

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4000

Goals

The Board, through the leadership of the Administration and the assistance of the total staff, will seek to enhance the Charter School's community relations by striving to achieve the following goals:

1. to encourage and enhance communications, understanding, trust and mutual support between the Charter School and the people it serves;
2. to increase both the quality and quantity of public participation in school affairs, activities and programs;
3. to strengthen and improve relations and interactions among staff, trustees, citizens, parents and students;
4. to promote understanding and cooperation between the schools and community groups.

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4100

Public Relations

The Charter School shall strive to maintain effective two-way communication channels with the public. Such channels shall enable the Board and staff to interpret the schools' needs to the community and provide a means for citizens to express their needs and expectations to the Board and staff.

The administration shall establish and maintain a communication process within the school system and between it and the community. Such a public information program shall provide for news releases at appropriate times, arrange for news media coverage of school programs and events, provide for regular direct communications between individual schools and the citizens they serve, and assist staff in improving their skill and understanding in communicating with the public.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together.

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

**Another Choice Virtual Charter School
COMMUNITY RELATIONS**

4100

Public Participation in Board Meeting

The Board of Directors encourages all citizens of the Charter School to express their ideas and concerns. The comments of the community will be given careful consideration. In the evaluation of such comments, first priority will be Charter School students and their educational program.

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. Idaho Code § 67-2345.

“A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.” Idaho Code § 33-512 (11).

Any complaint about the Charter School, including instruction, discipline, school personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff
2. Coordinator or Supervisor
3. Head of School / Superintendent
4. Board of Directors

Please also see Charter School Policy No. 4110 regarding public complaints.

At each Regular and Special meeting of the Board the agenda will provide time for public comment before the Board. Persons wishing to address the Board will be required to submit a “REQUEST TO APPEAR BEFORE THE BOARD” form. Forms are available from the Board Clerk and will be available at each meeting.

Total time allotted for public comment will not exceed one (1) hour. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to five (5) minutes. All speakers will be allowed to speak at least once before a speaker is allowed to address the board a second time. Public comment will be taken from the public on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the

public are encouraged to select a representative(s) to summarize their position. Additionally, the Board Clerk will accept written comments for distribution to the Board.

Written materials for Board Members must be submitted to the Board Clerk. The written material must include the name, address and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members if received by noon the Friday preceding the Board Meeting. Materials should not be sent directly to Board Members. Materials may be presented or mailed to the Board Clerk at boardclerk@anotherchoicecharter.org.

If a topic is being considered by a committee established for that purpose, the Chairman may refer the public comment to that committee.

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chairman may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board of Directors as a whole shall have the final decision in determining the appropriateness of all such rulings.

If a special meeting has been held to obtain public comment on a specific issue, the Chairman of the Board may not recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Cross Reference: 4110 Public Complaints
 4120 Uniform Grievance Procedure
 4320 Disruption of School Operations

Legal Reference: I.C. § 33-512 (11)
 I.C. § 67-2345

Policy History:

Promulgated on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

REQUEST TO APPEAR BEFORE THE BOARD

NOTICE

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1. Teacher or Staff
2. Coordinator or Supervisor
3. Head of School / Superintendent
4. Board of Directors

If these channels have been exhausted, this form should be filled out and handed to the board chairman, principal, or secretary prior to the beginning of the meeting.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, the chairman will announce your name.

You will have the floor for a maximum of **five minutes**.

The Board of Trustees encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Clerk. Written Comments must include name, address and telephone number.

REQUEST TO APPEAR BEFORE THE BOARD

NAME _____

ADDRESS _____

REPRESENTING _____

Brief Description of Reason to Appear Before the Board _____

Date: _____

COMMUNITY RELATIONS

4110

Public Complaints

The Board is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be submitted on the Uniform Grievance Procedure to the appropriate-level staff member or administrator. Each complaint or suggestion shall be considered on its merits.

Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board.

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Uniform Grievance Procedure

It is the Board's desire that administrative procedures for settling complaints and grievances of any and all persons (i.e., staff, students, patrons, hereinafter "Grievant") be an orderly process within which solutions may be pursued. Further, that the procedure provides prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each grievant be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Grievance Procedure

This grievance procedure should be followed if a grievant believes that the Board, its employees or agents have violated the grievant's rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

The Charter School will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

A grievant with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Board review the Principal's decision. This request must be submitted to the Board within fifteen (15) days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The Charter School has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Principal within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Principal agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Principal rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: The Board

Upon receipt of a written appeal of the decision of the Principal, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Procedure History:

Promulgated on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter

COMMUNITY RELATIONS

4120F

Uniform Grievance Procedure

Concern You Would Like Addressed

(Please keep your presentation to one sheet. Thank you.)

If the complaint pertains to sexual harassment or sexual misconduct, the concern should be remanded to the Title IX Coordinator to address.

Name: _____ Date: _____

Mailing Address: _____

Phone Number(s): _____

Subject: _____

Problem: _____

Examples that validate the problem: _____

Results: _____

Suggested Solutions: _____

Response Date: _____

Person Responding: _____

Response to Concern

Person Responding: _____ Response Date: _____

Method used to communicate response: _____

Actions Taken to Investigate Concern: _____

People contacted in gathering information upon which to make decision: _____

Findings of the Investigation: _____

Decision: _____

Results of communicating the decision: _____

Signature of Respondent

Date

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4130

Public Access to Charter School Records

Subject to the limitation provided herein and as provided by law, full access to information concerning the administration and operations of the Charter School shall be afforded to the public. Public access to Charter School records shall be afforded according to appropriate administrative procedures.

A "Public record" includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and political or local agency regardless of physical form or characteristics. A "Writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

Public records of a school do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

The administration shall serve as "public records coordinator" with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator, the administration shall authorize the inspection and copying of the Charter School's records only in accordance with the criteria set forth in this policy.

