

5. Public Random Drawing

When timely applications exceed grade-level capacity, ICS shall conduct a single public random drawing. The drawing shall be publicly noticed and open to observation. Each timely applicant shall receive a unique identifier. The method shall be neutral, auditable, and capable of producing a complete rank order for admission and the waitlist. A person without a conflict of interest shall conduct or independently verify the drawing.

1. Apply approved preferences in their authorized order without altering the randomness within each preference category.
2. Draw or electronically randomize all timely applicants and record the resulting order.
3. Offer available seats in rank order and place remaining applicants on the waitlist in the same rank order.
4. Retain the lottery notice, applicant list, preference documentation, methodology, results, and offers as auditable records.

6. Waitlist and Offers

The waitlist shall remain in effect only for the school year for which the application was submitted, unless the authorized charter petition expressly provides otherwise. Vacancies shall be offered in waitlist order. ICS shall provide a reasonable response period stated in the offer. The same response period and communication methods shall be applied consistently. A family that does not accept within the stated period may be removed from that year's waitlist after reasonable documented attempts to contact the family.

7. Enrollment After an Offer

After a pupil accepts an offer, ICS may collect documentation required for public-school enrollment, including proof of age, residency when legally applicable, immunization or lawful exemption documentation,

emergency contacts, and prior-school information. ICS shall not condition enrollment on the submission of a free or reduced-price meal application, disclosure of disability or language status, purchase of uniforms or supplies, attendance at meetings, or signing of waivers that relinquish pupil rights.

8. Homeless, Foster, and Other Highly Mobile Pupils

ICS shall immediately enroll homeless children and youth and foster youth when required, even when records normally required for enrollment are unavailable. The designated liaison shall assist with records, immunizations, transportation, school-of-origin rights, and access to comparable services. Enrollment disputes involving a homeless child or youth shall be handled under the McKinney-Vento dispute process, and the pupil shall remain enrolled pending final resolution.

9. Expanded Learning Priority Enrollment - Separate from Charter Admission

Priority rules for an ASES, ELO-P, or other expanded learning program govern access to that program only and do not alter admission to ICS. When a program is oversubscribed, ICS shall apply the priorities required by the applicable grant or statute. For ASES, first priority shall be provided to pupils identified as homeless youth, foster youth, or eligible for free or reduced-price meals at the time of application. For a middle or junior high school program, second priority shall be provided as required by the applicable ASES program rule, including to pupils who attend the program daily when that criterion applies. The Expanded Learning administrator shall maintain the current controlling authority and document the priority process.

10. Prohibition on Involuntary Disenrollment

ICS shall not encourage or pressure a pupil to withdraw. Any involuntary removal, including disenrollment, dismissal, transfer, or termination for disciplinary or non-disciplinary reasons, shall comply with the separate Suspension, Expulsion, and Involuntary Removal Policy, including written notice, translation, due process, and continuation of enrollment when a hearing is timely requested.

11. Required Charter Enrollment Notice and Complaints

ICS shall post the California Department of Education charter enrollment notice on its website and provide the notice when a person inquires about enrollment, before a lottery, and before disenrollment, as required by law. A person who believes ICS violated charter enrollment-access requirements may use the complaint process identified in the notice and may submit a complaint to the chartering authority.

12. Records, Training, and Annual Review

The Operations Manager or designee shall maintain annual records of outreach, applications, capacity, lottery procedures, preference verification, lottery results, offers, waitlists, enrollment, withdrawals, and complaints. Staff involved in recruitment, admissions, registration, special education, multilingual learner services, and expanded learning shall receive annual training. This policy shall be reviewed before each enrollment cycle and whenever the charter petition or governing law changes.

Board Certification

The Board of Directors adopts this policy and directs the Chief Executive Officer or designee to implement, train affected personnel, maintain required records, and bring material revisions back to the Board.

Board President

Board Secretary

Date

IFTIN CHARTER SCHOOL

LEA Parent and Family Engagement Policy

Policy No.	20 U.S.C. § 6318; Cal. Educ. Code §§ 11500-11504, 51101	Status	Board Adoption Draft
Adopted	_____	Revised	_____
Responsible	Chief Executive Officer / Designee	Review Cycle	Annual and as applicable laws or regulatory requirements change
Legal Authority	20 U.S.C. §§ 6312, 6318(a); Cal. Educ. Code §§ 11500-11504, 48985, 51101	Applies To	Board, employees, contractors, students and families, as applicable

1. Policy Statement

As a local educational agency receiving Title I, Part A funds, ICS shall jointly develop with parents and family members, agree on, distribute, implement, and annually evaluate a written LEA-level Parent and Family Engagement Policy. Family engagement shall be meaningful, inclusive, ongoing, and connected to improved student achievement, attendance, school climate, English language development, and access to the full educational program.

2. Joint Development and Educational Partner Participation

ICS shall provide parents and family members, including families of English learners, pupils with disabilities, migratory pupils, foster youth, homeless youth, economically disadvantaged pupils, and families with limited literacy or limited English proficiency, timely and accessible opportunities to participate in the development, review, and revision of this policy, the LCAP and Federal Addendum, the schoolwide program plan or LCAP serving as the SPSA, and any required support and improvement plans.

Participation may occur through the Schoolsite Council, English Learner Advisory Committee when applicable, parent advisory groups, annual Title I meeting, surveys, focus groups, workshops, and publicly noticed meetings. ICS shall document notices, agendas, attendance, input received, responses, and resulting revisions.