In accordance with Title 9, Chapter 3, Idaho Code, the following records shall not be subject to public inspection and/or copying:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation;
2. All personnel records of a current or former public official other than the public official's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace and employing agency. All other personnel information relating to a public employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
3. Retired employees' and retired public officials' home addresses, home telephone numbers and other financial and non-financial membership records;
4. Records of a current or former employee other than the employee's duration of employment with the association, position held and location of employment. This

exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses, of the executive director, executive officers or commissioners of the association. All other personnel information relating to an association employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;

5. Records relating to the appraisal of real property, timber or mineral rights prior to its acquisition, sale or lease by the Charter School;
6. Any estimate prepared by the Charter School that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
7. Examination, operating or condition reports and all documents relating thereto, prepared by or supplied to the Charter School;
8. Records of any risk retention or self-insurance program prepared in anticipation of litigation or for analysis of or settlement of potential or actual money damage claims against the Charter School and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic;
9. Computer programs developed or purchased by or for the Charter School for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:
 - a. The original data including, but not limited to, numbers, text, voice, graphics and images;
 - b. Analysis, compilation and other manipulated forms of the original data produced by use of the program; or
 - c. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.
10. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974 and adopted Charter School policy;
11. Test questions, scoring keys, or other examination data used to administer academic tests;
12. Preliminary drafts, notes, recommendations and intra-school memoranda in which opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt when publicly cited by the Charter School in connection with any Charter School action;

13. Records that are relevant to a controversy to which the Charter School is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution;
14. Records of buildings, facilities, infrastructures and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape or other emergency response plans, vulnerability assessments, operation and security manuals, plans, blueprints or security codes.

The Charter School shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of the request for examination or copying. If it is determined by the Charter School that a longer period of time is needed to locate or retrieve the public records, the Charter School shall so notify in writing the person requesting to examine or copy the records and shall provide the public records to the person no later than ten (10) working days following the person's request. If the Charter School fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If the Charter School denies the person's request for examination or copying the public records or denies in part and grants in part the person's request for examination and copying of the public records, the person legally responsible for administering the Charter School or the Charter School's designee shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for the Charter School has reviewed the request or shall state that the Charter School has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the person's right to appeal the denial or partial denial and the time periods for doing so. If a record is requested in electronic format and the record cannot be converted to another electronic format within ten (10) working days, the Charter School shall notify the person requesting the records of the same and provide the records to such person at a time mutually agreed upon giving consideration to any limitations that may exist regarding electronic conversion.

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, the Charter School shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

The coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise suitable for disclosure when it is determined that there is reasonable cause to believe that the disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Unless a person requesting the public record can demonstrate an inability to pay or that the public's interest or understanding of the operation or activities of the school district or its records would suffer by the assessment or collection of any fee, the Charter School will charge .10¢ per copy. The custodian may require advance payment of the cost of copying. Further the Charter School reserves the right to establish fees to recover the actual labor cost associated with the

locating and copying of documents or records if the request is for more than one hundred (100) pages of paper records; or the request includes records from which nonpublic information must be deleted; or the actual labor associated with locating and copying documents for a request exceeds two (2) person hours.

If a record is requested electronically, a copy of a computer disc or similar record system the fee shall not exceed:

- (1) The Charter School's cost of copying the information in that form;
- (2) The Charter School's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to another electronic form.

In the event an individual requests a record be provided in electronic format, the Charter School shall provide the record in electronic format if the record is available in that format. A request for public records may be conducted by electronic mail.

Cross Reference: 1530 Records Available to Public

Legal Reference: Title 9, Chapter 3 Public Records

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4130F

Charter School Record Request Form

RECORD REQUEST FORM

To Be Completed By Requester:

Requester's Name

Date of Request

Requester's Mailing Address

City, State, Zip Code

Requester's Telephone Number

Record(s) Requested: _____

To Be Completed By School Personnel:

Date Request Received in Charter School Office: _____

_____ 10-Day Extension Requested. Document(s)/Item(s) Due: _____

_____ Record Requested Granted. Date Mailed to Requester: _____

_____ Record Request Partially Denied. Date Letter Mailed to Requester: _____

_____ Record Request Denied. Date Letter Mailed to Patron: _____

School Personnel Comments/Notes: _____

Cross Reference:

1530 Records Available to Public

Legal Reference:

I.C. 9-339

Title 9, Chapter 3 Public
Records
Response to Request for
Examination of Public Records

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4140

Visitors to the Schools

While the Charter School encourages visits by Board members, parents and citizens to the Charter School building(s), all visitors are required to report to the main office area upon entering any school building.

All administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors must first report to the main office. This includes all parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the district, salespersons, representatives of the news media, former students and any other visitors.

Visits to locations where students are working during instructional time shall be permitted only with the district's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Conferences should be held during the teacher's allocated conference time.

Cross Reference: 4320

Disruption of School Operations
4420 Sex Offenders

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4150

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination.

The board for Another Choice Virtual Charter School accepts the most current form of the Idaho Special Education Manual and fully implements those procedures when working with students with special education needs.

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

School-Support Organizations

The Board recognizes that parent, teacher and student organizations are an invaluable resource to the Charter School and supports their formation and vitality. While parent, teacher and student organizations have no administrative authority and cannot determine Charter School policy, their suggestions and assistance are always welcome. Membership must be open and unrestricted.

Booster clubs and/or special interest organizations may be formed to support and strengthen specific activities conducted within the Charter School. All such groups must receive the approval of the Head of School and the Board in order to be recognized as a booster organization. These organizations must keep on file in the administration office a record of officers, bylaws, mailing addresses and other pertinent information as may be required by the Charter School. Staff participation, cooperation and support are encouraged in such recognized organizations.

Approving Activities of Booster Organizations

Booster-proposed plans, projects or activities must be evaluated and promoted in light of their stated contribution to the curricular as well as the extracurricular programs of the Charter School. Careful consideration must be given to the total value of all students, rather than to specific elements such as team participants.

Annually, booster organizations must submit to the Head of School or designee their tentative goals and objectives along with their fundraising plans for the next school year for review by the Board. Should the goals and objectives or fundraising plans change during the school year, the Head of School or designee is to be advised before any final revisions are made.

Booster organizations must abide by all Charter School policies as well as the following:

1. Booster organizations may not use the Charter School's tax ID number.
2. Booster organizations may not accept checks made out to the Charter School. The Charter School may not accept checks made out to the booster organization.
3. Charter School officials should not have a leadership role in booster organizations.
4. Fundraising activities should not occur on school premises or during school hours unless permission has been given by the Head of School or designee.
5. Booster organizations must submit to the Board for review and approval of quarterly reports on income, expenses and balance sheets.

Fund-Raising by School Support Groups

Fund-raising by school support groups is considered a usual and desirable part of the function of such groups. The specific fund-raising activities must be approved in advance by the administrative team.