3. Coordination, Technical Assistance, and Capacity Building

The Chief Executive Officer or designee shall coordinate and provide technical assistance to school personnel and parent groups so that engagement activities are planned, funded, implemented, and evaluated effectively. Activities shall be coordinated, to the extent feasible, with special education, English learner programs, expanded learning, preschool or transitional kindergarten, school nutrition, community schools, mental-health supports, and other relevant federal, state, and local programs.

4. Annual Evaluation

At least annually, ICS shall conduct an evaluation with meaningful parent and family involvement. The evaluation shall examine the content and effectiveness of this policy and the quality of family engagement

activities, identify barriers to participation, identify family needs for supporting learning and engaging with school personnel, and identify strategies for successful school-family interactions. Particular attention shall be given to barriers affecting families who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are members of racial or ethnic minority groups.

The findings shall be reviewed by the Schoolsite Council and other appropriate parent groups and used to design evidence-based strategies, revise the policy when necessary, improve communication and access, and inform the next LCAP/SPSA and federal-program budget cycle.

5. Title I Parent and Family Engagement Reservation

When ICS is required to reserve Title I funds for parent and family engagement, parents and family members shall be involved in deciding how the reserved funds are allotted. ICS shall use the funds for activities consistent with this policy and shall maintain documentation showing the reservation, consultation, approved uses, expenditures, and evaluation of effectiveness.

6. Building Capacity of Families

- Provide assistance in understanding California academic standards, state and local assessments, Title I requirements, the LCAP/SPSA, and methods for monitoring student progress.
- Provide materials and practical training that help families support literacy, mathematics, English language development, attendance, social-emotional development, and responsible technology use at home.
- Offer meetings at varied times and, when feasible and allowable, provide interpretation, translation, child care, transportation, virtual participation, or home/community-based outreach.
- Provide timely information about curriculum, assessments, intervention, enrichment, and school performance in understandable formats and languages.

7. Building Capacity of Staff

With the assistance of parents and family members, ICS shall educate teachers, administrators, specialized instructional support personnel, paraprofessionals, front-office personnel, and other staff regarding the value of family contributions; communication with families as equal partners; implementation and coordination of family programs; culturally and linguistically responsive engagement; and methods for building lasting ties between families and the school.

8. Communication, Accessibility, and Language Access

Information concerning school programs, meetings, student progress, rights, and opportunities shall be provided in an understandable and uniform format and, to the extent practicable and as otherwise required by law, in a language families understand. When 15 percent or more of pupils speak a single primary language other than English, notices, reports, statements, and records shall also be provided in that language as required by California Education Code section 48985. ICS shall provide reasonable accommodations for parents and family members with disabilities.

9. Annual Distribution and Availability

ICS shall distribute this policy annually to parents and family members of participating pupils through the Parent-Student Handbook, direct electronic or paper distribution, and website posting. A hard copy shall be available upon request. Distribution records shall identify the date, method, languages, and population reached.

10. Records and Annual Evaluation

The Federal Programs Coordinator shall maintain the current board-approved policy; evidence of joint development; annual distribution; annual evaluation; parent consultation regarding reserved funds; activity records; notices; presentations; surveys; and expenditure documentation for the period required by federal record-retention rules and any longer period required by pending audit, claim, or litigation.

Board Certification

The Board of Directors adopts this policy and directs the Chief Executive Officer or designee to implement, train affected personnel, maintain required records, and bring material revisions back to the Board.

Board President

Board Secretary

Date

IFTIN CHARTER SCHOOL

School Parent and Family Engagement Policy and School-Parent Compact

Policy No.	20 U.S.C. § 6318; Cal. Educ. Code § 11503	Status	Board Adoption Draft
Adopted	_____	Revised	_____
Responsible	Chief Executive Officer / Designee	Review Cycle	Annual and as applicable laws or regulatory requirements change
Legal Authority	20 U.S.C. § 6318(b)-(f); Cal. Educ. Code § 11503	Applies To	Board, employees, contractors, students and families, as applicable

1. School-Level Policy

ICS, as a single-school LEA operating a Title I program, shall jointly develop with and distribute to parents and family members a school-level Parent and Family Engagement Policy. This school-level policy may be maintained as a distinct document or clearly identified section accompanying the LEA-level policy, but the evidence of school-level joint development, annual review, and distribution shall be maintained separately and clearly.

2. Annual Title I Meeting

ICS shall convene an annual meeting at a convenient time to which all parents and family members of participating children are invited and encouraged to attend. The meeting shall explain the school's participation in Title I, Part A; the nature and requirements of the schoolwide program; family rights to be involved; the school plan and budget; curriculum and assessments; and opportunities for ongoing participation. Notice, agenda, presentation, attendance, questions, and responses shall be retained.

3. Flexible and Ongoing Participation

ICS shall offer a flexible number of meetings, including morning, afternoon, evening, virtual, or hybrid opportunities as appropriate. Families shall be involved in an organized, ongoing, and timely manner in the planning, review, and improvement of the Title I program, this policy, the School-Parent Compact, and the LCAP/SPSA. Parent suggestions shall receive a timely response.

4. Information Provided to Families

- Timely information about Title I programs and services.
- A description and explanation of the curriculum, forms of academic assessment, and expected achievement levels.
- Opportunities for regular meetings, upon request, to formulate suggestions and participate in decisions relating to the education of their children.

- Information about interventions, English language development, special education, attendance supports, school climate, and expanded learning opportunities.

5. School-Parent Compact

ICS shall jointly develop with parents and family members a School-Parent Compact describing how families, the entire school staff, and students share responsibility for improved academic achievement and how the school and families will build a partnership to help students meet challenging state standards.

6. School Responsibilities Under the Compact

- Provide high-quality, standards-aligned curriculum and instruction in a supportive, inclusive, culturally responsive, and effective learning environment.
- Use multiple measures to monitor progress and provide timely intervention, enrichment, and feedback.
- Communicate frequently with families regarding progress, attendance, behavior, services, and ways to support learning.
- Provide reasonable access to staff, opportunities to volunteer and participate, and opportunities to observe classroom activities consistent with safety, privacy, and instructional requirements.
- Hold parent-teacher conferences at least annually in elementary grades and discuss the Compact as it relates to the individual child's achievement.

7. Family Responsibilities Under the Compact

- Support regular and punctual attendance and communicate promptly about barriers.
- Monitor assignments, progress reports, and school communications.
- Establish routines that support reading, homework, sleep, healthy technology use, and preparation for school.
- Participate in conferences and decision-making opportunities and share information that helps the school support the child.
- Reinforce respectful conduct, persistence, and responsible citizenship.

8. Student Responsibilities Under the Compact

- Attend school regularly, arrive ready to learn, and participate actively.
- Complete assignments with integrity, ask for help, and use feedback to improve.
- Treat others respectfully and contribute to a safe, inclusive learning environment.
- Use school technology responsibly and follow school rules.
- Share school communications with family members and participate in goal setting.

9. Two-Way Communication and Language Access

ICS shall provide regular, meaningful two-way communication between families and staff in languages families can understand to the extent practicable and as required by law. Communication methods may include conferences, progress reports, family portals, phone calls, text messages, email, translated notices, interpretation, workshops, and home/community outreach.

10. Unsatisfactory Plan Comments

If the LCAP/SPSA or schoolwide plan is not satisfactory to parents of participating children, ICS shall provide a meaningful process for submitting comments and shall include or transmit those comments when the plan is presented for required approval or made available to the LEA/Board.

11. Review, Distribution, and Evidence

The Schoolsite Council shall review this policy and the Compact at least annually using parent input and program-evaluation data. ICS shall distribute both annually and retain evidence of joint development, approval, distribution, annual meeting, activities, evaluation, and revisions.

Board Certification

The Board of Directors adopts this policy and directs the Chief Executive Officer or designee to implement, train affected personnel, maintain required records, and bring material revisions back to the Board.

Board President

Board Secretary

Date

IFTIN CHARTER SCHOOL

Foster Youth Education, School Stability, and Transportation Policy

Policy No.	20 U.S.C. § 6312(c)(5); Cal. Educ. Code §§ 48850 et seq.	Status	Board Adoption Draft
Adopted	_____	Revised	_____
Responsible	Chief Executive Officer / Designee	Review Cycle	Annual and as applicable laws or regulatory requirements change
Legal Authority	20 U.S.C. § 6312(c)(5); 42 U.S.C. § 675(4)(A); applicable California foster-youth education statutes	Applies To	Board, employees, contractors, students and families, as applicable

1. Purpose

ICS shall remove barriers to enrollment, attendance, participation, and educational stability for foster children and youth. Decisions shall be made promptly, in the pupil's best interest, and in coordination with the county child welfare agency, educational rights holder, placing agency, attorney, and other required parties.

2. Designated Point of Contact

The Chief Executive Officer shall designate an ICS Foster Youth Liaison/Point of Contact. The designation shall be documented annually and communicated to staff and relevant agencies. The liaison shall coordinate enrollment, records, credits, transportation, attendance, discipline notices, service referrals, and interagency communication.

3. Immediate Enrollment and Records

A foster child or youth shall be immediately enrolled when required by law even if the pupil lacks records, uniforms, fees, immunization documentation, proof of residency, or other documents normally requested. Staff shall promptly request records and shall not penalize a pupil for delays attributable to placement changes or agency action.

4. School of Origin and Best-Interest Determination

ICS shall support the right of a foster child or youth to remain in the school of origin when it is in the pupil's best interest. A best-interest determination shall be individualized, child-centered, and made collaboratively, considering the pupil's attachment to the school, academic and social-emotional needs, safety, length and stability of placement, travel time, developmental factors, special education needs, and the pupil's and educational rights holder's views. Transportation cost alone shall not determine best interest.

5. Transportation Procedures

When transportation is necessary to maintain the pupil in the school of origin, the Foster Youth Liaison shall promptly coordinate with the child welfare agency and other responsible entities to develop a written transportation plan. Transportation shall begin without unreasonable delay and shall be safe, cost-effective, developmentally appropriate, and consistent with the pupil's individual needs.

When additional costs are incurred, transportation shall be provided when the child welfare agency agrees to reimburse ICS, ICS agrees to pay, or the parties agree to share the cost. Pending resolution of responsibility, ICS and the agency shall work in good faith to prevent interruption of attendance. Written arrangements shall identify route, provider, start date, duration, supervision, cost allocation, billing, emergency contacts, and review date.

6. Comparable Services and Educational Supports

Foster youth shall have access to services comparable to those provided to other pupils, including special education, English learner services, Title I services, school meals, counseling, extracurricular activities, expanded learning, transportation, and academic intervention. ICS shall promptly evaluate the need for supports and avoid unnecessary delays caused by placement changes.

7. Attendance, Grades, and Discipline

Foster-related court appearances, placement changes, medical or agency appointments, and other legally protected absences shall be handled in accordance with law. Staff shall not lower grades solely because of absences caused by placement changes or court-related activities when prohibited. Required educational rights holders, attorneys, county social workers, and agency representatives shall receive notices and invitations relating to suspension, expulsion, involuntary removal, and manifestation determination as required.