The Head of School must be consulted prior to any expenditure of such funds. All such funds raised by school adjunct groups are to be used for the direct or indirect support of school programs. Equipment purchased by support groups and donated to the schools becomes the property of the Charter School and may be used or disposed of in accordance with Charter School policy and state law.

Announcements of booster organization events and activities should clearly indicate that it is sponsored by a group and not the school. Groups should warrant that the activities will be adequately supervised.

Financial Records

Booster organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures. However, each organization shall be required to submit a quarterly financial report to the Board giving a full accounting of their financial dealings for the year including money raised and expended. The organization shall also submit to the Head of School backup documentation. Adequate, auditable financial records shall be maintained at all times.

Booster organizations shall use a fiscal reporting period that begins July 1 and ends June 30. Only elected officers of the booster organization may be authorized to sign checks drawn on the bank account of the organization. Two signatures are required on all organization checks. Persons authorized to sign may not be related nor live in the same house. An employee of the school may not be authorized to sign checks drawn on the bank account of a booster organization operating at that school.

No member or officer of any school associated organization shall draw a salary or receive wages of any kind in connection with their work with any school associated organization with the exception that members or officers may be reimbursed for personal expenditures made on behalf of the organization to a maximum of \$1,000.00 per year as verified by actual receipts. Any school associated organization failing to submit an annual financial statement as required by this policy shall be subject to having the Board approval withdrawn and will no longer be allowed to raise funds on behalf of the school or use the name of the school in any way, or imply or infer that they are a school associated organization.

Audit

Any booster organization shall be required to conduct annual audits of their financial records. The Charter School does require booster organizations to hire an audit committee or qualified accountant to conduct the organization's audit.

Liability and Insurance

The Charter School requires any booster organization or like organization to obtain and keep current liability insurance in the amount of \$1,000,000 naming the Charter School as additional insureds.

High School Activities Association Regulations

Another Choice Virtual Charter School does not participate in the Idaho High School Activities Association at this time.

Parameters for Use of the Charter School's Name, Logo or Mascot

The use of the Charter School name, logo or mascot by booster organizations must be authorized by the Head of School or designee. The Head of School or designee may revoke the authorization to use the Charter School's name, logo or mascot if the Head of School or designee determines that the booster organization has failed to comply with the terms of this policy or any other Charter School policy. The Head of School or designee will notify the booster organization in writing of the reason for the revocation. The booster organization may appeal the revocation to the Board whose decision will be final. The appeal must be filed in writing and submitted to the Board Clerk no later than five business days from the date of the Head of School /designee's letter.

In the event a booster organization's authorization to use the Charter School's name, logo or mascot is revoked, the booster organization will within three business days of the final decision provide to the Charter School Treasurer to deposit all of the funds in its possession.

Donations

Any item that a booster organization proposes to contribute to the school must meet all legal requirements, including safety codes. Before accepting any such donation, the Principal/Designee must ensure that funding is available to install and maintain all donated equipment, such as playground equipment, in compliance with all safety requirements. All items donated become the property of the Charter School. While the intent of the donation will be considered, the Charter School reserves the right to modify the use if the needs of the students or the Charter School change.

Discrimination

The Charter School and booster organizations may not create a vast difference in benefits or services to female and male athletes and/or students. The Charter School and booster organization must ensure that any contribution by the booster organization does not create a disparity in participation opportunities, equipment, facilities, etc. between males and females.

Legal Reference: Office of Civil Rights, Title IX Athletics Investigator's Manual
34 C.F.R. § 106.31(6)

Other Reference: Idaho High School Activities Association, 2006-2007 Rules and Regulations Manual

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Use of School Property for Posting Notices

Non-school related organizations may ask the building administrator permission:

1. To display posters in the area reserved for community posters; or
2. To have flyers distributed to students.

Posters and/or flyers subject to a request must be student oriented and have the sponsoring organization's name prominently displayed. Permission will be denied to post or distribute any material that would:

1. Disrupt the educational process;
2. Violate the rights of others;
3. Invade the privacy of others;
4. Infringe on a copyright; or
5. Be obscene, vulgar or indecent.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures or class rings. No information from any candidates for non-student elective offices shall be posted in the school, except on election day, or distributed to the students.

If permission is granted to distribute, the organization must arrange to have copies delivered to the school. Distribution of the material will be arranged by the administration.

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4240

Distribution of Fund Drive Literature Through Students

It is the policy of the Charter School to refrain from having the students, as student body members, used for collection or dissemination purposes.

Exceptions to this policy will be considered when recognized or student or school-affiliated organizations of the Charter School request permission to participate in such activity.

Policy History:

Adopted on: 9/8/10

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Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4250

Educational Research

All requests from the public to conduct research within the school must be directed to the Administrator. The following criteria will be utilized to make a determination regarding approval of such requests:

1. The study results in direct benefits or provides direct services to the children of within the school;
2. The study provides in-service opportunities for the growth and development of faculty and/or staff;
3. There are no expenditures of school funds or use of staff/faculty time unless there are benefits as described in 1 and 2 above.
4. Students participating in studies, authorized by school administration, must have the approval of their parents.

Cross-reference: 5380 Professional Research and Publishing

Policy History:

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Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4300

Conduct on School Property

In addition to prohibitions stated in other Charter School policies, no person, including a student, on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the School;
3. Violate any provision of the criminal law of the state of Idaho or town or county ordinance;
4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the School's educational program or any other activity occurring on school property;
7. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
8. Willfully violate other School rules and regulations; or
9. To threaten by word or act to use a firearm or other dangerous or deadly weapon to commit an act of violence to any other person on school grounds.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. As circumstances warrant, appropriate action will be taken by the School's administrators.

"School grounds" means on the property of or in a public or private elementary school or secondary school.

"Dangerous or deadly weapon" means a weapon, device, instrument, substance or material that is used for or capable of causing serious bodily injury or death.

"Firearm" means any weapon, whether loaded or unloaded, that a shot, projectile or other object may be discharged by force of explosion, combustion, gas and/or mechanical means, regardless if such weapon is operable.

Cross Reference: 3295 Hazing, Harassment, Intimidation, Bullying, Menacing
3330 Student Discipline
4320 Disruption of School Operations

Legal Reference: 20 U.S.C. § 6081 Pro-Children Act of 1994
I.C. § 18-3302I Threatening Violence on School Grounds
I.C. § 33-205 Denial of school attendance
I.C. § 33-512 Maintenance of schools
I.C. § 39-5503 Prohibitions – Exceptions

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Contact with Students

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons who are not employed by the Charter School for educational purposes. Teachers may arrange guest speakers on appropriate topics relative to the curriculum. The administration may approve school assemblies on specific educational topics of interest and relevance to the school program. Other types of contact by non-school personnel will normally not be permitted. Outside organizations desiring to use the captive audience in a school for information, sales material, or special interest curricula will not be allowed access to the schools.