8. Dispute Resolution

Disputes shall be addressed promptly by the Foster Youth Liaison and Chief Executive Officer. The pupil shall remain enrolled and receive services to the greatest extent required by law while a dispute is resolved. ICS shall document the issue, participants, information considered, interim supports, decision, notice, and any appeal or agency escalation.

9. Confidentiality and Records

Information concerning foster status and placement shall be shared only with persons who have a legitimate educational or legal need to know. The liaison shall maintain records of point-of-contact designation, agency correspondence, best-interest determinations, transportation plans, cost agreements, services, and dispute resolutions.

Board Certification

The Board of Directors adopts this policy and directs the Chief Executive Officer or designee to implement, train affected personnel, maintain required records, and bring material revisions back to the Board.

Board President

Board Secretary

Date

IFTIN CHARTER SCHOOL

Suspension, Expulsion, and Involuntary Removal Policy

Policy No.	Cal. Educ. Code §§ 47605(c)(5)(J), 47606.2, 48900 et seq.	Status	Board Adoption Draft
Adopted	_____	Revised	_____
Responsible	Chief Executive Officer / Designee	Review Cycle	Annual and as applicable laws or regulatory requirements change
Legal Authority	Cal. Educ. Code §§ 47605(c)(5)(J), 47606.2, 48900 et seq., 48901.1, 48985; IDEA; Section 504	Applies To	Board, employees, contractors, students and families, as applicable

1. Philosophy and Scope

ICS shall maintain a safe, orderly, inclusive learning environment through prevention, positive behavioral supports, restorative and instructional responses, and fair discipline. Removal from instruction shall be used only when lawful and appropriate. This policy governs suspension, expulsion, and any other involuntary removal of a pupil from ICS.

2. Other Means of Correction

Except when immediate removal is necessary to protect safety or when the conduct is sufficiently serious under law and the charter, ICS shall consider and document other means of correction before suspension or expulsion. Supports may include conferences, reteaching expectations, restorative practices, counseling, behavior intervention, academic supports, conflict resolution, attendance intervention, disability-related supports, and referrals to community services.

3. Grounds and Limitations

A pupil may be disciplined only for conduct identified in the currently authorized charter petition, this policy, and applicable law, and only when the required nexus to school activity or attendance exists. ICS shall apply statutory restrictions on suspension or expulsion for disruption or willful defiance and shall not discipline a pupil for conduct that is a manifestation of disability without complying with special education law.

4. Short-Term Suspension - Fewer Than 10 Days

Before a suspension of fewer than 10 schooldays, the pupil shall receive oral or written notice of the charges. If the pupil denies the charges, ICS shall explain the supporting evidence and provide an opportunity for the pupil to present the pupil's side of the story. An emergency suspension may occur before the conference only when a clear and present danger requires immediate action; the conference shall then occur as soon as practicable and within applicable timelines.

ICS shall make a reasonable effort to contact the parent or educational rights holder promptly and shall provide written notice stating the conduct, duration, return date, appeal or review information, available assignments and supports, and applicable rights. Notices shall be translated as required.

5. Homework During Suspension

Upon request by the parent, legal guardian, educational rights holder, or affected pupil, a teacher shall provide homework to a pupil in grades 1-12 who is suspended for two or more schooldays. If the pupil timely submits the assignment and it is not graded before the end of the academic term, the assignment shall not be included in calculating the pupil's overall grade in the class.

6. Suspension of 10 Days or More and Expulsion

For a suspension of 10 days or more or an expulsion, ICS shall provide timely written notice of the charges and an explanation of the pupil's basic rights. The pupil shall receive a hearing before a neutral decision-maker within a reasonable number of days. At the hearing the pupil shall have a fair opportunity to present testimony, evidence, and witnesses; confront and cross-examine adverse witnesses; inspect evidence; and be represented by legal counsel or an advocate at the pupil's expense.

The decision shall be based on reliable evidence and shall contain written findings, the effective date and duration, conditions for rehabilitation or return when applicable, appeal or review rights, and required notifications. The Board shall take final action when required by the charter or law, and any public action shall protect confidential pupil information.

7. Involuntary Removal for Any Reason

No pupil shall be involuntarily removed for disciplinary or non-disciplinary reasons unless the parent or guardian receives written notice of intent to remove at least five schooldays before the effective date. The notice shall be in the native language of the pupil or parent or guardian, or the appropriate educational rights holder, and shall explain the basis, effective date, and right to initiate the hearing procedures applicable to long-term suspension or expulsion before removal takes effect.

For a homeless child or youth, foster child or youth, or Indian child, notice shall also be provided to each additional person required by law, including the educational rights holder, attorney, county social worker, tribal social worker, and applicable county social worker. If an authorized person timely requests a hearing, the pupil shall remain enrolled and shall not be removed until ICS issues a final decision.

8. Foster Youth, Homeless Youth, Indian Children, and Pupils with Disabilities

ICS shall provide all required notices, invitations, and participation rights to educational rights holders, attorneys, county social workers, tribal social workers, and agencies. When a pupil with a disability faces a disciplinary change of placement, ICS shall convene required manifestation determinations and provide services consistent with the IDEA and Section 504.

9. Language Access

All material disciplinary notices and documents shall be translated into the parent's or guardian's primary language when required by law. Interpretation shall be provided for conferences and hearings as needed to ensure meaningful participation.

10. Data, Equity Review, and In-School Supports

ICS shall maintain complete discipline records and periodically review removals, suspensions, expulsions, referrals for disruption or willful defiance, and other interventions by student group. When an employee refers a pupil for in-school interventions or supports for disruption or willful defiance, administration shall document the action taken within five business days and place the documentation in the pupil's record to the extent permitted by law.

11. Notice to District and Transfer of Records

When required by law, ICS shall notify the school district of the pupil's last known address after expulsion or departure and shall provide requested cumulative records. Such notification shall not replace due-process obligations or permit an unlawful removal.

12. Annual Self-Review and Training

Administration shall annually review this policy, the authorized charter petition, notices, forms, and actual practices for compliance with current federal and California law. Staff responsible for discipline shall receive annual training. Any inconsistency shall be referred promptly to legal counsel and the Board for correction.

Board Certification

The Board of Directors adopts this policy and directs the Chief Executive Officer or designee to implement, train affected personnel, maintain required records, and bring material revisions back to the Board.

Board President

Board Secretary

Date

IFTIN CHARTER SCHOOL

Federal Time and Effort Documentation Policy

Policy No.	2 C.F.R. §§ 200.302, 200.430; applicable federal grant requirements	Status	Board Adoption Draft
Adopted	_____	Revised	_____
Responsible	Chief Executive Officer / Designee	Review Cycle	Annual and as applicable laws or regulatory requirements change
Legal Authority	2 C.F.R. §§ 200.302, 200.403-200.405, 200.430, 200.334; applicable federal program statutes, grant terms, and state requirements	Applies To	Board, employees, contractors, students and families, as applicable

1. Purpose and Standard

ICS shall charge salaries and wages to federal awards only when the compensation is reasonable, necessary, allocable, supported by records that accurately reflect work performed, and consistent with established written policies applied to both federal and nonfederal activities. Budget estimates alone do not constitute adequate support.

2. Covered Compensation

This policy applies to regular salary, benefits, stipends, extra-duty pay, overtime, substitute costs, and any other personnel cost charged in whole or in part to a federal award, including Title I, Title II, Title III, Title IV, and federal pass-through awards.

3. Duty Statements and Cost Objectives

Before charging compensation to a federal award, ICS shall maintain a current duty statement identifying the employee's position, duties, funding sources, cost objectives, expected schedule, and supervisor. For split-funded positions, duties attributable to each funding source shall be distinguishable. The duty statement shall be signed or otherwise acknowledged by the employee and supervisor and updated when assignments or funding change.

4. Time-and-Effort Records

Records shall reflect actual work performed after the work occurs, account for the total compensated activity for which the employee is paid, cover both federal and nonfederal activities, be prepared at least monthly when required by the selected system, and be supported by a system of internal controls providing reasonable assurance that charges are accurate, allowable, and properly allocated.

ICS may use personnel activity reports, time sheets, time cards, semiannual certifications, or another equivalent record when the method accurately reflects actual work and complies with applicable federal

guidance. A semiannual certification may be used only when the employee works solely on a single federal award or single cost objective for the entire certification period and the certification is completed after the period by the employee or a supervisor with first-hand knowledge.

5. Multiple Cost Objectives

An employee working on multiple cost objectives shall maintain contemporaneous records showing the actual distribution of time or effort among benefiting activities. Predetermined percentages may be used for interim payroll allocation only when supported by a reasonable written budget estimate and followed by timely comparison and reconciliation to actual activity.

6. Payroll Reconciliation

- Fiscal staff shall compare payroll charges to approved position control, duty statements, funding budgets, and time-and-effort records at least quarterly.
- Differences between budgeted and actual activity shall be corrected promptly. Short-term fluctuations may be adjusted at least quarterly; significant changes shall be reflected sooner.
- Adjustments shall be documented through journal entries or payroll corrections with an explanation, calculation, approval, and supporting records.
- Year-end payroll charges shall be fully reconciled before final federal reporting and closeout.

7. Stipends, Extra Duty, and Overtime

Stipends, extra-duty assignments, and overtime charged to federal funds require advance written authorization describing the deliverable, dates, hours or payment basis, funding source, and program benefit. Completion shall be certified by the employee and approved by a supervisor with knowledge of the work. A flat stipend shall not be charged to a federal program without documentation showing the work performed and the reasonableness of the amount.

8. Internal Controls and Segregation of Duties

No employee shall be the sole approver of the employee's own time-and-effort record or payroll adjustment. Program staff shall verify programmatic benefit; supervisors shall verify work performed; and fiscal staff shall verify coding, allowability, reconciliation, and retention. Exceptions shall be escalated to the Chief Executive Officer and Business Manager.

9. Training and Monitoring

Employees, supervisors, program managers, and fiscal personnel involved with federal payroll shall be trained at hire or assignment and at least annually thereafter. ICS shall periodically sample records for completeness, signatures, consistency with payroll, and alignment with program duties. Deficiencies shall be corrected and may result in reclassification to an unrestricted funding source.

10. Record Retention

ICS shall retain duty statements, position control, payroll records, time-and-effort records, certifications, reconciliations, journal entries, training records, and supporting documentation for the federal retention period and longer when required because of audit, litigation, claim, or unresolved monitoring.

Board Certification

The Board of Directors adopts this policy and directs the Chief Executive Officer or designee to implement, train affected personnel, maintain required records, and bring material revisions back to the Board.

Board President

Board Secretary

Date

IFTIN CHARTER SCHOOL

Federal Procurement and Contract Administration Policy

Policy No.	2 C.F.R. §§ 200.317-200.327; applicable state procurement requirements	Status	Board Adoption Draft
Adopted	_____	Revised	_____
Responsible	Chief Executive Officer / Designee	Review Cycle	Annual and as applicable laws or regulatory requirements change
Legal Authority	2 C.F.R. §§ 200.317-200.327 and Appendix II; 2 C.F.R. §§ 200.403-200.475; applicable California and charter requirements	Applies To	Board, employees, contractors, students and families, as applicable

1. Policy and Scope

ICS shall procure goods and services with federal funds through full and open competition, sound business practices, effective internal controls, and procedures that prevent conflicts of interest, unnecessary purchases, duplicative costs, and favoritism. The stricter of federal, state, charter-authorizer, grant, or Board requirements shall control.