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4320

Disruption of School Operations

If any person disrupts or obstructs any school program, activity, or meeting, or threatens to do so, or commits, threatens to imminently commit or incites another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process or procedure, of any student, official, employee or invitee of the Charter School, the staff member in charge shall immediately notify the local law enforcement authorities of the incident.

The staff member in charge shall make a written report detailing the incident not later than twenty-four (24) hours from when the incident occurred. A copy of the report shall be given to the staff member's immediate supervisor.

Cross Reference: 4140

Visitors to the Schools

Legal Reference: I.C. § 33-512

Governance of schools

I.C. § 33-205 Denial of school attendance

I.C. § 33-1222 Freedom from abuse

I.C. § 18-916 Abuse of school teachers

I.C. § 18-6409 Disturbing the peace

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year, after a Board hearing. Examples of unsportsmanlike conduct include, but most certainly are not limited to:

1. using vulgar or obscene language or gestures;
2. possessing or being under the influence of any alcoholic beverage or illegal substance;
3. possessing a weapon;
4. fighting or otherwise striking or threatening another person;
5. failing to obey the instructions of a security officer or school employee; and
6. engaging in any activity which is illegal or disruptive of the educational process.

The administrator may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, containing:

1. The date, time, and place of a Board hearing;
2. A description of the unsportsmanlike conduct;
3. The proposed time period that admission to school events will be denied.

Legal Reference: I.C. § 33-205 Denial of school attendance
I.C. § 33-512 Governance of schools
I.C. § 33-1222 Freedom of Abuse
I.C. § 18-916 Abuse of school teachers
I.C. § 18-6409 Disturbing the peace

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4400

Relations with the Law Enforcement and Child Protective Agencies

The primary responsibility for maintaining proper order and conduct in the schools is that of staff. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities. Where there is substantial threat to the health and safety of students or others such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

The Charter School shall strive to develop and maintain cooperative working relationships with the law enforcement agencies. Procedures for cooperation between law enforcement, child protective and school authorities shall be established. Such procedures shall be made available to affected staff and periodically revised.

Cross Reference: 4320

Disruption of School Operations

Legal Reference: Legal Reference: I.C. § 33-205 Denial of school attendance

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Investigations and Arrests by Police

All contact between the school and the police department on matters involving students shall be made through the administrative office. The police have ample opportunity to talk to a student away from the school and before or after school hours. They should be encouraged to do so. Law enforcement authorities should only be allowed to conduct an interview in the school if they can show that special circumstances exist or if the interview is at the request of the school. This determination should be made by the administrative office.

- A. If the police have a warrant for the student's arrest, they must be permitted to arrest the student; however, whenever possible, the arrest should be conducted in a private office out of view of other students. Before removing a student from school, the police shall sign a release form in which they assume full responsibility for the student;
- B. Law enforcement personnel should not be allowed to roam about the school until the student is found. They should remain in the administration office while school personnel seek out the student;
- C. If possible, the educational program of the student should not be disrupted to allow for police questioning;
- D. Any questioning by police should be conducted in a private room or area where confidentiality can be maintained;
- E. If law enforcement officials are to be allowed to question a student under the age of eighteen (18), a reasonable attempt shall be made to notify the parents, except in cases of suspected child abuse or child neglect involving the parent. The parents should be given the opportunity to come to the school prior to the questioning;
- F. If the parents are notified and able to attend, they should be allowed to be present at the interview. The administrator should be present at the interview, but should not take part in any questioning. The administrator should at all times remain a neutral observer.

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Sex Offenders

Another Choice Virtual Charter School recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the Charter School is implementing this policy.

Visitors to and Conduct on School Property

For purposes of this policy, “school property” means school buildings, school buildings not being used as a school, vehicles used for school purposes, any location being utilized during a school athletic event or other school-sponsored event, properties posted with a notice that they are used by a school and school grounds.

Visitors are welcome on school property provided their presence will not be disruptive. All visitors must initially report to the building main office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held during the teacher’s conference time.

The Charter School expects mutual respect, civility and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, a school board member, sports official or coach, or any other person;
2. Damage or threaten to damage another’s property;
3. Damage or deface Charter School property;
4. Violate any Idaho law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the school board;
9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized Charter School employee’s directive;
10. Engage in any risky behavior, including rollerblading, roller skating or skateboarding; or
11. Violate other Charter School policies or regulations, or an authorized Charter School employee’s directive.

Convicted Sex Offender

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loiter on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offenders' dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

The posted notices required in this section shall be at least one hundred (100) square inches, make reference to I.C. § 18-8329, include the term "registered sex offender" and be placed at commonly used entrances to the property. In addition, there shall be at least one (1) notice posted every six hundred sixty (660) feet along the property line.

Sample posted notice:

"Pursuant to I.C. § 18-8329, registered sex offenders only have limited rights to enter upon or be near school property. Please contact the school at (telephone number) or your probation/parole officer for more information."

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

- A. Is a student in attendance at the school; or
- B. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
- C. Is attending a scheduled extracurricular school event with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the school event; or
- D. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- E. Is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian; or
- F. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery.
- G. Is exercising his or her right to vote in public elections;

- H. Is taking delivery of his mail through an official post office located on schools grounds;
- I. Has written permission from a school principal, vice-principal, or the equivalent, to be on the school grounds or upon other property posted with a notice that the property is used by a school; or
- J. Stays at a homeless shelter or resides at a recovery facility if such shelter or facility has been approved for sex offenders by the county sheriff or municipal police chief.

Sex Offender Registry Notification

The Administrator or his/her designee shall request notification of registered sex offenders in the same or contiguous zip codes as the Charter School. The request can be made of either the Idaho State Police, the local Sheriff's Department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho Codes 18-8323 and 18-8324. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone. See Idaho Code 18-8326.

Staff Notification

As appropriate, the Administrator shall disseminate sex offender registry information received. The administration shall inform staff of the roles and responsibilities of staff in dealing with instances of convicted sex offenders on school property, including, but not limited to, sex offenders on school property without approval, and/or if a staff member is the school official assigned to escort the sex offender.