2. Planning and Allowability

Before solicitation or purchase, the requester shall document the program need, estimated cost, funding source, budget availability, allowability, reasonableness, allocability, alignment with the approved plan, and whether the purchase is equipment, a capital expenditure, a professional service, or subject to special approval. Staff shall avoid acquiring unnecessary or duplicative items and shall consider shared services, leasing, surplus property, and other economical alternatives.

3. Standards of Conduct and Conflicts

Board members, employees, agents, and contractors participating in selection, award, or administration shall disclose actual or potential conflicts and shall not solicit or accept gratuities, favors, or anything of monetary value from vendors except unsolicited nominal items permitted by written ethics rules. A person with a conflict shall not participate in the procurement. Violations may result in discipline, contract remedies, or referral to authorities.

4. Competition and Vendor Restrictions

Procurements shall be conducted in a manner providing full and open competition. Specifications shall be clear and shall not unduly restrict competition. ICS shall not impose unreasonable qualification requirements, require unnecessary experience or bonding, use noncompetitive pricing practices, specify only a brand

without an approved equivalent, or permit organizational conflicts of interest. Contractors that draft specifications or statements of work shall not receive an unfair competitive advantage.

5. Procurement Methods

ICS shall use the procurement method appropriate to the aggregate dollar amount and circumstances, applying current federal thresholds and any lower local threshold. Fiscal staff shall publish an annual threshold schedule based on current 2 C.F.R. Part 200 and Board requirements.

- Micro-purchases: distribute equitably among qualified suppliers to the extent practicable; price must be reasonable; document the purchase and reasonableness.
- Simplified acquisitions: obtain an adequate number of price or rate quotations from qualified sources and document the comparison and selection.
- Sealed bids: use when complete specifications are available, two or more responsible bidders are willing and able to compete, and award can be made principally on price to the lowest responsive and responsible bidder.
- Competitive proposals: publicize requests, identify evaluation factors and their relative importance, solicit an adequate number of qualified sources, conduct a documented technical evaluation, and award to the responsible offeror whose proposal is most advantageous considering price and other factors.
- Noncompetitive procurement: use only when one of the federal exceptions is documented, such as single source, public emergency that will not permit delay, express authorization by the awarding or pass-through agency, or inadequate competition after solicitation.

6. Cost and Price Analysis

ICS shall perform a cost or price analysis in connection with every procurement action above the simplified acquisition threshold, including contract modifications. For sole-source procurements, ICS shall negotiate profit separately when required and document the basis for price reasonableness.

7. Responsible Contractor and Exclusion Checks

ICS shall award only to responsible contractors possessing the ability to perform successfully. Consideration shall include integrity, compliance with public policy, past performance, financial and technical resources, required licensing, insurance, and capacity. Before covered transactions, ICS shall verify that the vendor is not suspended or debarred and retain evidence of the verification.

8. Contract Administration and Federal Clauses

Every contract shall identify the scope, price or payment method, term, deliverables, acceptance criteria, funding source, invoicing requirements, records access, termination rights, and remedies. Contracts shall include all applicable federal clauses, including those in 2 C.F.R. Part 200 Appendix II, and any program-specific requirements. A designated contract manager shall monitor performance, invoices, deliverables, and compliance before payment.

9. Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Firms

ICS shall take the affirmative steps required by federal regulations to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, including placing qualified firms on solicitation lists, soliciting them when potential sources, dividing requirements when economically feasible, establishing delivery schedules that encourage participation, and using assistance organizations as appropriate.

10. Documentation and Retention

The procurement file shall contain the requisition, allowability review, specifications, solicitation, vendor responses, quotes or bids, evaluation, conflict disclosures, exclusion check, approval, contract or purchase order, amendments, invoices, receiving evidence, payment authorization, and performance documentation. Records shall be retained for the federal retention period and longer when required.

Board Certification

The Board of Directors adopts this policy and directs the Chief Executive Officer or designee to implement, train affected personnel, maintain required records, and bring material revisions back to the Board.

Board President

Board Secretary

Date

IFTIN CHARTER SCHOOL

Federal Equipment, Property, and Inventory Control Policy

Policy No.	2 C.F.R. §§ 200.313, 200.334, 200.439; Cal. Educ. Code § 35168; 5 C.C.R. § 3946	Status	Board Adoption Draft
Adopted	_____	Revised	_____
Responsible	Chief Executive Officer / Designee	Review Cycle	Annual and as applicable laws or regulatory requirements change
Legal Authority	2 C.F.R. §§ 200.313, 200.334, 200.439; Cal. Educ. Code § 35168; 5 C.C.R. § 3946; applicable grant terms and state requirements	Applies To	Board, employees, contractors, students and families, as applicable

1. Scope and Definitions

This policy applies to equipment and other property acquired in whole or in part with federal funds. ICS shall maintain a historical inventory record for each item with an acquisition cost of \$1,500 or more per unit when required by California law or California Department of Education guidance, and shall also comply with the federal equipment threshold and any lower grant-specific threshold. Sensitive or easily pilfered technology may be inventoried regardless of cost.

2. Prior Approval and Purchasing

Before purchasing equipment, staff shall confirm that the cost is allowable, necessary, reasonable, included in the approved plan and budget, and not duplicative. Capital expenditures for special-purpose equipment with a unit cost of \$10,000 or more require prior written approval from the federal awarding agency or CDE/pass-through entity, unless a different current threshold applies. Approval shall be obtained before obligation or purchase.

3. Required Property Record

The property record shall include, at minimum: description; manufacturer and model; serial or identification number; asset tag; funding source and program; Federal Award Identification Number; title holder; acquisition date; original cost; percentage of federal participation; location; assigned custodian; use; current condition; last physical inventory date; transfer history; and disposition date, method, approval, sale price, and fair-market-value information.

4. Tagging and Identification

Property shall be tagged promptly upon receipt with a unique asset identifier and, when practicable, a label identifying the federal funding source. The receiving employee shall verify quantity, condition, serial number, and consistency with the purchase order before payment is authorized.

5. Safeguards, Use, and Maintenance

ICS shall use federally funded equipment for the authorized program for as long as needed, giving priority to the program that funded the property. ICS shall maintain adequate safeguards to prevent loss, damage, theft, and unauthorized use; maintain equipment in good condition; control access; and investigate and document loss, damage, or theft. Personal use is prohibited except incidental use expressly authorized by policy and consistent with the federal purpose.

6. Physical Inventory and Reconciliation

ICS shall conduct a physical inventory at least once every two years and reconcile results to the property records. The inventory team should be independent of day-to-day custody to the extent practicable. Discrepancies shall be investigated, corrected, and approved. The final inventory shall identify the date, personnel, method, exceptions, resolutions, and certification.

7. Transfer and Off-Site Use

Movement between rooms, sites, employees, or programs shall be documented. Off-site use requires written authorization identifying the item, custodian, purpose, location, period, and return date. The custodian is responsible for reasonable care and prompt reporting of loss or damage.

8. Disposition

When property is no longer needed for the original federal program or another eligible federal activity, ICS shall determine current fair market value and follow federal and CDE disposition requirements. Equipment with a current per-unit fair market value above the applicable federal threshold shall not be sold, transferred, or discarded without required instructions or approval. Any proceeds shall be handled in accordance with federal rules. Disposal of data-bearing devices shall include secure data destruction.

9. Records and Monitoring

ICS shall retain purchase approvals, invoices, property records, inventory certifications, photographs when useful, transfer records, loss reports, maintenance records, CDE approval forms, disposition approvals, and sales documentation. Fiscal and program staff shall annually review federally funded additions and removals for completeness and alignment with the general ledger.

Board Certification

The Board of Directors adopts this policy and directs the Chief Executive Officer or designee to implement, train affected personnel, maintain required records, and bring material revisions back to the Board.

Board President

Board Secretary

Date

IFTIN CHARTER SCHOOL

Internet Safety, CIPA, and Acceptable Use Policy

Policy No.	47 U.S.C. § 254(h); 20 U.S.C. §§ 7131, 7135; applicable CIPA requirements	Status	Board Adoption Draft
Adopted	_____	Revised	_____
Responsible	Chief Executive Officer / Designee	Review Cycle	Annual and as applicable laws or regulatory requirements change
Legal Authority	47 U.S.C. § 254(h); 20 U.S.C. § 7131 (ESSA § 4121); applicable student privacy and California law	Applies To	Board, employees, contractors, students and families, as applicable

1. Purpose and Applicability

ICS shall provide safe, lawful, and educationally appropriate access to the Internet and technology. This policy applies to school-owned or school-managed computers, networks, wireless systems, mobile devices, email, cloud services, and future technologies, and to personal devices when connected to ICS systems or used for school activities.

2. Technology Protection Measures

ICS shall operate and enforce technology protection measures on computers with Internet access that protect against access to visual depictions that are obscene, constitute child pornography, or are harmful to minors, as applicable. The measures shall be active during use by minors and adults as required by the Children's Internet Protection Act and Title IV, Part A.

3. Internet Safety Program

ICS shall educate minors about appropriate online behavior, including interacting with others on social networking sites and in chat rooms, cyberbullying awareness and response, digital citizenship, privacy, misinformation, intellectual property, passwords, phishing, and reporting unsafe content or conduct.

4. Monitoring and Supervision

ICS shall monitor the online activities of minors to the extent required and reasonably practicable. Monitoring may include filtering, logging, audit, classroom supervision, device-management tools, and investigation of suspected misuse. Users have no expectation of privacy in school systems except as provided by law. Monitoring shall be conducted consistently with student privacy and employee rights.

5. Acceptable Use

- Use technology primarily for instruction, school business, communication, research, collaboration, and other authorized purposes.
- Protect passwords and confidential information and use only authorized accounts and systems.

- Respect copyright, licensing, privacy, and the rights and dignity of others.
- Report security incidents, cyberbullying, threats, inappropriate content, lost devices, and suspected unauthorized access promptly.

6. Prohibited Use

- Accessing, creating, transmitting, or distributing obscene material, child pornography, material harmful to minors, threats, harassment, hate-based abuse, or unlawful content.
- Attempting to bypass filters, disable security, gain unauthorized access, introduce malware, scan systems without authorization, or interfere with network operations.
- Disclosing personal or confidential information without authorization; impersonating another person; or using technology for fraud, commercial activity, political campaign activity prohibited by law, or academic dishonesty.
- Using artificial intelligence or automated tools in violation of instructional expectations, privacy requirements, copyright, or data-security rules.

7. Social Networking and Electronic Communication

Students and staff shall use school-approved communication platforms for school business when required. Communication with pupils shall be professional, transparent, and consistent with staff conduct and records-retention requirements. Users shall not post confidential pupil or employee information or images without authorization.