When sex offender registry information is disseminated by the principal, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code § 18-8326. Employees who share registry information with others may be disciplined.

Enforcement

Any staff member may request identification from any person on school property. Any staff member shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, the Charter School's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the principal or designee. The administrator or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the administrator shall request that the person immediately leave school property and may contact law enforcement, if appropriate.

- If a sex offender violates this policy, school officials shall immediately contact law enforcement.

Legal Reference: I.C. § 18-8323 Public Access to Sexual Offender Registry Information
I.C. § 18-8324 Dissemination of Registry Information
I.C. § 18-8326 Penalties for Vigilantism or Other Misuse of Information
I.C. § 18-916 Abuse of School Teachers
I.C. § 33-512(11) Governance of Schools

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Sex Offenders

LETTER TO PARENTS REGARDING VISITS TO SCHOOL
BY CONVICTED SEX OFFENDERS

Dear Parents/Guardians:

The purpose of this letter is to help the school comply with State law placing restrictions on sex offenders access to school children and school property.

If you would like to obtain information regarding convicted sex offenders in your area, you can contact the Idaho State Police or your local Sheriff's Department. The Idaho State Police has a website available to provide this information. Currently, that website is:
http://www.isp.state.id.us/identification/sex_offender/index.html

State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Being in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school property line, unless the person's residence was established prior to July 1, 2006.

The following applies if you are parent/guardian who is a convicted sex offender:

You need to immediately return this letter with the blanks completed to the principal's office where your child is enrolled. If you have children attending more than one school, you must complete this form for each school. The Charter School will crosscheck responses with the list the Charter School receives from law enforcement identifying sex offenders living within its jurisdiction.

When you visit your child at school or a school event that you have not already described on the form below, you must inform the principal's secretary that you need to make an entry on your

record of school visits. This record will be kept on file in the building principal's office where your child is enrolled.

The following must be completed by a convicted sex offender who is a parent or guardian of a student enrolled in the school.

**TO BE COMPLETED ONLY IF YOU ARE A PARENT/GUARDIAN AND ARE A
CONVICTED SEX OFFENDER**

Student's Name (please print)

School

Name of Parent/Guardian (please print)

Date

Signature

Date

- You do not need advance permission for you to visit school property.
- You must provide the information requested below for the times you anticipate visiting the school, such as, after school to pick-up your child, during specific events, and during parent-teacher conferences.
- For all other visits, you must go immediately and directly to the administration's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the administrator's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

The following applies if you know someone who is a convicted sex offender who would like to visit school property:

If you know a convicted sex offender who is not a parent/guardian of a student enrolled in the school, but who would like to visit school property, please refer them to the administrator's office to request permission. A sex offender who is not a parent/guardian of a student enrolled in the school must complete a form in order to be granted permission to visit school property. This form must be completed for each visit to school property.

If permission is granted, the administrator or designee shall provide the details of the sex offender's upcoming visit to the administrative team. The appropriate designee, who is a certified employee, will supervise the sex offender whenever the sex offender is in a student's vicinity.

TO BE COMPLETED IF YOU ARE A CONVICTED SEX OFFENDER AND ARE REQUESTING PERMISSION TO VISIT SCHOOL PROPERTY

A convicted sex offender who is not a parent/guardian of a student enrolled in the Charter School must complete this form in order to seek permission to visit school property whenever students are present. After a decision is made whether to grant or deny permission to visit, a copy will be returned to you. This information will be kept in the Administration offices as well as in the principal's office where you are seeking permission to visit. Please be specific in completing this form.

Name (please print)

Residence Address

Signature

Residence City, State, Zip Code

Date

Visit Request

Date and Time Requested	Location of Visit	Purpose of Visit

The following is to be completed by Charter School personnel only:

☐ Permission Granted

☐ Permission Denied

Signature
(Superintendent, Designee, or Board Chair)

Date

Visit Supervision:

Time In: _____

Time Out: _____

Signature of Supervisor
(Principal or other certified employee)

Date

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Sex Offenders

LETTER TO EMPLOYERS & CONTRACTORS
REGARDING ACCESS TO SCHOOL PROPERTY BY SEX OFFENDERS

Dear Employer/Contractor:

The purpose of this letter is to help the school comply with State law placing restrictions on sex offenders access to school children and school property. State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Being in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

The following applies if you and/or your employee(s), subcontractor(s), delivery personnel, etc. are a convicted sex offender:

You need to immediately return this letter with the blanks completed to the Principal's office where you, your employee(s), subcontractor(s), delivery personnel, etc. may be providing any form of work or visitation onto any school grounds.

It is your responsibility to inform your employee(s), subcontractor(s), delivery personnel, etc. of this requirement. Anyone who is a convicted sex offender must complete this form and return it to the building principal prior to accessing school grounds.

When you and/or your employee(s), subcontractor(s), delivery personnel, etc. access school grounds that you have not already described on the form below, you must inform the Principal's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building principal's office where you are performing work or accessing school grounds.

The following must be completed by a convicted sex offender who is accessing school grounds for the purposes of maintenance, deliveries, contract work, etc.

Name of School that the Convicted Sex Offender Will Be Accessing

Name of Convicted Sex Offender
(please print)

Date

Signature

Date

- You do not need advance permission for you to visit school property, however, the work that you are to perform, reason for visit, or deliveries that you will complete must be known and approved of by the principal prior to you accessing school grounds.
- You must provide the information requested below for the times you anticipate visiting the school, such as, when work will be performed, when deliveries will be made, etc.
- For all other visits, you must go immediately and directly to the Principal's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the principal's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Public Gifts/Donations to the Schools

The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the school units under its jurisdiction. Gifts, donations, grants, or bequests will be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the Charter School from the Board and will not cause inequitable treatment of any student(s) or student group(s).

A gift shall be defined as money, real or personal property and personal services provided without consideration. Gifts from organizations, community groups, and/or individuals that will benefit the Charter School shall be encouraged by the Charter School administration. Individuals or groups contemplating presenting a gift to a school or the Charter School shall be encouraged to discuss, in advance, with the Principal what gifts are appropriate and needed.

Community groups or individuals may donate equipment to the Charter School. Such equipment shall be added to the Charter School's inventory, provided it is operative at the time of donation and meets an educational purpose of the Charter School.

The Charter School reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to Charter School policies, goals, and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to the basic principles outlined in board-approved regulations.