8. Administrative Disabling of Protection Measures

An administrator, supervisor, or other person authorized by ICS may temporarily disable a technology protection measure for an adult to enable bona fide research or another lawful purpose. Disabling for a minor is permitted only to the extent allowed by applicable law and shall be documented and supervised.

9. Public Hearing, Notice, and Certification

ICS shall provide reasonable public notice and hold at least one public hearing or meeting to address this Internet Safety Policy before initial adoption or material amendment when required by CIPA. ICS shall complete required annual certifications associated with E-rate and Title IV, Part A and shall maintain evidence of adoption, notice, hearing, filtering, instruction, and enforcement.

10. Enforcement and No Guarantee

Violations may result in loss of privileges, discipline, restitution, referral to law enforcement, or other appropriate action. No filtering system is infallible. ICS shall respond to reports and continuously improve controls, but does not guarantee that all inappropriate content will be blocked.

Board Certification

The Board of Directors adopts this policy and directs the Chief Executive Officer or designee to implement, train affected personnel, maintain required records, and bring material revisions back to the Board.

Board President

Board Secretary

Date

IFTIN CHARTER SCHOOL

Federal Programs Uniform Complaint and Compliance Procedures

Policy No.	5 C.C.R. §§ 4600-4670; applicable federal program complaint requirements	Status	Board Adoption Draft
Adopted	_____	Revised	_____
Responsible	Chief Executive Officer / Designee	Review Cycle	Annual and as applicable laws or regulatory requirements change
Legal Authority	5 C.C.R. §§ 4600-4670, as applicable; 20 U.S.C. program requirements; Cal. Educ. Code § 47605(e)(4); applicable CDE UCP guidance	Applies To	Board, employees, contractors, students and families, as applicable

1. Purpose

ICS shall provide a fair, accessible, timely, and nonretaliatory process for receiving and resolving complaints alleging violations of federal or state laws governing educational programs, including Title I, Title II, Title III, Title IV, compensatory education, services to homeless and foster youth, and other programs subject to the Uniform Complaint Procedures or a specific federal complaint process.

2. Responsible Compliance Officer

The Board designates the Chief Executive Officer or a named designee as the Compliance Officer. The Compliance Officer shall be knowledgeable about the programs and laws assigned, shall coordinate impartial investigations, and shall not investigate a matter when a conflict of interest exists. Contact information shall be published annually in the Parent-Student Handbook and website.

3. Notice and Accessibility

ICS shall annually notify pupils, parents and guardians, employees, advisory committees, private school officials when applicable, and other interested parties of complaint rights, applicable timelines, available remedies, the prohibition on retaliation, and the right to appeal to the California Department of Education when authorized. Notices and assistance shall be provided in languages and formats required by law, and reasonable accommodations shall be available.

4. Filing a Complaint

A complaint should be written and describe the alleged violation, relevant facts, dates, persons involved, and requested remedy. ICS shall provide assistance when a complainant cannot prepare a written complaint because of disability, language, literacy, or other barrier. Anonymous complaints may be reviewed when sufficient information exists, though anonymity may limit the investigation.

5. Intake and Routing

Upon receipt, the Compliance Officer shall date-stamp the complaint, acknowledge receipt, determine the governing procedure, identify conflicts, preserve records, and provide the complainant with the applicable timeline. Complaints alleging discrimination, harassment, intimidation, bullying, Title IX violations, special education matters, employee grievances, charter enrollment-access violations, Williams matters, or child abuse shall be routed to the legally required process without unnecessary duplication.

6. Informal Resolution

ICS may offer mediation or informal resolution when lawful and voluntary. Informal resolution shall not extend a statutory deadline without written agreement where permitted, shall not be required as a condition of investigation, and shall not be used when inappropriate because of safety, power imbalance, or the nature of the allegations.

7. Investigation

The investigator shall provide the complainant and ICS an opportunity to present relevant information and witnesses; review documents, data, policies, and practices; conduct interviews; make credibility determinations when necessary; and apply the controlling law and evidentiary standard. The investigation shall be impartial, prompt, and sufficiently thorough to determine whether a violation occurred.

8. Written Decision

Within the timeline required by the applicable procedure, ordinarily 60 calendar days for UCP matters unless lawfully extended, ICS shall issue a written decision containing the allegations, findings of fact, conclusions, disposition of each allegation, corrective actions and timelines when warranted, appeal rights, and notice of civil-law remedies when required. The decision shall protect confidential information.

9. Corrective Action and Monitoring

When a violation is substantiated, ICS shall take corrective action reasonably designed to stop the violation, remedy its effects, prevent recurrence, restore services or funds when appropriate, and address systemic causes. The Compliance Officer shall track completion and report material unresolved items to the Board.

10. Retaliation and Confidentiality

Retaliation against a complainant, witness, or participant is prohibited. ICS shall maintain confidentiality to the extent possible while conducting a fair investigation and complying with disclosure laws. Records shall be stored securely and shared only with persons who have a legitimate need to know.

11. CDE and Authorizer Complaints

Nothing in this policy limits a person's right to file directly with the California Department of Education, the chartering authority, the U.S. Department of Education, or another agency when direct filing is permitted. Charter enrollment-access complaints under Education Code section 47605 shall be handled and noticed consistent with the CDE charter enrollment notice and authorizer process.

12. Records and Annual Review

ICS shall maintain complaint logs, notices, correspondence, evidence, interview records, decisions, appeals, corrective actions, and closure documentation. The Compliance Officer shall annually review trends, timeliness, language access, corrective-action completion, and necessary policy or training changes.

Board Certification

The Board of Directors adopts this policy and directs the Chief Executive Officer or designee to implement, train affected personnel, maintain required records, and bring material revisions back to the Board.

Board President

Board Secretary

Date