Propositions giving funds, equipment, or materials to the school with a "matching agreement" or restriction are generally not acceptable. Acceptance of donated equipment or materials may depend upon the compliance with the board's policy of standardizing materials and equipment in the Charter School which could restrict gifts purchased by the parent-teacher organizations to individual schools. The acceptance of a gift for a particular school, however, indicates the board's approval of the use the benefactor specified.

Any person or organization desiring to give a gift or make a donation, grant, or bequest to the board should contact the Principal who may accept the gift, thank the donors, and inform the board, except that offers of real property will be accepted only by the board. Also, where the appropriateness of a gift is in doubt, the Principal will refer the matter to the board for its acceptance or rejection. For example, single gifts of considerable value exhibiting the donor's name or business shall be considered on an individual basis by the board.

Provided, all conditional gifts must be approved by the board.

Any gift or grant accepted by the board or the Principal as its executive officer shall become the property of the board of education and will comply with all state and federal laws.

Legal Reference: Title IX, Education Amendment of 1972, 20 U.S.C §1681, et seq.

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4500R

Public Gifts/Donations to the Schools (Regulations)

The following basic principles shall apply to all gifts accepted by the Charter School:

1. Gifts to employ “regular” full- or part-time personnel shall be discouraged.
2. Gifts that involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be discouraged.
3. Gifts to individual members of the staff by students, parents, or organizations shall be discouraged.
4. Gifts on a matching basis requiring money, property, or services by the Charter School shall be discouraged.
5. Gifts to the Charter School become the property of the Charter School and are subject to the same controls and regulations that govern the use of all Charter School-owned property.
6. Any purchase to be funded by a cash donation must be processed in accordance with Charter School policy.
7. Gifts that meet the definition of a fixed asset as outlined in the Charter School policy on inventories must be added to the school’s fixed assets inventory.
8. Gifts with a value of \$1,000 or less will be accepted by the authority of the appropriate principal, director, or program manager. Gifts with a value in excess of \$1,000 but less than \$10,000 will be accepted by the authority of the Principal or designee. Contributions with a value in excess of \$10,000 will be presented to and acted upon by the board of trustees.
9. At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the Charter School. It is the responsibility of the appropriate principal, director, or program manager to approve and accept the gift, process the appropriate forms to update inventory, and to send an acknowledgement letter to the donor.

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4510R

Public Gifts to the Schools:

Donations of Material/Equipment Affecting Building Structure or Maintenance (Regulations)

Organizations desiring to donate equipment or material that will affect the physical structure of a building, either in appearance or in operating maintenance expense, must have the project approved by the school administration.

Items to be donated must meet the technical specifications and standards of similar equipment or materials purchased by the Charter School. If items are not new, the condition of the equipment or materials must be evaluated by qualified persons other than the organization making the donation.

The following procedures shall apply to filing a project request:

1. The organization desiring to make the donation must ensure the proposed project will not cause inequitable treatment of any student(s) or student group(s).
2. The organization will discuss the proposed project with the administration prior to filing a request with the office.
3. After discussion with the administration, the organization will submit a written request to the director of property services specifying the type of item to be donated, the technical specifications of the item, and information regarding installation, maintenance, and replacement of the item.
4. The request will be evaluated by a committee appointed by the administrator or designee. The committee will use the following criteria in evaluating the proposed project:
 - a. Educational value to the student body;
 - b. Cost factors in relation to the board of education's approved budget:
 - i. Immediate costs such as installation or remodeling,
 - ii. Long-range costs such as operation and maintenance,
 - iii. Replacement costs when the item is no longer operable.
 - c. Technical quality of the proposed donated item;
 - d. Commitment of the donating organization to continuance of the project.
5. Based upon the committee's evaluation and recommendations, the administration will approve or disapprove the request. If the request is disapproved, the committee will

make recommendations to the requesting organization as to requirements necessary to approve the request.

6. If a project is disapproved by the committee and the administration, the requesting organization may appeal the decision to the board of education.

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4600

Volunteer Assistance

The Charter School recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, school staff shall clearly explain the volunteer's responsibility in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

Definition of Volunteer

Volunteers are persons who assist in school or school programs. Volunteers are encouraged to use their time and effort to support school and school programs.

A volunteer shall be an individual who:

- Has not entered into an express or implied compensation agreement with the Charter School;
- Is excluded from the definition of "employee" under appropriate state and federal statutes;
- May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
- Is not employed by the Charter School in the same or similar capacity for which he/she is volunteering.

Volunteers who have unsupervised access to children are subject to the Charter School's policy mandating background checks.

The administration shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 4600P. The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School Guest/Volunteer Agreement and Liability Waiver
(“Agreement and Waiver”)

Please read Another Choice Virtual Charter School’s Guest/Volunteer Agreement and Liability Waiver carefully. This Agreement and Waiver includes release of liability and waiver of legal rights. Signing this Agreement and Waiver will deprive you of the ability to sue certain parties. Do not sign this Agreement and Waiver unless you have read and understood the Agreement and Liability Waiver in its entirety. By entering your name below as a guest/volunteer of Another Choice Virtual Charter School, you acknowledge that you have both read and understood all text presented to you as part of the registration process. Your ability to be a guest or volunteer at Another Choice Virtual Charter School is/are subject to your agreement to the below waivers and by agreeing herein, you accept and agree to the terms of the Agreement and Waiver Release.

By indicating your acceptance, you understand, agree, warrant and covenant as follows:

Prior to being on student accessible premises at any ACVS lab I will complete or provide documentation of a current background check at my own expense.

I understand that I will comply with all rules and regulations of the Charter School and if I do not my volunteer status will be revoked.

In consideration of your accepting this guest/volunteer at Another Choice Virtual Charter School, I, the undersigned, intend to be legally bound, hereby, for myself, my spouse, heirs, executors, and administrators, and forever waive, release and discharge any and all rights and claims, causes of action, demands, rights, whatsoever, foreseen and unforeseen, known or unknown, in law or in equity, that I or my spouse, heirs, executors, and administrators, may have at any time against Another Choice Virtual Charter School, any and all of Another Choice Virtual Charter School officials and volunteers.

I represent and warrant to Another Choice Virtual Charter School that I have full legal authority to complete this guest/volunteer assignment on behalf of myself and/or any party or parties I am volunteering with.

I understand and agree that in consideration for being permitted to be a guest/volunteer, on behalf of myself and any party or parties (for which I have legal authority to act), that I will respect the confidentiality of any and all other students that I meet at Another Choice Virtual Charter School. Students and other volunteers are in the locations and deserve the right for confidentiality at all times. I will comply with confidentiality without any end date for this agreement. No pictures, tapes, and any behavioral discussions can occur about any students that you meet at ACVS with any other individual beside the ACVS personnel at the lab at that time. Confidentiality shows all our students’ dignity and respect.

I understand and agree that in consideration for being permitted to be a guest/volunteer, on behalf of myself and any party or parties (for which I have legal authority to act), for my/his/her/their heirs, personal representatives or assigns, I do hereby release, waive and discharge and covenant not to sue Another Choice Virtual Charter School for any and all liability from and all claims arising from my guest/volunteer participation.

I understand that my guest/volunteer participation is/are potentially hazardous by nature of being in a public building. I further agree that I will pay my own medical and emergency expenses in the event of an accident, illness, or other incapacity regardless of whether I have authorized such expense.

I understand that my guest/volunteer participation means I hereby assume all risks for the behavior, actions, and safety of myself and any registered party (for which I have legal authority to act) while involved in, participating and/or observing the event(s). I further assume full responsibility for any personal injury to myself, my minor child/children, and any registered party (for which I have legal authority to act) and/or for any loss or damage to personal property and expenses thereof resulting from the negligence of any party to this Agreement, including but not limited to my own negligence, the negligence of my minor child/children.

By completing this guest/volunteer agreement, I agree that the statutes and laws of the State of Idaho will apply to all matters relating to this Agreement and Waiver and the event(s).

BY INDICATING MY ACCEPTANCE OF THIS AGREEMENT AND WAIVER, I AM AFFIRMING THAT I HAVE READ AND UNDERSTAND THIS AGREEMENT AND WAIVER, INCLUDING ALL THE

TERMS CONTAINED THEREIN. I UNDERSTAND THAT IN ENTERING THIS AGREEMENT, I AM GIVING UP SUBSTANTIAL RIGHTS, INCLUDING THE RIGHT TO SUE FOR MYSELF, MY MINOR

CHILD/CHILDREN, AND/OR ANY REGISTERED PARTY (FOR WHICH I HAVE LEGAL AUTHORITY TO ACT).

I ACKNOWLEDGE THAT I AM SIGNING THIS AGREEMENT AND WAIVER ON BEHALF OF MYSELF AND/OR ANY REGISTERED PARTY (FOR WHICH I HAVE LEGAL AUTHORITY TO ACT) FREELY AND VOLUNTARILY AND INTEND MY ACCEPTANCE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

VOLUNTEER'S PRINTED NAME	SIGNATURE	DATE
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STUDENT'S PRINTED NAME	SIGNATURE (PARENT SIGNATURE IF MINOR)	DATE
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STUDENT'S PRINTED NAME	SIGNATURE (PARENT SIGNATURE IF MINOR)	DATE
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STUDENT TEACHER/OBSERVER PRINTED NAME	SIGNATURE (PARENT SIGNATURE IF MINOR)	DATE
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ONE FORM PER VOLUNTEER

**PLEASE NOTE THE BACKGROUND CHECK IS AT YOUR EXPENSE FULLY
THIS FORM IS FOR ONE YEAR ONLY, SO EACH YEAR A NEW FORM IS NEEDED.**

**CHARTER SCHOOL
VOLUNTEER APPLICATION**

Thank you for your interest in serving as a school volunteer. The application procedure helps us to provide the safest environment for our students. Prior to completing the volunteer application it is required that you read the Charter School's policy regarding volunteers. A criminal history/fingerprint check will be obtained. The school's volunteer coordinator will contact you upon the application process being completed.

Personal Information:

Last Name: _____ First Name: _____

Social Security Number: _____ Date of Birth: _____

City of Birth: _____ State of Birth: _____

Gender: _____ Race: _____

Home Phone: (208) _____ Business Phone: (208) _____

Home Address: _____

City: _____ State: _____ Zip: _____

School Selection:

1. List all schools where you will volunteer:

2. If you have children attending those schools, list the child's name, grade and school:

Child's First & Last Name: _____

School Child Attends: _____

Grade: _____

Child's First & Last Name: _____

School Child Attends: _____
Grade: _____

Child's First & Last Name: _____
School Child Attends: _____
Grade: _____

Volunteer Availability:

I am available at the following times:

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Education Information:

Provide highest level of education completed: _____

Employment Information:

Current Employer: _____
Address: _____
Position: _____
Years with Employer: _____

Past Volunteer Experience:

Name of Organization: _____
Contact Name: _____
Address: _____

Can we contact the Supervisor? Yes__ No__

Name of Supervisor & Supervisor's Position: _____

Phone Number: _____

When did you volunteer? From: _____ To: _____

References:

List two references who have known you for at least one year and are not related to you. Please notify your references to expect us to contact them.

Name # 1: _____ Name # 2: _____

Phone: _____

Phone: _____

Relationship: _____

Relationship: _____

Email: _____

Email: _____

Background Security Information:

To safeguard the children we serve, the school district screens volunteer applicants. All information is confidential and will not be shared.

Yes__ No__ I will cooperate with the school district in obtaining a fingerprint background check.

Yes__ No__ Have you ever been convicted of a felony? If yes, explain:

Yes__ No__ Have you ever committed any criminal offenses against a minor?

Yes__ No__ Have you ever been arrested, found guilty, entered a plea of no contest or had adjudication withheld in a criminal offense other than a minor traffic violation?

Statement of Understanding & Signature (Required):

I have read the district's policy and procedure regarding volunteers. I fully understand the policy and procedure and agree to abide by them.

I affirm that all of my responses are true, complete and correct to the best of my knowledge and are made in good faith. In addition, I certify that I have reviewed the above criminal history information and responded truthfully. I understand that all involvement with students is restricted to approved school activities. In exchange for the benefit I receive from being allowed to volunteer within the school district I agree to indemnify _____ charter school from any and all responsibility of liability that they may incur as a result of volunteering my services to the district.

Signature: _____

Name Printed: _____ Date: _____

Volunteer Confidentiality

Volunteers may see student records whether they are doing data entry or not. To make sure volunteers know the importance of keeping records confidential, Another Choice Virtual Charter School requires all Volunteers to sign this Volunteer Code of Confidentiality.

Volunteer Code of Confidentiality

1. All student records should be considered confidential.
2. Records should not be left in a place where they can be viewed by others.
3. Copies of records can only be shared with administrative approval.
4. Volunteers should not discuss or repeat information overheard while in the staff lounge or offices by teachers or administrators.
5. Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.
6. Directory information, including student's and staff's name, address, telephone number, date and place of birth, student's photograph, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.
7. Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer and the school administrator.
8. Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

Date

Signature

Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

Another Choice Virtual Charter School

COMMUNITY RELATIONS

4600P

Volunteer Assistance Procedures

The Charter School supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff. The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator. The following procedural guidelines are being set with regard to volunteers.

Qualifications and Requirements.

The qualifications and requirements of a volunteer include:

- A. Be a community member of good standing and possess an aptitude/interest for working with students and teachers.
- B. Be dependable and of appropriate character to work with students and teachers.
- C. Complete a Criminal History Records Check. All volunteers must complete a Criminal History Records Check supplied by the Charter School prior to service and will be subject to a background check. Any volunteer applicant who does not disclose his/her criminal background will not be eligible for service.
- D. Read the Charter School's policy and procedure regarding volunteers.
- E. Complete a Volunteer Application provided by the Charter School.

Fair Labor Standards Act. Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of state and local governments will not be regarded as "employees" under the statute if several criteria are met:

- The employee must perform the voluntary service without promise, expectation or receipt of compensation for services rendered.
- Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, from any employer.
- The individual may not be employed by the same school Charter School to perform the same type of services as those for which the individual proposes to volunteer.Additional Requirements.

- A. Any volunteer who falsified information on his/her application will not be eligible for service.
- B. Volunteers will work with students in areas designated by school staff.
- C. Volunteers will treat all students equally regardless of gender, race, religion or culture and refrain from any comments that can be construed as racist, sexist or bigoted.
- D. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products.
- E. Disciplinary issues should be referred to the student's teacher.
- F. Volunteers may not be in possession of or under the influence of alcohol or illegal substances.
- G. Smoking or the use of tobacco products is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of the Charter School's policy and procedure regarding volunteers, the Principal will inform the applicant that he/she may not perform volunteer services in the Charter School.

Background Check.

The Charter School shall conduct, at *the volunteer's* expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal or designee and the volunteer has undergone the required records check.

If the background check reveals evidence of convictions as identified in the paragraph below or other concerns regarding past behavior, the candidate will not be recommended.

- A. Convicted of any crime against persons.
- B. Found to have sexually assaulted or exploited any minor or to have physically abused any minor.
- C. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to

disclose as required on the Charter School application form, his/her application for volunteer assignment may be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made, in consultation with legal counsel, whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

Selection and Placement of Volunteers.

Placement of volunteers shall be the responsibility of the building principal who shall base placement decisions on data regarding staff needs. Volunteers shall not correct or make decisions regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the building principal.

Supervision.

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and teaching staff. Volunteers who assist in the Charter School on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

If a volunteer is injured while on school premises or providing volunteer services, he/she will report this injury to the building principal as soon as reasonably possible.

Relationship Between Schools and Volunteers.

When arriving at school during regular school hours, volunteers will sign in and be issued a badge.

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff. Any issues that may arise will be referred to the volunteer coordinator or school principal as appropriate.

All volunteers working in schools will be under the direct supervision of an accountable member of the school's staff. Periodic assessments should be made to ensure volunteers are working productively with students.

Orientation and Training.

The Principal/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures. Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing Charter School standards. This training shall be developed under the leadership of the principal. Exceptions would be school-wide programs established by the administration whereby general volunteer programs would be defined.

Duties and Responsibilities.

A volunteer's assignment shall be limited to assisting staff members with duties such as routine tutorial, clerical, housekeeping and material preparation tasks. The assignment shall be limited to situations which may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting. Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor or principal.

Additional specific areas in which a volunteer may be used are as follows:

- Reading stories to students
- Assisting in supervising the loading and unloading of buses
- Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.
- Lecturing on special topics
- Assisting in technology
- Helping set up science experiments
- Acting as hostess for school functions
- Providing exhibits
- Arranging and assisting in field trips
- Assisting in supervising playgrounds
- Tutoring
- Contacting groups of parents by telephone
- Organizing parents for special projects
- Mentoring
- Participating in business and community partnerships

Volunteers will supplement and enrich programs and services in the Charter School but will not substitute for employee activities and functions.

Orientation.

Each school should thoroughly orient volunteers to the duties they will perform. Volunteers also should be acquainted with the overall operation of the school, including

what is expected of all employees and volunteers. They should be cautioned to discuss school matters outside of school in a responsible manner.

- A. Training at local schools should not be held simultaneously with school-sponsored functions. Volunteers should not have to choose between attending a school function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a school-sponsored event.
- B. Each volunteer coordinator will provide all volunteers with a handout of expectations, guidelines and procedures specific to the school or communicate them fully.
- C. All volunteers will be oriented on the following:
 - Volunteer guidelines, policies and procedures
 - Expectations for creating positive school climate
 - Safety and security issues
 - Confidentiality: All communications are to be kept strictly confidential. Information about the student may be shared only with the teacher, principal or guidance counselor of the school.
 - Transportation
 - Dress Code
 - Sexual Harassment
 - Blood borne pathogens
- D. Volunteers may receive initial training from any charter school or from the charter school office. When a volunteer is trained away from the local schools, the Charter School volunteer coordinator who conducts the training must provide the volunteer's name to the local school volunteer coordinator.
- E. The volunteer coordinator will notify the volunteer specialist of training dates. These will be posted at the Charter School office or on the Charter School website if applicable.

Termination.

Although the Charter School is not limited to the reasons below, a volunteer can be terminated for the following:

- A. Breach of confidentiality concerning student or other privileged information.
- B. Unlawful conduct or breach of the Charter School rules and regulations.
- C. Physical or emotional stress which incapacitates the volunteer.
- D. Inability to cooperate and work effectively with site staff and students.
- E. Activities that threaten the order or security of the site or the safety of the volunteer.
- F. Erratic or unreliable attendance or behavior.
- G. Unsatisfactory service.
- H. Sexual misconduct.
- I. Providing falsified information on the application.

- J. Establishing inappropriate relationships with youth served.
- K. Criminal charges or conviction of a crime.

A volunteer may be asked to terminate his/her services when circumstances which in the judgment of the administrator necessitates termination.